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**STAFF REGULATIONS
FOR
THE STANDARDS AND METROLOGY
INSTITUTE FOR ISLAMIC COUNTRIES
(SMIIC)**

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SCOPE AND PURPOSE

Clause 1

- 1.1 The Staff Regulations embody the fundamental conditions of services and the basic rights and obligations of the staff of The Standards and Metrology Institute for Islamic Countries (SMIIC).
- 1.2 These Regulations will be brought in line with the decisions of the General Assembly taken from time to time in respect of rights and obligations of the staff.
- 1.3 The Secretary General shall be responsible for full implementation of these regulations and also ensure that administrative orders and instructions are issued, as may be necessary to give effect to the principles enshrined in these Regulations.

DEFINITIONS

Clause 2

- 2.1 For the purpose of these Regulations, certain terms used in the Regulations are defined as follows:
 - a) **The Institute:** The Standards and Metrology Institute for Islamic Countries (SMIIC);
 - b) **General Secretariat:** The General Secretariat of the Institute;
 - c) **Member States:** An OIC Member State having membership in the Institute represented by its nominated national body most broadly representative of standardization or metrology or accreditation in the OIC Member State and which has been admitted into Institute in accordance with the Rules of Procedure;
 - d) **General Assembly:** General Assembly of SMIIC;
 - e) **Board of Directors:** The Board of Directors of SMIIC;
 - f) **Secretary General:** The Secretary General of SMIIC;
 - g) **Staff:** Personnel of the Institute whom are recruited either on permanent or temporary or outsourced on the basis of the Institute's Staff Regulations;

- h) **Outsourced Staff:** Staff whom is contracted directly or with an outside provider for services or other business processes for the practice of having certain job functions instead of having an in-house department or employee handle them;
- i) **Temporary Staff:** Staff either directly recruited or seconded by Member States or Observer organizations whose services are engaged on temporary basis by the General Secretariat for special short-term assignment;
- j) **Headquarters Agreement:** The Agreement regarding the legal status of the Institute signed with the Government of the Republic of Turkey, dated 07/10/2010;
- k) **Post:** A set of duties and responsibilities assigned to the staff or temporary staff of the Institute.

OBLIGATIONS AND PRIVILEGES

Clause 3

- 3.1 The Secretary General and all staff are full time international civil servants of the Institute. Staff, in the performance of their duties, neither seek nor accept instructions from any government or any authority other than the Secretary General.
- 3.2 Staff shall exercise the utmost discretion with regard to all matters of official business. They are subject to the general authority of the Secretary General, and shall be responsible to him/her for their performance.
- 3.3 Staff shall not accept any decorations, rewards or grants, from whatever source, without the written approval of the General Secretariat.
- 3.4 Staff of the Institute shall not engage in any activity outside the Institute or hold any office which may be incompatible with the proper discharge of their duties.
- 3.5 The privileges and immunities enjoyed by the staff of the Institute covered by the “Headquarters Agreement, Statute and Rules of Procedure” are accorded in the interests of the Institute and not of individual members of the Institute. These privileges and immunities shall not be used to avoid private obligations or as an excuse for failure to observe local laws and police regulations or to evade the laws and regulations of their own country.

OVERALL RESPONSIBILITIES AND FUNCTIONS

Clause 4

4.1 General Secretariat shall initiate, coordinate and monitor the implementation of the programs, plans and decisions of the Institute. Accordingly, the General Secretariat shall undertake the following duties;

- a) To serve as the permanent channel of efficient communication and coordination among Member States in all areas related to activities of the Institute.
- b) To provide supportive documents when necessary through maintaining archives and documentation.
- c) To establish an informative web site of the Institute, operate and upgrade its status in order to facilitate document retrieval by Member States and public at large.
- d) To attend the meetings of Member States (and if possible, important technical meetings) to assist the host country of the Institute meetings to provide secretarial services (i.e. preparation of draft agenda and program of work, decisions, recommendations, reports and declaration of the General Assembly and the Board of Directors meetings, etc.) as well as to monitor and coordinate substantive and administrative decisions within the organization to ensure consistency and efficiency throughout the Institute's activities.
- e) To facilitate elaboration of projects/programs in various sectors and follow up their implementation.
- f) To follow up decisions and conclusions taken by all committees and organs, Board of Directors and General Assembly and to ensure continuity.
- g) To promote the image of the Institute.
- h) To promote activities of the Institute at different governmental and non-governmental organizational meetings.
- i) To maintain dialogue with the regional and international organisations and to seek their technical and financial assistance for the Institute's projects and programmes.
- j) To carry out functions assigned by the Member States.

- k) To explore possible areas of cooperation and recommend them to the Board of Directors for their considerations.
- l) To act as depository for the Institute agreements and other documents signed or endorsed at different official meetings (start collect and find data/archiving).
- m) To facilitate the implementation of the Institute's agreements.
- n) To follow up the implementation of the strategic decisions.
- o) To prepare such documents as the Annual Budget, Financial statements, Action plans, Regular Reports on the Performance of the General Secretariat and other reports aimed at advancing the Institute's cooperation.
- p) To carry out such other functions and duties as may be assigned by the General Assembly and the Board of Directors.

CLASSIFICATION OF POSTS, STAFF STRENGTH AND JOB DESCRIPTION

Clause 5

- 5.1 The initial category and grade classification of staff of the Institute shall be based on the table provided in Annex I. This classification shall be reviewed and revised from time to time by the General Assembly. Not all the positions in these posts need to be filled and also some tasks of the posts may be outsourced by the Secretary General. The terms and conditions of outsourced staff shall be specified in the relevant fixed-term employment contracts to be signed by both parties.
- 5.2 The staff of the Institute including the Secretary General shall consist of the following three categories, each category shall be further sub-divided in Grades:
- a) Category – I (Directing Staff): D2, D1
 - b) Category – II (Consultant and Professional Staff): P3, P2, P1
 - c) Category – III (Administrative and Support Staff): A2, A1
- 5.3 The Secretary General may create posts and determine its numbers in accordance with the provisions of the Staff Regulations in Category II and III.
- 5.4 Job description of each post in the General Secretariat shall be drawn up and put into effect by the Secretary General with the approval of the Board of Directors, specifying in each case:
- a) Title, category and grade of the posts,
 - b) Required qualification,
 - c) General description of duties and responsibilities of the posts.

RECRUITMENT POLICY

Clause 6

- 6.1** Required qualification and job description as well as duties and responsibilities of the Secretary General and Assistant Secretaries General are provided in Annex-II which will be updated subject to any revision in the category and grade classification of staff.
- 6.2** The general criteria for recruitment of directing and principal and professional staff are as follows:
- a) Excellent command in English (verbal and written) and preferably in French and/or in Arabic;
 - b) Wide experience in the field of technical matters in the fields of standardization or metrology or accreditation and international relations.
 - c) Must be a national of one of the Member States of the Institute.
- 6.3** The Secretary General shall be elected by the General Assembly for a term of three years re-electable for successive terms from among the qualified candidates nominated by Member States. The General Assembly shall have the authority to terminate the services of the Secretary General.
- 6.4** While qualification, experience and merit may constitute the basic criteria for appointment of the Secretary General, endeavours shall be made, to the extent compatible with this basic criteria, to observe the principle of rotation in the three geographical regions in the OIC as much as possible.
- 6.5** Appointment of Assistant Secretary General shall be made by the Secretary General with the approval of Board of Directors while other posts in Categories I and II shall be made by the Secretary General. These posts shall be advertised on the web site of the Institute by the General Secretariat one month before the expiration of the post or one month for the new recruitment for the permanent and temporary basis posts, specifying the required qualifications and experience for each post as prescribed in Annex-II and relevant documents defined by the Board of Director unless there are candidates submitted by Member States or General Secretariat.
- 6.6** Appointment of Category–III posts shall be made by the Secretary General according to the needs of the Institute through a proper selection procedure on the basis of the required qualification and experience for each post in relevant documents defined by Board of Directors.

- 6.7** The Secretary General may appoint temporary staff from the Institute’s Member States and Observers for a short-term to carry out specific assignments of highly specialized nature in the event of extreme necessity. The term of appointment for temporary staff shall be specified in the official appointment letter of the Institute’s Member States and Observers.
- 6.8** In case more than one candidate meet all requirements of the post, preference for appointment shall be given to the most qualified, then to the longest graduated, then to the oldest.
- 6.9** The terms and conditions of appointment of permanent and temporary basis posts shall be specified in the open-ended employment contract.
- 6.10** Staff of the Institute shall undergo a probationary period of three months, renewable once, starting from date of his/her joining. The Secretary General shall have the right to terminate his/her services during this period or upon its completion, if his/her aptitude for the post is not confirmed.
- 6.11** The paramount consideration in the appointment of staff in all categories shall be the necessity of securing the highest standard of efficiency, competence, and integrity.
- 6.12** To the extent compatible with Clause 6.11 above every endeavour may be made to provide for a fair distribution of the posts among the nationals of Member States as much as possible.
- 6.13** Persons closely related by blood or by marriage to a staff of the Institute shall not normally be selected for appointment.
- 6.14** Selected staff of the Institute shall receive a letter of appointment signed by the Secretary General, specifying the nature, category, and grade of the appointment, effective date of the duty, rate of salary, as well as other allowances and benefits admissible.
- 6.15** Staff of the Institute shall reside in the Headquarters of the Institute.

**SALARIES, ALLOWANCES, TRAVEL ON OFFICIAL MISSION
AND OTHER BENEFITS**

Clause 7

- 7.1** The salary, house rent and other benefits of the Secretary General, Assistant Secretary General, other staff and temporary staff of the Institute shall be paid based on the table provided in Annex III of the Staff Regulation. The staff of the Institute who are

Turkish nationals or foreigners permanently residing in Turkey shall have their net salaries provided in Annex III after taxation. The payment date of the salary, house rent and other benefits shall be determined by the Secretary General taking into account the legal procedures of the headquarters country. The payment of the salary, house rent and other benefits shall be in US Dollars or headquarters country's unit of currency according to the choice of the staff.

- 7.2 The Salaries and allowances of temporary staffs will be paid based on the table provided in Annex III and IV of the Staff Regulation unless they are borne by the recruited or seconded party.
- 7.3 The Chairman, Vice-Chairmen and Secretary General shall undertake official missions by the approval of Secretary General outside the Headquarters country. Within the Headquarters country, Secretary General shall undertake ex-officio official missions.
- 7.4 Staff and temporary staff of the Institute may be sent on official missions within the Headquarters and outside the Headquarters country by the approval of the Secretary General. The Secretary General shall issue a decision stating the name of the delegated staff of the Institute, the nature, the destination and duration of the mission and whether the mission is to be carried out at the expense of the Institute or at the invitation of another party.
- 7.5 The Institute shall not pay the official travel expenditures of the staff on a mission if such expenses are assumed by another party.
- 7.6 After the completion of an official mission, the copy of the ticket or boarding pass, invoice of hotel accommodation and transportation (to and from airport) shall be submitted by using official mission notification form and all travel costs shall be settled as soon as possible. In case the invoice or sales slip of above stated expenditures may not be obtained, the written declaration of the staff or temporary staff will be accepted as satisfactory for the payment of the expenditures.
- 7.7 Chairman, Secretary General and other staff on official missions shall be entitled to per diem allowance and official travel expenditures as on the table provided in Annex III of the Staff Regulation. Additional expenses such transportation between the locations of the multiple missions and cost of entertainment shall be borne by the Institute upon the approval of Secretary General if they are stated in the official mission approval letter
- 7.8 Persons accompanying the Chairman or the Secretary General on official missions other than staff of the Institute shall be entitled to official travel expenditures and travel allowance same as D1 category on the table provided in Annex III of the Staff Regulation.

- 7.9 The allowances (transport, maternity, family, meal and installation) of the Secretary General, Assistant Secretary General, other staff and temporary staff of the Institute shall be paid based on the table provided in Annex IV of the Staff Regulation. In case, transport and/or meal facilities are provided by the Institute, these allowances (transport and/or meal) shall not be paid to the staff or temporary staff of the Institute who take advantage of those facilities.
- 7.10 The salary, allowances, and other benefits of the staff of the Institute may be reviewed and revised from time to time by the General Assembly taking into account the change in the cost of living in Headquarters of the Institute.
- 7.11 The General Secretariat may make provision for the health insurance of the staff and his/her family members in addition to the national legislation of the Headquarters country.
- 7.12 Upon appointment of a staff member, the Institute shall pay, travel expenses plus 50 Kilos of accompanied baggage for the staff and 30 Kilos for spouse and 10 Kilos for each child up to a maximum of three children by air, from his home country or country of residence to his place of duty. For reimbursement, the staff member concerned shall provide the ticket stub and/or the original receipt. Upon termination of service, similar passage shall be provided.
- 7.13 The staff of the Institute shall be entitled, upon appointment, to the initial basic salary in the grade to which he/she is appointed, in accordance with Annex III.
- 7.14 The staff member may be appointed at a higher salary than the initial basic salary if so justified by his/her qualification and experience upon the proposal of Secretary General and approval of the Chairman of Board.
- 7.15 Subject to the evaluation of the Secretary General, the staff of the Institute may be entitled to an annual salary increment upon the successful completion of one year's service.

OFFICIAL WORKING HOURS, HOLIDAYS AND ANNUAL LEAVE

Clause 8

- 8.1 Normal official working hours of the Institute shall be 40 hours a week. The Secretary General shall designate official holidays to be observed by the General Secretariat, taking into consideration the national and religious holidays of the Headquarters' country.

- 8.2** A staff and temporary staff is entitled to a regular annual leave of thirty working days with pay. The leave will be granted in accordance with the requirement of work and the staff's desire.
- 8.3** In case the leave is not approved in the interest of the work, the employee is entitled to accumulate leave for two successive years.
- 8.4** Staff and temporary staff may be granted, in exceptional cases, special leave for the following reasons:
- a) marriage of the staff; ten working days,
 - b) change of residence of the staff; five working days,
 - c) death of spouse, child, parents, parents-in-law; ten working days,
 - d) with the approval of immediate supervisor, be granted a leave provided that such leave shall not exceed a total of 10 days per annum and 2 days each time,
 - e) child birth of the staff; ten working days.
- 8.5** A staff and temporary staff unable to perform duties because of illness or injury extending beyond three consecutive days shall be granted sick leave upon presentation of a medical report from a duly qualified hospital.
- 8.6** In special medical cases, emerging during the term of office, a staff and temporary staff may be granted sick leave not exceeding 12 months in a calendar year. The staff and temporary staff concerned shall present to the General Secretariat every month a medical report issued by a qualified hospital indicating the state and progress of health. The three months shall be on full salary and the following three months on half- salary and the last six months with no payment. In case the sickness continues, the staff and temporary staff shall be referred to an approved medical committee to determine to what extent, he can continue to work and this decision will be brought to the approval of the Secretary General.
- 8.7** End of service gratuity shall be paid to any staff and temporary staff, for each year of service, an equal to the salary of last one month who serves for a period of at least 2 years. Payment in case of death shall be made to his/her legal heirs.
- 8.8** Female staff shall be entitled to maternity leave for a period of sixteen weeks. The leave shall commence six weeks prior to the anticipated date of birth upon presentation of a certificate from a duly qualified medical hospital indicating the anticipated date of birth. Maternity leave shall be with full pay for the entire duration of absence. Maternity allowance paid to the staff by the national social security institution of the host country shall be reimbursed to the Institute. Female staff shall be granted to leave without pay for a maximum period of one and a half year upon the termination of maternity leave.

8.9 Upon the termination of their maternity leave and for a further period of six months, female staff are entitled to a six-hour working day.

8.10 A staff and temporary staff of the Institute may be granted sabbatical leave without pay for a maximum period of six month by the Secretary General provided that he/she has already served not less than two years. During the period of leave without pay, all financial rights and privileges of the staff which are stipulated in these Regulations, shall be suspended.

DISCIPLINARY MEASURES

Clause 9

9.1 The Secretary General shall take disciplinary action against a staff and temporary staff who violates the Regulations and rules of the Institute and when the conduct of the staff warrants such an action.

9.2 The disciplinary measures shall be as follows:

- a) A written notice by the immediate superior.
- b) An initial written warning by the immediate superior of the staff and temporary staff.
- c) Final warning by the Secretary General.
- d) Withholding of the forthcoming prospective annual increment for a period of one year.
- e) Permanent deprivation of the annual increment.
- f) Termination of service by a approval of the Secretary General.

9.3 Secretary General shall decide, according to the nature of the violation, which of the measures contained in Paragraphs d, e and f of the Clause 9.2 should be taken as disciplinary action.

9.4 The Secretary General may initiate an investigation before issuing a final written warning according to the staff and temporary staff concerned.

9.5 The Secretary General shall establish an ad-hoc Disciplinary Committee composed of a chairman and two members to study disciplinary cases referred to it under the terms of paragraphs d, e and f of Clause 9.2.

9.6 The Secretary General shall lay down the detailed provisions governing the conduct of the activities of the Disciplinary Committee.

9.7 The Secretary General shall seek the advice of the Disciplinary Committee before taking action under any of the paragraphs d, e and f of the Clause 9.2 above.

SEPARATION FROM THE INSTITUTE

Clause 10

10.1 Separation from the Institute may take any of the following forms:

- a) Abolition of the post by decision of the Board of Directors.
- b) Certified physical disability.
- c) Resignation initiated by staff and temporary staff.
- d) Termination / Completion of the services contract.
- e) Superannuation at the age of 60 year.
- f) Retirement of the staff by the respective government.
- g) Dismissal – disciplinary separation required by the Chairman of the Board of Directors in case of misconduct or inefficiency subject to the approval by the Chairman of the Board of Directors for categories I and II staff except for the Secretary General.

10.2 The separation shall take effect with a minimum notice of one month.

10.3 In case of resignation, the following procedures shall apply:

- a) A staff and temporary staff may resign by giving the General Secretariat a written notice one month before the date on which release from service is desired. The Secretary General may accept the resignation before expiration of the term of office and the procedure shall be considered completed upon acceptance of the resignation by the Secretary General who shall inform thereafter the Board of Directors.
- b) A staff and temporary staff may tender resignation provided that resignation is notified, in writing, to the General Secretariat at least one month before the date on which release from service is desired. The Secretary General may accept the resignation before the expiration of contract.
- c) If the staff and temporary staff leaves job for compelling reasons before the expiration of contract, the released staff and temporary staff shall be entitled to the part of the salary calculated on the basis of the number of days worked.

ENTRY INTO FORCE, IMPLEMENTATION AND AMENDMENTS

Clause 11

11.1 The present Staff Regulations will enter into force as of the date of its adoption by the General Assembly of the Institute.

11.2 The Secretary General shall be responsible for implementation of the Regulations.

11.3 Amendments to the Staff Regulations, proposed by the General Assembly, the Board of Directors, General Secretariat or at least ten Member States shall require the approval of the General Assembly.