

**Agreement between the United Nations Common System Chief Executives Board for Coordination and the Association internationale des interprètes de conférence regulating the conditions of employment of short-term conference interpreter**

Revision 06 May 2021 to incorporate updated Annex A “Organizations party to the agreement” and Annex B “Organizational entities to which the Agreement applies” including respective footnotes reflecting the ratification process to date.

# Agreement between the United Nations Common System Chief Executives Board for Coordination and the Association internationale des interprètes de conférence regulating the conditions of employment of short-term conference interpreters

1 January 2019

This Agreement is between the Organizations of the United Nations common system under the aegis of the United Nations System Chief Executives Board for Coordination (CEB) and the Association Internationale des Interprètes de Conférence (AIIC), hereinafter jointly referred to as the "Parties".

## Preamble

The Parties,

Acknowledging 50 years of successful collaboration between the Organizations of the United Nations common system and AIIC, and the contribution of short-term conference interpreters in support of the principle of multilingualism,

Recognizing the value of having an institutional agreement for the efficient delivery of high-quality interpretation services that also establishes common standards for the employment of short-term conference interpreters,

Hereby agree upon the following:

1. Subject to the approval of the Parties, the conditions of employment of short-term conference interpreters, whether or not they are members of AIIC, shall be governed by the provisions set out below. Annex A lists the Organizations that are party to the Agreement. Annex B lists organizational entities to which the Agreement also applies.

## Definitions

2. For the purposes of this Agreement:

**short-term conference interpreters:**<sup>1</sup> “temporary” and “freelance” interpreters, or any other terms used by the Organizations in accordance with their staff regulations and staff rules;<sup>2</sup>

**employing Organization(s):** all entities listed in annexes A and B;

**appointment:** appointment or contracting of short-term conference interpreters;

**appointment letter/letter of appointment:** a letter or contract issued by the employing Organization to short-term conference interpreters;

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<sup>1</sup> Throughout this Agreement, use of the word “interpreter(s)” should also be understood as and interchangeable with “short-term conference interpreter(s)”.

<sup>2</sup> For the purposes of this Agreement, any reference to staff regulations and staff rules also refers to the relevant administrative policies and applicable procedures of the employing Organizations. CEB will maintain a database of such staff regulations, rules, procedures and administrative policies. The employing Organization will be requested to inform short-term conference interpreters of these rules, regulations, administrative policies and applicable procedures.

**assignment:** interpretation work performed, normally from two and a half to three hours. The planned starting time of the assignment is the time at which the interpreter is required to be on duty regardless of the actual start time of the meeting;

**firm offer:** an offer of work that is binding for both the Organization and the interpreter who accepts such an offer;

**option:** a proposal of work that is non-binding for both the Organization and the interpreter;

**request for availability:** not an offer of work but merely an enquiry by the Organization concerning the availability of the interpreter for a period of work. It is in no way binding on either party;

**daily rate:** the daily remuneration paid to a short-term conference interpreter in accordance with the appointment letter.

**headquarters rate:** the rate paid to a local<sup>3</sup> short-term conference interpreter in a country for which a headquarters rate has been set;

**world rate:** the remuneration paid to a short-term conference interpreter in a country for which a headquarters rate has not been set and whenever an interpreter works outside of the country of professional domicile;

**calendar day:** a 24-hour period from midnight to midnight, or part of thereof.

**broadcasting:** transmission by television, radio and webcasting<sup>4</sup> for online use or for downloading, as appropriate under arrangements for access, in accordance with the policy of the employing Organization.

## I. Scope and implementation

### Scope

3. This Agreement shall be applicable to the servicing of conferences and meetings requiring interpretation organized by the Organizations, by any mode of interpretation,<sup>5</sup> on a worldwide basis.<sup>6</sup>
4. The Parties shall undertake an awareness-raising campaign among short-term conference interpreters, as well as current and potential users of interpretation services, to ensure compliance with the Agreement.
5. This Agreement shall apply to any and all official languages of the Organization and/or working languages of a conference or meeting covered by this for which short-term conference interpreters are recruited pursuant to its terms and conditions.

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<sup>3</sup> Interpreters with their professional domicile in said country.

<sup>4</sup> "Webcasting" also refers to "placing of video records on an Organization's website".

<sup>5</sup> The Parties will individually review and continue to consult one another and other stakeholders on the issues of sign languages and remote/distance interpretation, as considered appropriate.

<sup>6</sup> Reservation by UNHCR: UNHCR's mandate and presence around the world require that conference interpretation services be provided in all languages used by government counterparts and people of concern to the Office, often on short notice. In all relevant geographical locations worldwide, UNHCR proceeds on the basis that this agreement does not limit, nor affect its right to obtain conference interpretation services through commercial or other arrangements as per its applicable policies and procedures.

6. This Agreement may also be extended by mutual agreement to other Organizations of the common system invited to join the Agreement during its period of validity.

### **Duration and modification of the Agreement**

7. This Agreement shall be valid from 1 January 2019 to 31 December 2023 and shall be renewable by tacit consent on a five-year basis, unless either Party notifies the CEB secretariat otherwise in writing.
8. If either Party wishes to modify or supplement the provisions of the Agreement, notification shall be given in writing to the CEB secretariat at least six months prior to the end of such five-year period. In such case, the CEB secretariat shall in the first instance seek the agreement of the Parties on the proposed modifications or supplementary provisions by email, failing which it shall convene a meeting of the Parties, to be held no later than three months after the request was made, giving at least one month's notice of the date of the meeting.
9. The provisions of this Agreement may be renegotiated at any time, at the request of either Party, in cases such as:
  - (a) The abandonment by the Organizations of the United States dollar as the currency in which the base salary scales for staff in the Professional and higher categories are denominated;
  - (b) A modification of the United Nations compensation system;
  - (c) Any other exceptional event or major change of circumstances in one or several of the ratifying Organizations that leads any of the Parties to believe that they cannot fully respect the terms of this Agreement.

### **Notification of acceptance or withdrawal**

10. Each Organization and AIIC shall notify the CEB secretariat of its acceptance of this Agreement.
11. Organizations, individually or collectively, or AIIC may withdraw from this Agreement by giving at least six months' notice in writing to the CEB secretariat.
12. The CEB secretariat shall inform all parties of such notices received.

### **Consultation mechanism**

13. The Parties shall set up a consultation mechanism in order to cooperate on the application of this Agreement and discuss any matter concerning its implementation (see annex C).

## II. Appointment and termination<sup>7</sup>

### Non-discrimination in recruitment

14. The recruitment of short-term conference interpreters shall be consistent with the principles laid down in the Charter of the United Nations and the constitutions of the Organizations, in particular and for example, Article 101 (3) of the Charter: “The paramount consideration in the employment of staff ... shall be the necessity of securing the highest standards of efficiency, competence and integrity”. It shall also be without any form of discrimination whatsoever and without prejudice to the staff regulations and staff rules of the employing Organization.
15. As set out in the Staff Regulations and Staff Rules of the United Nations and the standards of conduct, all international civil servants, including short-term conference interpreters, have the right to form and join associations, unions or other groups to promote and defend their interests and to be protected against discriminatory or prejudicial treatment based on their status or such activities as staff representatives.

### Disciplinary measures<sup>8</sup>

16. Interpreters shall comply with their obligations under the Charter of the United Nations and the staff regulations and rules of the employing Organizations and observe the standards of conduct expected of international civil servants. Failure to do so may amount to misconduct and may lead to the initiation of a disciplinary process.
17. Without prejudice to its right to apply the remedies and disciplinary measures that are foreseen in its internal rules or in the letter of appointment, an Organization may draw the attention of AIIC to any case in which the conduct of one of its freelance members has been unsatisfactory. In that event, AIIC shall conduct a disciplinary investigation, further to which it shall decide upon the action that it considers appropriate, in consultation with the Organization concerned.

### Offers of work and payment of indemnities

18. Offers made by an Organization to an interpreter are in two categories: firm offers and options.

#### Firm offers

19. With regard to firm offers:
  - (a) The Organization shall endeavour, whenever possible, to make firm offers without resorting to options;
  - (b) The interpreter, by accepting a firm offer, undertakes to fulfil the ensuing appointment and to withdraw from it only if the Organization has consented to a suitable alternative.

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<sup>7</sup> IFAD reserves its position with regard to the legal status granted to conference interpreters and instruments used to contract them, which shall be done in accordance with its applicable procedures.

<sup>8</sup> IFAD reserves its right to apply to interpreters' disciplinary procedures applicable to non-staff.

## Options

20. With regard to options:
- (a) If the Organization is unable to commit itself immediately to making a firm offer, it may propose an option to the interpreter and maintain that option until it can confirm it as a firm offer or until the interpreter calls upon the Organization to confirm it as a firm offer;
  - (b) The interpreter, by accepting such an option, undertakes to accord priority to the Organization for the period concerned until either the offer is confirmed as a firm offer or is cancelled, bearing in mind that options are non-binding for both sides;
  - (c) Should the meeting no longer need to be serviced, the Organization shall inform the interpreter as soon as possible and release that interpreter from the option;
  - (d) When giving options, Organizations should endeavour not to overestimate their expected requirements. Similarly, interpreters should refrain from accepting more than one option for the same period.

## Competing offers

21. With regard to competing offers:
- (a) An interpreter who receives a competing offer for part or all of the period covered by an Organization's option shall request the Organization to confirm its own option as a firm offer;
  - (b) When an interpreter requests confirmation of an option as a firm offer, the Organization shall, within 24 hours of the first working day of receipt of the interpreter's request, provide a response and shall endeavour either to confirm the option as a firm offer or to cancel it and thereby release that interpreter;
  - (c) In the absence of a response from the Organization by the deadline referred to above, that option shall automatically be deemed to have lapsed.

## Payment of indemnity

22. Only a firm offer accepted by the interpreter shall give rise to the payment of indemnities as provided for in paragraph 30 (Cancellation and termination of appointments).

## Letters of appointment

23. When accepting work for an Organization, interpreters shall be granted a letter of temporary appointment in accordance with the staff regulations and rules of the employing Organization and the provisions of this Agreement. The letter shall indicate: (a) the place of work; (b) the dates of appointment and, when appropriate, the number of days to be paid, and travel days to be paid<sup>9</sup>; (c) the applicable remuneration rate, whether daily or monthly; (d) a reference, where applicable, to a Caisse and/or accident and sickness insurance when the regulatory framework of the hiring Organization provides for this option, and the corresponding percentage to be deducted; and (e) whether the interpreter's

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<sup>9</sup> This would not apply to "When actually employed" or retainer appointments.

appointment involves travel and whether a daily subsistence allowance (DSA) and other travel-related expenses are payable.

## **Medical clearance<sup>10</sup>**

24. Medical clearances shall be governed by the staff regulations and rules of the employing Organization.
25. For the purposes of this Agreement and pursuant to the latest United Nations Secretariat administrative instruction on medical clearances and examination, every effort should be made to keep medical clearance requirements to the minimum necessary in these cases. To that effect, the Organization may use the template in annex D to this Agreement as the standard medical certificate for any assignment lasting less than six months.
26. Interpreters in possession of a valid medical clearance should present it to the Organization upon request.

## **Payments**

27. Payments should be processed expeditiously and pay slips itemized. At the request of the interpreter, the employing Organization should provide a personal statement of earnings, for the past year, for tax reporting purposes, in accordance with the administrative policies of the employing Organization.

## **Privileges, immunities and responsibilities**

28. When working for Organizations of the United Nations common system, interpreters:
  - (a) By virtue of their appointment, shall have the status of officials,<sup>11,12,13</sup> pursuant to the Convention on the Privileges and Immunities of the United Nations, the Convention on the Privileges and Immunities of the Specialized Agencies and relevant agreements with host countries, as applicable to each Organization, and therefore enjoy the privileges and immunities, and have the responsibilities, pertaining to that status;
  - (b) Shall be bound by the strictest confidentiality, which must be observed towards all persons with regard to information gathered in the course of professional practice.

## **Professional domicile**

29. The following provisions are established with respect to professional domicile:

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<sup>10</sup> The provisions of §§ 24 and 26 shall be applied by the UPU in so far as they are in strict conformity with its own staff regulations, staff rules and rules applicable to support staff.

<sup>11</sup> In connection with the reference to the Convention on Privileges and Immunities of the United Nations, the term "officials" instead of "temporary staff members" is used here for the purposes of simplicity. It is understood that the term "officials" includes "temporary or short-term staff members".

<sup>12</sup> IFAD reserves its position with regards to the status granted to its conference interpreters under the Convention on Privileges and Immunities of Specialized Agencies and possible reimbursement of tax if it were to be levied. Interpreters shall have the status of experts on mission and IFAD shall not be responsible for national income tax levied.

<sup>13</sup> FAO reserves its position as regards the question of possible reimbursement of tax if it were to be levied.

- (a) For the purposes of this Agreement, the professional domicile of interpreters is the domicile for which those interpreters declare themselves local;
- (b) The professional domicile of interpreters who are members of AIIC shall be published in the AIIC Yearbook. The Organizations shall request interpreters who are not members of AIIC to declare their professional domicile, which shall be applicable to every Organization that is party to this Agreement. Any such interpreter may have only one professional domicile at any one time and may change it only for consecutive periods of no fewer than six months. Employment conditions shall be governed by the professional domicile of the interpreter at the expected time of assignment, irrespective of the interpreter's home address or actual place of residence. Failure on the part of the short-term conference interpreter to inform the Organization of a change in professional domicile at the time of the offer will result in the cancellation of such an offer, without indemnity.
- (c) AIIC professional delegations shall liaise with the Organizations to ensure that the AIIC list of the declared professional domiciles of interpreters is kept up to date. Organizations shall provide information upon request and with the concurrence of the interpreters concerned but cannot assume responsibility for any inaccuracies. Any breaches of the rules governing professional domicile shall be corrected through the appropriate AIIC disciplinary procedures, as applicable;
- (d) Organizations shall endeavour to take into account the availability of local qualified interpreters.<sup>14</sup>

## **Cancellation and termination of appointments**

- 30. When an Organization terminates or cancels the appointment of interpreters, the following provisions shall apply:
  - (a) For reasons such as ill health,<sup>15</sup> abandonment of appointment or assigned function, misconduct, unsatisfactory service or the discovery of facts anterior to the appointment of interpreters that, had they been known at that time would, under the principles established in the Charter and the staff regulations and rules of the employing Organization, have precluded their appointment, interpreters shall be paid such indemnities as are provided for in the staff regulations and rules of the employing Organization applicable to short-term or temporary staff;<sup>16</sup>
  - (b) For any reason other than that given in paragraph 30 (a) above, and without prejudice to paragraphs 30 (e) and 30 (g) below, if the cancellation of a monthly appointment is communicated more than 15 days before the beginning of the appointment, or more than 30 days for a daily appointment, interpreters shall be paid an indemnity equal to 50 per cent of the remuneration for the period set out in the letter of appointment or other document that would be issued by the appropriate authority within the Organization concerned at the time that the appointment of the interpreters is confirmed;
  - (c) For any reason other than that given in paragraph 30 (a) above, and without prejudice to paragraphs 30 (e) and 30 (g) below, if the cancellation of a monthly appointment is communicated 15 days or fewer before the beginning of the appointment, or fewer than 30

<sup>14</sup> UPU reserves its right to apply §29(d) without prejudice to its own rules concerning local and international recruitment.

<sup>15</sup> In such cases, the Organization shall endeavour to find a way to ensure that the insurance coverage does not cease.

<sup>16</sup> IFAD reserves its right to apply its non-staff procedures.

days for a daily appointment, interpreters shall be paid an indemnity equal to 100 per cent of the remuneration for the period set out in the letter of appointment or other document that would be issued by the appropriate authority within the Organization concerned at the time that the appointment of the interpreters is confirmed;

- (d) For any reason other than that given in paragraph 30 (a) above, and without prejudice to paragraph 30 (e) below, if the cancellation is communicated after the beginning of the appointment, interpreters shall be paid an indemnity equal to 100 per cent of the remuneration derived from that appointment in respect of the unexpired period;
- (e) As a consequence of the cancellation of meetings owing to circumstances of force majeure that prevent either Party, for reasons beyond their control and independent of their will, from fulfilling their obligations,<sup>17</sup> the Organization shall pay interpreters an indemnity equal to 50 per cent of the remuneration for the period set out in the letter of appointment, if said cancellation is effected 30 days or fewer prior to the scheduled starting date of the appointment;<sup>18</sup>
- (f) The Organization shall reimburse interpreters for costs, authorized by the Organization within its travel policy limits, that interpreters may have incurred in direct connection with that appointment;
- (g) As a general principle in respect of cancellation indemnities, interpreters shall make every effort to find equivalent employment for the period in respect of which such indemnities are payable, and if employment is obtained with an Organization or third party the indemnity payable shall be reduced by one day for each day thereof. An inability to find such equivalent employment shall be communicated in writing by the interpreters to the Organization

### **III. Remuneration policy<sup>19,20</sup>**

- 31. The remuneration of short-term conference interpreters employed by the Organizations is specified in annex E.
- 32. Subject to the provisions of this Agreement, specifically paragraph 53 (Workload), one daily rate shall be payable to interpreters for each day of appointment, a day being defined as a 24-hour period from midnight to midnight or part thereof.
- 33. By reference to the seven-day weekly calendar, the sixth and seventh days shall also be paid to interpreters when they are under appointment outside their professional domicile, and the interpreters may be requested to be available to work on those days, with due consideration of limits in the number of assignments per days of contract.
- 34. Similarly, such sixth and/or seventh days shall be paid to interpreters under appointment at their professional domicile if the employing Organization has requested them, either at

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<sup>17</sup> In case of doubt as to the applicability of this paragraph, the Parties shall confer and come to an agreement.

<sup>18</sup> UPU reserves its right to apply the commitment to confer indicated in the footnote to § 30(e) on a “reasonable efforts” basis.

<sup>19</sup> UNHCR reserves its position with regard to the legal status granted to short-term conference interpreters, including privileges and immunities, instruments used to contract them, as well as conditions of service, travel, and social security under this agreement, which shall be in accordance with UNHCR’s applicable policies and procedures.

<sup>20</sup> UPU also reserves its position with regard to the legal status granted to short-term conference interpreters, including privileges and immunities, instruments used to contract them, as well as conditions of service, travel, and social security under this agreement, which shall be in accordance with UPU’s applicable policies and procedures.

the time of making the firm offer or thereafter, to be available to work on those days. Such days shall be paid irrespective of whether any such interpreters are actually assigned to work on those days.

35. The remuneration rates set out in annex E are derived from the United Nations net base salary scale applicable to staff in the Professional and higher categories and are net of staff assessment.

### **Daily remuneration rate**

36. Interpreters employed by an Organization for 30 days or fewer or 60 days or fewer, as applicable under the policy of the Organization, shall from the first day of their appointment be employed on the basis of a daily appointment and the daily rate conditions.

### **Monthly remuneration rate**

37. Interpreters may be paid monthly rates of remuneration in accordance with the policies of the employing Organization governing temporary appointments.
38. When a period of employment at daily rates is extended in such a way that the extension, together with the original duration of the appointment, exceeds a continuous period of 30 or 60 days, the provisions governing monthly appointments shall apply from the thirty-first or sixty-first day, as applicable under the policy of the Organization.
39. The Organization may indicate the periods falling within the employment period when the accrued leave must be taken, provided that the interpreter is given at least 15 days' notice.
40. At the end of an appointment, the unused leave days shall be paid in accordance with the staff regulations and rules of the employing Organization.

### **Remuneration during travel<sup>21</sup>**

41. The travel dates shall be specified in the letter of appointment, whenever possible. Remuneration during travel shall be made in accordance with the relevant policies and procedures of the employing Organization applicable to staff. However, if the employing Organization's policies and procedures do not address this application, remuneration during travel will be as follows: except where it is agreed in advance that any necessary travel can reasonably be accomplished during the period of appointment, interpreters recruited from outside the duty station shall be paid one half of the relevant rate in annex E in respect of the calendar day preceding the beginning of their appointment and one half of the relevant rate in annex E in respect of the calendar day following the end of their appointment. Should the travel time, including authorized stopovers and rest periods pursuant to the travel rules of the employing Organization, be 14 hours or more, interpreters shall receive the entire amount of the relevant rate in annex E.

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<sup>21</sup> For IFAD, remuneration during travel shall be made in accordance with IFAD's procedures applicable to conference interpreters.

## IV. Travel conditions<sup>22</sup>

### General

42. The travel rules applicable to the staff members of the employing Organization while on official travel shall be applicable to the travel of interpreters. In cases of non-local recruitment, travel shall be provided for the interpreters to proceed from their professional domicile (or from another place within the same cost) to their place of work and return. This provision shall not preclude any arrangement whereby costs may be shared between the employing Organization and a previous or subsequent employer in instances in which the periods of employment are consecutive.
43. No travel shall take place without a travel authorization, including prior medical and security clearances where applicable. The employing Organization shall not be held liable if interpreters do not provide appropriate medical certification prior to their engagement. Failure to do so shall result in the withdrawal of the offer or termination of appointment without compensation. The employing Organization shall inform interpreters of these requirements at the time of the proposal of work.
44. When an Organization offers interpreters a temporary appointment, it shall inform them of the travel arrangements that it intends to make. This information may be provided in the offer of appointment or in another official written communication, such as an email. If interpreters accept an offer of appointment, they shall also accept the travel arrangements made, unless their professional obligations prior to or subsequent to their appointment are such as to render participation in such arrangements impractical, in the opinion of the Organization. The recruiting Organization should make every effort to ensure early issuance of the required authorization to facilitate early booking.<sup>23</sup>

### Rest time during travel

45. Subject to the applicable policies of the employing Organization, organizers should:
  - (a) If the scheduled time for travel is more than six hours, ensure that a first assignment is not expected within 12 hours of arrival. For flights over ten hours, if business class is not provided, ensure that a first assignment is not expected within 24 hours of arrival.
  - (b) For night flights of over three hours, ensure that a first assignment is not expected within 12 hours of arrival and that early check-in facilities are available;<sup>24</sup>
  - (c) For night flights up to three hours, ensure the first assignment begins only in the afternoon of the day of arrival;
  - (d) For the purpose of subparagraphs (b) and (c) above, a night flight is defined as:
    - Departing before midnight and arriving after midnight; or

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<sup>22</sup> UNHCR reserves its position with regard to the legal status granted to short-term conference interpreters, including privileges and immunities, instruments used to contract them, as well as conditions of service, travel, and social security under this agreement, which shall be in accordance with UNHCR's applicable policies and procedures.

<sup>23</sup> IFAD reserves its right not to apply this paragraph with respect to ensuring that early check-in facilities are possible.

<sup>24</sup> WMO and ITU reserve their right not to apply this paragraph with respect to ensuring that early check-in facilities are possible.

- Departing between midnight and 7 a.m. of a given calendar day.

## Daily subsistence allowance

46. Applicable daily subsistence allowance shall be payable to interpreters during the appointment while on official business travel away from their professional domicile in accordance with the rules applicable to the staff members of the employing Organization.

## Self-ticketing

47. Subject to the applicable policies of the employing Organization, short-term conference interpreters may request to purchase their own ticket.

## V. Social security<sup>25</sup>

48. At the written request of interpreters and subject to the Organization's policy, a percentage of their emoluments may be withheld by the employing Organization<sup>26</sup> and paid in the name of the respective interpreter into an applicable scheme, such as the Caisse de Pensions des Interprètes et Traducteurs de Conférence or the Caisse de Prévoyance des Interprètes de Conférence.
49. Each Organization should provide service-incurred death and casualty coverage to interpreters for the duration of their appointment, especially when sent on dangerous missions, to the extent that it is provided by the Organization to temporary staff members and shall inform the interpreters about the application of any malicious acts insurance policy and the conditions of its applicability.

## Loss of earnings, sickness and accident insurance, and sick leave

50. To the extent possible, and subject to the rules of the employing Organization, interpreters may be allowed to participate in a loss of earnings and insurance scheme for illness or injuries occurring during their respective appointments.
51. With respect to sick leave, Organizations may grant reasonable leave as provided for other temporary staff under the applicable staff rules, and within the terms and duration of the appointment letter in force without any related obligation for the Organization (such as in respect of hospitalization or insurance).

## VI. Working conditions

### Team strength

52. Regarding team strength:

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<sup>25</sup> UNHCR reserves its position with regard to the legal status granted to short-term conference interpreters, including privileges and immunities, instruments used to contract them, as well as conditions of service, travel, and social security under this agreement, which shall be in accordance with UNHCR's applicable policies and procedures.

<sup>26</sup> Interpreters contracted by IFAD shall remain responsible for making social security scheme contributions; IFAD will not withhold amounts from remuneration for that purpose.

- (a) At no time shall fewer than two interpreters be assigned per booth;
- (b) No interpreter shall be assigned as the only member of a team capable of providing relay from a given working language;
- (c) In the case of two-language meetings<sup>27</sup> serviced from one booth, at least three interpreters capable of working into both languages shall be assigned;
- (d) In the case of the Arabic and Chinese booths, specifically referred to in paragraph 54 below, at least three interpreters shall be assigned to the booth, of whom at least two must be capable of working into two of the languages used;
- (e) More interpreters should be assigned when:
  - (i) The language combinations are such that fewer interpreters would not be sufficient to cover them;
  - (ii) Numerous written presentations are to be given;
  - (iii) The technical or scientific nature of the conference calls for extensive in-session preparation.
- (f) Teams including one or more Group II<sup>28</sup> interpreters should comprise sufficient experienced pivots in the same or other booths. Group II interpreters shall thus not be required to provide relay, whenever possible.

## Workload

### 53. Regarding workload:<sup>29</sup>

- (a) It shall be the responsibility of the employing Organization to ensure a normal workload for interpreters. In this context, a normal workload is one that complies with the conditions stipulated in the relevant resolutions of the United Nations, pursuant to the 1974 report of the Joint Advisory Committee, which established these workloads;
- (b) Accordingly, no interpreter shall be called upon to work more than two assignments per day. There shall be a break for a period of no shorter than one and a half hours between such assignments;
- (c) No interpreter shall be assigned for more than two and a half to three hours from the time at which that interpreter is required to be on duty. An interpreter who has been summoned to duty and arrived at the place of assignment at the scheduled time of assignment shall be deemed to have been assigned, even if the meeting to which that interpreter has been summoned has concluded or been cancelled in the meantime;
- (d) The maximum number of assignments per appointment is as given in annex H;
- (e) Interpreters should, whenever possible, be given reasonable notice of meetings outside normal working hours;

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<sup>27</sup> UNESCO reservation: for meetings lasting more than 2 hours.

<sup>28</sup> Short-term conference interpreters classified in Group II are also referred to by AIIC as “beginners” (see annex F).

<sup>29</sup> For additional guidance on sign language interpretation, see annex G.

- (f) Except on the last day of appointment, for the purposes of workload calculation, and without prejudice to the maximum weekly workload established in this paragraph, a late-hour meeting straddling more than one day shall count as one assignment only and towards day one;
  - (g) Interpreters assigned after 8 p.m. should have a break of at least 12 hours;
  - (h) If an Organization is unable to implement the above provisions regarding weekly workload and if adequate time off cannot be given within the short-term conference interpreter's period of employment in accordance with paragraph 53 (d) above, it shall grant the interpreter compensation in accordance with the terms set forth in annex I.
54. Except for two-language meetings serviced from one booth, there shall be one booth, working in one direction only, for the official languages of the Organization concerned. However, owing to a shortage of multilingual interpreters with Arabic and Chinese, it may be necessary in the case of these two languages to use a two-way booth working both into the language concerned and from it into one of the other languages of the meeting, the remaining booths working from the interpretation in relay. The Parties agree that this method is unsatisfactory and should be used only in the case of the two official languages stipulated above, as well as of any non-official language of the Organization concerned for which no multilingual interpreters are available to work from that language.
55. The Parties agree that Organizations may negotiate and pilot individually or collectively ad hoc agreements relating to workload applicable to one or more Organizations with similar needs.

### **Disclaimer for broadcasting**

56. The Organizations shall consult the provisions governing broadcasting of interpretation (annex J). In the event of webcasting of interpreted sessions, the following disclaimer shall be prominently displayed on their respective websites:

“The interpretation of proceedings serves to facilitate communication and does not constitute an authentic or verbatim record of the proceedings. Only the original speech is authentic.”

57. An audio/video file of interpretation shall be the property of the employing Organization. When such files are broadcast or otherwise made publicly available, any responsibility or liability shall be vested in the Organization.

### **Technical installations**

58. Organizations shall endeavour to provide facilities for meetings, whether at headquarters or elsewhere, compliant with the most recent international standards (ISO) applicable to simultaneous interpretation facilities, such as:
- Built-in booths
  - Portable booths
  - Equipment
  - Quality and transmission of sound and image input<sup>30</sup>

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<sup>30</sup> At the date of this Agreement: ISO 20109, ISO 2603, ISO 20108 and ISO 4043, all dated 2016.

- Remote interpretation
- Any other applicable ISO standards.

59. In planning for the construction or modification of booths and/or equipment for simultaneous interpretation, Organizations shall make every effort to comply with the latest version of the relevant international standards, keeping in mind the need for uniformity of equipment and facilities within the Organizations.

## **Security**

60. The employing Organization shall give interpreters, preferably in advance, any security advice that is relevant for the environment in which they will be recruited to work, in accordance with applicable policies and practices of the employing Organization. Interpreters shall follow the above advice and comply with the security clearance procedures of the Department of Safety and Security of the United Nations for all official travel, as well as undertake the required security training courses. Interpreters should ensure their security training certificates are up to date.

61. Options to interpreters shall clearly indicate the security risks that the assignment could involve.

## **VII. Settlement of disputes**

62. Every effort shall be made to resolve disagreements between Organizations and interpreters informally and expeditiously with a view to settling them without recourse to the procedures outlined in paragraph 64 below.

63. Disputes between interpreters and an Organization arising out of the application of an individual letter of appointment shall be settled in accordance with the rules of the employing Organization.

64. Disputes between AIIC and an Organization or Organizations arising out of the interpretation or application of this Agreement shall, at a first stage, be the subject of direct conversations between AIIC and the Organization or Organizations concerned, with a view to settling the dispute. If no settlement can be reached, the two parties shall refer the matter as rapidly as possible to a jointly agreed third party for an opinion. On the basis of that opinion, the parties shall endeavour to find, within a reasonable time frame, a mutually acceptable solution.

## **VIII. Other provisions**

### **Training**

65. Organizations may facilitate the participation of interpreters in training programmes available to in-house interpretation staff, provided that such participation carries no cost or administrative burden for the Organizations.

## **Professional delegations**

66. AIIC shall designate professional delegations to ensure liaison with the Organizations on questions of mutual interest, including the day-to-day application of the Agreement, and the Organizations shall facilitate such activity.

## **Official circulars and employment data**

67. The CEB secretariat shall make available to AIIC all official United Nations circulars concerning post adjustment classifications and relevant exchange rates, daily subsistence allowance rates and changes in base salaries of Professional category staff as and when they are published. It shall also collect and inform AIIC annually of the statistics regarding employment of short-term conference interpreters by the Organizations. It is the responsibility of each employing Organization, during the course of recruitment, to ensure that applicable staff rules, regulations and other administrative policies and any relevant changes thereto are made known to interpreters as required. The CEB secretariat shall facilitate the exchange of such information with AIIC where necessary.

Signed on ..... 2019 by:

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Catherine Pollard,  
Under-Secretary-General for General Assembly and  
Conference Management, United Nations

## Annex A

### Organizations party to the Agreement

Prior to publication of the new agreement, formal approval will be sought from the Organizations listed below. Formal approval implies that the headquarters is accountable for all its entities and is responsible of ensuring compliance across all its entities and activities.

Association Internationale des Interprètes de Conférence (AIIC)

Food and Agriculture Organization of the United Nations (FAO) (*as of 21 April 2021*)<sup>31</sup>

International Civil Aviation Organization (ICAO)

International Fund for Agricultural Development (IFAD)

International Labour Organization (ILO) (including its regional offices)

International Maritime Organization (IMO)

International Telecommunication Union (ITU)

Joint United Nations Programme on HIV/AIDS (UNAIDS)

United Nations (including its departments, offices<sup>32</sup> and regional commissions,<sup>33</sup> as well as funds and programmes specified in the footnote<sup>34</sup> and other entities administered by the United Nations Secretariat)<sup>35</sup>

United Nations Educational, Scientific and Cultural Organization (UNESCO)

United Nations World Tourism Organization (UNWTO)

World Food Programme (WFP)

World Health Organization (WHO) (including the regional offices and programmes specified in the footnote)<sup>36</sup>

World Intellectual Property Organization (WIPO)

World Meteorological Organization (WMO)

International Criminal Court (ICC) (*as of 06 May 2021*)<sup>37</sup>

Universal Postal Union (UPU) (*as of 22 September 2020*)<sup>38</sup>

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<sup>31</sup> Invoking paragraph 06 of the Agreement, which states that “this Agreement may also be extended by mutual agreement to other Organizations of the common system invited to join the Agreement during its period of validity.”, the Food and Agriculture Organization of the United Nations notified the CEB Secretariat of its accession to the Agreement on 21 April 2021.

<sup>32</sup> UNOG, UNOV, UNON.

<sup>33</sup> ECA, ECE, ESCAP, ESCWA, ECLAC.

<sup>34</sup> UNHCR.

<sup>35</sup> OHCHR, UNU, ITC.

<sup>36</sup> AFRO, EMRO, EURO, SEARO, WPRO, IARC.

<sup>37</sup> Invoking paragraph 06 of the Agreement, which states that “this Agreement may also be extended by mutual agreement to other Organizations of the common system invited to join the Agreement during its period of validity.”, the International Criminal Court notified the CEB Secretariat of its accession to the Agreement on 06 May 2021.

<sup>38</sup> Invoking paragraph 06 of the Agreement, which states that “this Agreement may also be extended by mutual agreement to other Organizations of the common system invited to join the Agreement during its period of validity.”, the Universal Postal Union notified the CEB Secretariat of its accession to the Agreement on 22 September 2020.

## **Annex B**

### **Organizational entities to which the Agreement applies**

Prior to publication of the new agreement, formal approval will be sought from the Organizations listed below. Formal approval implies that the headquarters is accountable for all its entities and is responsible of ensuring compliance across all its entities and activities.

World Trade Organization (WTO)

## **Annex C**

### **Consultation mechanism**

1. Each Organization and AIIC shall designate a contact point to act as member(s) of the consultation mechanism and shall inform the CEB secretariat in writing thereof.
2. The members of the consultation mechanism shall meet, once a year, in order to:
  - (a) Review the application of this Agreement, including compliance with its terms by the Parties;
  - (b) Discuss matters of common interest;
  - (c) Discuss any matters related to implementation within the scope of this Agreement.
3. Either Party may request a dedicated meeting with a/one designated contact point to address any pressing matters pertaining to the implementation of this Agreement. The Party shall present a written request providing a summary of the issue. Consultations shall commence promptly after a Party delivers the request in order to find a satisfactory solution.

**Annex D**  
**Sample medical form**

**Physician:** \_\_\_\_\_  
Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Patient:** \_\_\_\_\_  
Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical certificate – aptitude to work**

I, authorized doctor / registered medical practitioner, hereby certify that I have carefully examined \_\_\_\_\_ (surname, first name), who I have found to be:

- Fit to perform the functions of a conference interpreter;
- Fit to travel.

Signature:

Place:

Date:

Seal:

## Annex E

### Remuneration policy and schedule of rates

#### I. Methodology for the calculation of daily rates

##### Headquarters rates

1. At the beginning of each calendar year, a common daily base rate (hereinafter referred to as the “base rate”) shall be derived from the United Nations salary scale for Professional category staff promulgated by the International Civil Service Commission (ICSC). This scale provides a common annualized base salary pay scheme for Professional category staff of the United Nations common system worldwide.
2. The base rate is the net base salary at the P-4, step VI, level compressed into 221 working days.<sup>1</sup> The base rate is common for all duty stations, as the United Nations salary scale is common to all staff worldwide.
3. A supplement of 9 per cent of the base rate is added in lieu of the social security element.
4. At the beginning of each year, the post adjustment multiplier to be applied to the common base rate in order to derive each duty station’s daily rate shall be the average of the previous year for each duty station.
5. The post adjustment applicable at each duty station shall be added to the base rate (see para. 4 above). The combination of base rate plus applicable post adjustment, the 9 per cent supplement and the applicable transitional allowance<sup>2</sup> shall determine the total daily rate (hereinafter referred to as the “daily rate”) payable to interpreters entitled to receive the headquarters rate.
6. As the rates are derived from the United Nations net base salary scale applicable to staff in the Professional and higher categories, which is denominated in United States dollars, the schedule of rates shall be determined in United States dollars for each established headquarters duty station and then converted using the average of the previous 12 months’ United Nations operational rates of exchange.

##### World rate

7. In the case of the world rate, at the beginning of each year, the annual composite of the post adjustment multipliers of eight main headquarters duty stations and the post adjustment multipliers of four regional commissions (Chile, Ethiopia, Lebanon and Thailand) as well as that of the United Nations Office at Nairobi (Kenya), are to be added to the base rate referred to in paragraphs 1 and 2 above. The combination of the base rate,

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<sup>1</sup> The 221 working days-based “daily base rate” represents a compression of the United Nations annual salary scale (which is based upon 365 days) through exclusion of the standard 30 days of annual leave days and 10 days of United Nations official holidays and weekends (comprising 104 days), in order to establish a daily rate to be paid.

<sup>2</sup> A transitional allowance of 4 per cent of the base rate plus post adjustment will be applied on 1 January 2019 and will be reduced by 1 percentage point every 12 months thereafter until phased out.

the 9 per cent supplement, the applicable transitional allowance and the composite of these 13 post adjustment multipliers determines the daily rate for all locations outside the headquarters duty stations.

8. The world rate shall be determined only in United States dollars.

## **II. Non-regression clause**

9. Non-regression shall apply to the mid-year revisions and annual recalculations set out in paragraphs 16 to 18 below.

## **III. Establishment of duty station rates**

10. The establishment of any further duty stations defined by ICSC as headquarters locations shall respond to operational requirements of a permanent and significant nature and would be carried out once a joint agreement between the Organizations and AIIC has been reached, following the parameters set forth in this Agreement.

## **IV. Currency of payments**

### **Headquarters rates**

11. In letters of appointment, headquarters rates may, at the discretion of the Organization concerned, be expressed either in local currency or in United States dollars converted at the monthly United Nations operational rates of exchange, which yield that amount of local currency. The rate used for payment purposes shall be the applicable monthly United Nations operational rate of exchange in force at the time.
12. Payments shall normally be made in local currency unless otherwise mutually agreed between the Organization and the interpreter.

### **World rate**

13. The world rate is paid in United States dollars. However, by prior agreement with the Organization concerned, payment may be made in the currency of the country of the interpreter's domicile or, by agreement with the Organization, in a third currency, provided that this does not represent an additional cost to the Organization and is operationally possible. In such instances, the rate of exchange to be applied shall be the monthly United Nations operational rate of exchange in force on the date that payment is made.

## **V. Daily rates<sup>3</sup> payable upon entry into force of this Agreement**

14. The schedule of daily rates effective upon the entry into force of this Agreement are:

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<sup>3</sup> For the United Nations, short-term conference interpreters engaged to work for any continuous period of 31 days or more shall be employed from the first day on the basis of a monthly appointment in accordance with the administrative policies and Staff Regulations and Rules of the United Nations, similar to all other staff engaged on monthly appointments, and irrespective of the actual number of calendar days in the month concerned or whether the first working day falls on the first calendar day of the month. Likewise, when a period of employment at daily rates is extended in such a way that the extension, together with the original duration of the appointment letter, exceeds 31 days, the provisions governing monthly appointments shall apply from the thirty-first day.

## Headquarters and world daily rates effective 1 January 2019<sup>4</sup>

	<i>United States dollars</i>	<i>Local currency</i>
Switzerland/Geneva	755.00	CHF 738.00
United Kingdom/London	660.00	GBP 495.00
Spain/Madrid	568.00	EUR 481.00
Canada/Montreal	563.00	CAD 729.00
United States/New York	666.00	USD 666.00
France/Paris	620.00	EUR 525.00
Italy/Rome	598.00	EUR 507.00
Austria/Vienna	603.00	EUR 511.00
World	630.00	USD 630.00

## VI. Adjustment of rates

### Administration of the revision and adjustment of rates

15. The CEB secretariat shall be responsible for the calculation of adjustments in the schedule of rates in accordance with the methodology prescribed under the Agreement, as well as for their prompt notification to the Parties. The Parties shall be kept regularly informed of the post adjustment multipliers and relevant movements in the United Nations operational rates of exchange in the areas listed.

### Mid-year revision in respect of movements of the post adjustment index at each duty station

16. On 1 July each year, the average post adjustment multipliers for the previous 12 months for each established headquarters duty station shall be calculated and applied to the scale-derived common and fixed daily base rate established for each year, as described in paragraphs 1 to 7 above.
17. If an increase results from the mid-year recalculation, it shall be adopted and then converted again into local currencies by application of the 12-month average United Nations operational rates of exchange, where applicable. In such instances, the revised rates shall be effective as at 1 July.

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<sup>4</sup> Subject to signing of the agreement.

## **Adjustment procedure for the world rate**

18. A similar recalculation shall be undertaken on 1 July each year in respect of the world rate (using the methodology established to derive the average composite post adjustment multiplier applicable to the world rate), as described in paragraph 7 above.

## **Degree of ultimate rounding**

19. The rounding of the rates is done only at the end (on the aggregated values), to the nearest whole number (no intermediate rounding). Rounding to the nearest whole unit of currency is to be applied once only, at the end of the calculation.
20. The conversion of the non-rounded United States dollar-denominated daily rates into local currencies is done by applying the United Nations operational rates of exchange to the non-rounded aggregated dollar rates (mid-month values of the 12-month rolling average operational rates of exchange). The rates-converted local currency values are then rounded to the nearest whole number (again at the end of the conversion value instance).

## **VII. Beginners**

21. Beginners, or Group II interpreters, as defined in annex F, shall be paid 66.67 per cent, or two thirds, of the daily rate otherwise applicable to the location concerned.

## **VIII. Restricted teams**

22. Members of restricted teams shall be paid 160 per cent of the daily rate otherwise applicable. In a two-way booth at a bilingual meeting of more than an hour and a half<sup>5</sup> serviced by two interpreters instead of three, the restricted team rate shall apply. In a bilingual booth, interpreters working for less than an hour and a half<sup>6</sup> shall be paid the standard rate.

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<sup>5</sup> UNESCO reservation: for meetings of more than 2 hours.

<sup>6</sup> UNESCO reservation: for meetings of less than 2 hours.

## Annex F

### Classification of interpreters (Group I and Group II)<sup>1</sup>

1. It is agreed that the following interpreters shall be classified as Group I:
  - (a) Former staff members, provided that they had qualified for full-fledged status in the Organizations (i.e. P-3 and above);
  - (b) Interpreters with substantial experience, but who have not worked, or rarely worked, in the United Nations system;
  - (c) Interpreters who have been formally reclassified to Group I;
  - (d) Interpreters who have consistently worked for United Nations common system Organizations with Group I status although were never formally reclassified;
  - (e) Interpreters living and working in areas in which the application of this annex is impractical (see para. 5 below);
  - (f) Interpreters who have successfully passed a language competitive examination for interpreters.
2. Once interpreters have been granted Group I status by the Organizations, it shall be retained even if they are subsequently called upon to use a different language combination.
3. If an Organization has legitimate doubts as to the professional experience of interpreters referred to above, it may request a ruling from the Classification Board (see para. 13 below).
4. Group II interpreters are those who have not qualified for reclassification to Group I.

### Exceptions

5. While it is considered desirable in principle that all interpreters other than those listed in paragraph 1 above be classified as Group II, it is agreed that:
  - (a) Interpreters living and working in areas such as South America, where the application of this annex is impractical, should normally be classified as Group I, and this classification shall remain valid even if they subsequently work in an area normally subject to the provisions of the Annex;
  - (b) Interpreters working in the Chinese booth who had traditionally been seconded by their Government should continue, for work in this booth, to be classified on the basis of information received from the country concerned.

### Beginner remuneration rates

6. Group II interpreters shall be paid 66.67 per cent, or two thirds, of the relevant remuneration rates for Group I interpreters, as indicated in annex E to this Agreement.

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<sup>1</sup> Short-term conference interpreters classified in Group II are defined by AIIIC as "beginners".

## Conditions of employment

7. With regard to conditions of employment:
  - (a) Group II interpreters should not be assigned to work as pivots or as members of restricted teams, nor shall a booth be staffed entirely by such interpreters;
  - (b) Employment of Group II interpreters by the Organizations shall not exceed 10 per cent of their collective total team strength in any year. The CEB secretariat shall annually supply statistics on the employment of such interpreters.<sup>2</sup>

## Reclassification to Group I status

### Eligibility

8. Group II interpreters shall normally apply for reclassification after having completed 200 days of work for United Nations System Organizations, or if they can reasonably expect to have completed 200 days by the next meeting of the Classification Board referred to below. The application shall be made to the Chief Interpreter (or person responsible for the interpretation service) of the Organization that is the interpreter's principal employer, who shall transmit the application to the Board. If an Organization considers a Group II interpreter's work to be of sufficiently high standard, it may suggest that that person apply for reclassification after fewer than 200 days. Account should also be taken of experience in other international organizations or conferences applying similar recruitment standards. In no case, however, may a Group II interpreter be considered eligible for reclassification before that person has worked for 100 days with United Nations common system Organizations.
9. All Group II interpreters are required to apply for reclassification before completing 300 days of work with United Nations common system Organizations.

### Reclassification procedure

10. Reclassifications shall normally be made by decision of a Classification Board composed of the Chief Interpreter or person responsible for the interpretation services of the Organizations party to the Agreement (including the United Nations Office at Geneva and the United Nations Office at Vienna) or their representatives. AIIC shall be represented as observer.
11. The Classification Board shall normally meet three times a year and shall be convened and coordinated by the Chief of Interpretation Services, United Nations Office at Geneva. Board members not wishing to be present may send their comments in writing to the Coordinator or be represented by another Organization.
12. Lists of eligible candidates who have applied for reclassification shall be circulated to all participants and AIIC one month prior to each meeting.
13. The functions of the Classification Board shall be:

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<sup>2</sup> IFAD and WFP reserve their position with regard to the limitation imposed on the recruitment of Group II short-term conference interpreters to no more than 10 per cent of the collective team strength of their short-term conference interpreters in any year.

- (a) To rule on any issues raised under paragraph 3 above, after making enquiries, as necessary;
  - (b) To decide, on the basis of their experience with each candidate, whether that candidate's work has reached the standard of proficiency required for reclassification to Group I status, the standard of proficiency for reclassification being the equivalent of the level that Organizations would require for the recruitment of a staff interpreter.
14. The Board, by consensus and with a quorum of five members present or represented by another Organization, may decide that:
    - (a) The candidate's work has reached the required standard and that the person is reclassified accordingly; or
    - (b) The candidate's work as a whole has not yet reached the required level but that the person is invited to apply again before completing 300 days of work for Organizations of the United Nations system; or
    - (c) The work is such the person should not be employed further in Organizations of the United Nations system.
  15. The Board shall prepare a report conforming to a standard presentation giving the reasons for its decision, a copy of which shall be sent to the candidate.
  16. The Coordinator shall communicate the decisions of the Board, whether or not the candidates have been reclassified, to the chiefs of the competent units of the Organizations with a copy to the AIIC secretariat.
  17. Approved reclassifications shall have effect from the date of the decision taken on the subject by the Classification Board.

## **Recourse**

18. A Group II interpreter who does not accept negative findings of the Board shall be entitled to sit a formal reclassification examination.
19. An inter-Organization board of examiners shall be established, composed of permanent interpreters delegated by the participating Organizations, chaired by a representative of the administrations. AIIC shall be represented by an observer.
20. An application for admission to a reclassification examination shall be submitted by the interpreter to the Chief Interpreter or person responsible for the interpretation service of the Organization that is the principal employer. The Chief Interpreter or person responsible for the interpretation service, in agreement with the human resources service of the said Organization, shall initiate the reclassification examination procedure in accordance with the rules agreed upon between the Organizations. Alternatively, the interpreter may address an application for reclassification directly to the Training and Examinations Section, United Nations Office at Geneva. The board of examiners shall be convened as soon as possible.
21. The rules of the reclassification examination shall be as follows:
  - (a) The various tests constituting the examination shall be regarded as forming an indissoluble whole;

- (b) The examination shall consist of interpretation, from two passive languages, of passages from two statements — a general statement and a more specialized statement — made in each of those languages. Each of the four tests shall last about 10 minutes;
  - (c) All tests shall be based on statements delivered at a normal speed and of reasonable difficulty. The candidate shall be given an opportunity to listen to the recordings for a few minutes before beginning to interpret and shall be informed, before the start of each test, of the subject of the statement to be interpreted and the purpose of the meeting for which it was made;
  - (d) The candidate shall have a choice between the following options for the general texts:
    - (i) Recording of the candidate's interpretation from recordings; or
    - (ii) Interpretation from recordings before the board of examiners; or
    - (iii) Recording, without the candidate's knowledge, of the interpretation that the candidate has actually given in a meeting, and simultaneous recording of the original;
  - (e) For the specialized texts, the subject of each of the statements to be interpreted and the name of the body in which it was made shall be communicated to the candidate in advance in order to prepare for the test;
  - (f) In view of the technical difficulties of the method described in subparagraph (d) (iii), the candidate shall be duly informed that it may entail delaying the date on which the board of examiners is convened.
22. The report that the inter-Organization board of examiners prepares after the examination shall give the reasons for the decision and conform to a standard presentation.
23. The Training and Examinations Section of the United Nations Office at Geneva shall transmit to the candidate and to the Classification Board a copy of the report of the board of examiners.
24. The Training and Examinations Section of the United Nations Office at Geneva shall communicate the results of the examination, whether the candidate has been reclassified or not, to the chief of the competent units of the Organizations of the United Nations common system, with a copy to the AIIC secretariat.
25. Reclassification shall have effect from the date of the decision taken on the subject by the inter-Organization board of examiners.

## Annex G

### Guidance provided by AIIC for sign language interpretation

#### Working conditions

##### Team strength

1. Team strength is defined as follows:
  - (a) At no time should fewer than two interpreters be assigned;
  - (b) No interpreter should be assigned as the only member of a team capable of providing relay from a given working language;
  - (c) In the case of two-language meetings, at least three interpreters capable of working into both languages should be assigned;
  - (d) In the case specifically referred to in paragraph 2 below, at least three interpreters should be assigned, of whom at least two must be capable of working into two of the languages used;
  - (e) More interpreters should be assigned when:
    - (i) The language combinations are such that fewer interpreters would not be sufficient to cover them;
    - (ii) Numerous written presentations are to be given;
    - (iii) The technical or scientific nature of the conference calls for extensive in-session preparation.
  - (f) Teams including one or more Group II interpreters should comprise sufficient experienced interpreters so that Group II interpreters shall not be required to provide relay, whenever possible.

##### Workload

2. The Organizations should recruit interpreters according to the sign language required. For all meetings in which the sign language interpreter team is also to work into a spoken language, in no case should the team consist of less than three interpreters.

##### Technical installations

3. Organizations should endeavour to provide facilities for meetings, at headquarters or elsewhere, compliant with the international standards applicable to simultaneous interpretation facilities, such as relevant latest applicable ISO.
4. Technical specifications for the positioning of sign language interpreters in conferences, including web-streaming, are available on the AIIC website:  
<https://aiic.net/page/7821/guidelines-positioning-of-sign-language-interpreters-in-conferences/lang/1>

## Annex H

### Number of assignments per contract duration

<i>Number of contractual days</i>	<i>Number of assignments</i>
1	2
2	4
3	5
4	7
5	8
6	9
7	9
8	10
9	12
10	13
11	15
12	16
13	18
14	18

## Annex I

### System of compensation for extra workload<sup>1</sup>

1. Paragraph 32 of the Agreement specifies the normal workload of interpreters, and all Organizations have agreed that it is their responsibility to implement its provisions. It however also recognizes that genuine emergencies may arise when this is impossible and envisages compensation, preferably in the form of time off, for interpreters when they have worked more than “normal”.
2. There is no such thing as a planned emergency. Therefore, whether in the form of time off to compensate for extended assignments (when a relief team should have been provided) or in cash to compensate for an excessive weekly workload when no other interpreters were available, compensation should be less attractive than adequate advance planning.
3. Compensation should however not be punitive, nor should it be based on a “once and for all” flat rate (such as the restricted team rate) but should depend on the amount of extra work required of the individual interpreter and the degree of planning error on the part of the Organization.
4. Excess workload may take two forms: either the interpreter has been required to work at assignments lasting longer than the normal “two and a half to three hours from the time when the interpreter is required to be on duty” or has been required to work more than “8 assignments on average per week” stipulated in the Agreement.
5. Extended assignments: an “extended” or “long” assignment can be defined as an assignment or series of assignments which have lasted more than three hours (plus a grace period of 5 to 10 minutes) since the time when the interpreter was required to be on duty.

### Compensation for extended assignments

6. Any two extended assignments worked during the interpreter’s appointment period shall count as three assignments for the purposes of calculating the weekly workload.
7. In such an emergency, an assignment lasting for more than four hours would count as two assignments, while all-night end-of-negotiation assignments would have to be calculated pro-rata.
8. The addition of one more interpreter per booth to make up for a long assignment is contrary to the Agreement and cannot be considered “compensation”.
9. Extra assignments: extra assignments are assignments which are in excess of the average weekly workload, pro-rata to the number of days of contract, after taking into account of any compensation-in-time for extended assignments, and which cannot be compensated for by time off during the period of appointment. Compensation in time cannot be carried over from one appointment period to another.

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<sup>1</sup> Pursuant to the appendix of document ACC/199/PER/CM/14.

## **Compensation for extra assignments**

10. Compensation shall take the form of one or more additional rest days being added to the appointment enabling the interpreter having suffered from a genuine emergency to adequate paid time off for recuperation.
11. Paid time off for recuperation shall be at the rate of one full day's pay for each interpreter concerned per extra assignment.

## Annex J

### Provisions governing broadcasting of interpretation

1. All meeting participants shall be made aware of the specific circumstances faced by interpreters in the event of broadcasting and shall be informed of the importance of:
  - (a) Making written speeches available to interpreters well in advance;
  - (b) Delivering statements at a reasonable speed.
2. If the Organization deems that an audio/video record of a meeting is not of sufficient quality or accuracy, the Organization may either:
  - (a) Refrain from releasing such record; or
  - (b) Arrange, in exceptional circumstances, for re-recording of the relevant parts of such record, provided that it is technically feasible.
3. If an interpreter is required for the re-recording of any part of the proceedings, such re-recording shall be undertaken on the basis of mutually agreed conditions.
4. Interpreters shall be informed, at the time at which the offer of work is made, that their work may be broadcast, it being understood that, in principle, Group II interpreters should not be assigned to broadcast meetings.
5. If numerous written presentations are to be given, an additional interpreter should be assigned in each booth for broadcast meetings, pursuant to paragraph 45 (e) (ii) of this Agreement.
6. To the extent possible, Organizations should ensure that the use of the recordings of the interpretation clearly relates to the immediate context of the meeting. Organizations wishing to make such recordings available on their websites for an unlimited period shall ensure that appropriate verification and correction measures are in place, such as those described in paragraph 2 above.
7. Recordings shall be used only to further the mission of the Organization or Organizations concerned.
8. To the extent possible, written verbatim records shall not be discontinued in favour of recordings of interpretation.