

## **Annex to presidential directive ICC/PRES/D/G/2004/001 on Promulgation of Staff Regulations.**

### **STAFF REGULATIONS FOR THE INTERNATIONAL CRIMINAL COURT<sup>1</sup>**

#### **Scope and purpose**

The Staff Regulations, promulgated in accordance with article 44, paragraph 3, of the Rome Statute of the International Criminal Court, embody the fundamental conditions of service and the basic rights and obligations of the staff of the International Criminal Court (hereinafter “the Court”). They represent the broad principles of personnel policy for the staffing and administration of the Registry, of which the Secretariat of the Assembly of States Parties to the Rome Statute of the Court is an integral part, the Presidency, the Chambers and the Office of the Prosecutor.

For the purpose of these Regulations, the expression “staff member” and “staff” shall refer to all staff members of the Court within the meaning of article 44 of the Rome Statute.

In the exercise of his functions and duties under these Regulations and the rules in relation to the staff of the Secretariat, the Registrar shall act in consultation with and upon the advice of the Director of the Secretariat.

In the exercise of his functions and duties under these Regulations and the rules in relation to the Director of the Secretariat, the Registrar shall act in consultation with and upon the advice of the Bureau acting in consultation with the Assembly of States Parties.

The Staff Regulations and Rules shall apply to all staff of the Court.

#### **Article I**

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<sup>1</sup> Resolution ICC-ASP/1/Res.10 of the Assembly of States Parties to the International Criminal Court shall comprise an integral part of these Regulations.

## Duties, obligations and privileges

### Regulation 1.1

#### *Status of staff*

(a) Staff members of the Court are international civil servants. Their responsibilities as staff members of the Court are not national but exclusively international.

(b) Staff members of the Court shall make the following written declaration, which shall be witnessed by the Registrar or the Prosecutor, as appropriate, or an authorized representative of the Registrar or the Prosecutor, in accordance with Rule 6 of the Rules of Procedure and Evidence of the Court:

“I solemnly undertake that I will perform my duties and exercise my powers as [title] of the International Criminal Court honourably, faithfully, impartially and conscientiously, and that I will respect the confidentiality of investigations and prosecutions.”

(c) The Registrar or the Prosecutor, as appropriate, shall ensure that the rights and duties of staff members, as set out in the Rome Statute and the Staff Regulations and Rules and in the relevant resolutions and decisions of the Assembly of States Parties, are respected.

(d) The Registrar or the Prosecutor, as appropriate, shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity.

(e) The Staff Regulations shall apply to all staff at all levels.

(f) The privileges and immunities enjoyed by the Court by virtue of article 48 of the Rome Statute are conferred in the interests of the Court. Those privileges and immunities furnish no excuse to the staff members who are covered by them to fail to observe applicable laws and police regulations of the State in which the offices of the Court are located or in which the Court is operating, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of those privileges and immunities, the staff member shall immediately report the matter to the Registrar or the Prosecutor, as appropriate, in accordance with the provisions of the Statute, the Agreement on Privileges and Immunities of the Court and the Headquarters Agreement, who may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

### Regulation 1.2

#### *Core values*

(a) Staff members of the Court shall uphold and respect the principles embodied in the Rome Statute, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

(b) Staff members of the Court shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, compliance with the relevant

standards on confidentiality established by the Court, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

### *General rights and obligations*

(c) Staff members of the Court are subject to the authority of the President, the Registrar or the Prosecutor, as appropriate, and to assignments by them to any of the relevant activities or offices of the Court. In exercising that authority, the President, the Registrar and the Prosecutor shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(d) In the performance of their duties, staff members of the Court shall neither seek nor accept instructions from any Government or from any other source external to the Court.

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interest of the Court only in view. Loyalty to the aims, principles and purposes of the Court, as set forth in the Rome Statute, is a fundamental obligation of all staff members by virtue of their status as international civil servants.

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interest of the Court. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the Court. They shall avoid any action, in particular any kind of public pronouncement, that may adversely reflect on their status or on the integrity, independence and impartiality that are required by that status.

(g) Staff members of the Court shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour.

(h) Staff members of the Court may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

(i) Staff members of the Court shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official employment with the Court that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Registrar or the Prosecutor, as appropriate. Those obligations do not cease upon separation from service.

### *Confidentiality*

(j) Staff members shall uphold the highest standards of confidentiality in the discharge of their duties. Those standards include:

(i) Full conformity to policies and procedures of the Court regarding confidentiality of documents, proceedings and other matters;

(ii) Preservation of the integrity of information and evidence in whatever form held by the Court and refusal to compromise the effective retention, storage and security of information and evidence in whatever form it may exist;

(iii) Discernment and vigilance regarding all communications that may raise issues of confidentiality, particularly communications with persons outside the Court;

(iv) Immediate reporting of suspected breaches of confidentiality, especially where such suspected breaches would pose a danger to the safety, well-being or privacy of staff, victims, witnesses, the accused and their families;

(v) Containment of reported breaches of confidentiality by refraining from unnecessary discussions thereof in any context.

#### *Honours, gifts and remuneration*

(k) No staff member of the Court shall accept any honour, decoration, favour, gift or remuneration from any Government or from any non-governmental source without first obtaining the approval of the Registrar or the Prosecutor, as appropriate.

(l) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Court, the staff member may receive it on behalf of the Court and then report and entrust it to the Registrar or the Prosecutor, as appropriate, who will either retain it for the Court or arrange for its disposal for the benefit of the Court or for a charitable purpose.

#### *Conflict of interest*

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making business or other concern, if it is possible for the staff member or the profit-making business or other concern to benefit from such association or financial interest by reason of his or her position with the Court.

#### *Outside employment and activities*

(n) Staff members of the Court shall not engage in any outside occupation or employment, whether remunerated or not, without the prior approval of the Registrar or the Prosecutor, as appropriate.

(o) The Registrar or the Prosecutor, as appropriate, may authorize staff members of the Court to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the Court; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

*Use of property and assets*

(p) Staff members of the Court shall only use the property and assets of the Court for official purposes and shall exercise reasonable care when utilizing such property and assets.

(q) Staff members of the Court must respond fully to requests for information from those authorized by the Court or the Assembly of States Parties to investigate possible misuse of funds, waste or abuse.

**Regulation 1.3**

(a) Staff members of the Court are accountable to the President, the Registrar or the Prosecutor, as appropriate, for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions, and their performance will be appraised periodically to ensure that the required standards of performance are met.

(b) Staff members of the Court shall be at the disposal of the Registrar or the Prosecutor, as appropriate, for the performance of official functions; however, the Registrar, in consultation with the Prosecutor, shall establish a normal working week and shall establish official holidays for the Court. Exceptions may be made by the Registrar or the Prosecutor, as appropriate, and staff members shall be required to work beyond the normal working hours when requested to do so.

**Article II****Classification of posts and staff****Regulation 2.1**

In conformity with principles laid down by the Assembly of States Parties, the Registrar, in consultation with the Prosecutor, shall make appropriate provision for the classification of posts according to the nature of the duties and responsibilities required and in conformity with the United Nations common system of salaries, allowances and benefits (hereinafter “the United Nations common system standards”).

**Article III****Salaries and related allowances****Regulation 3.1**

Salaries and allowances of staff members of the Court shall be fixed by the Registrar, in consultation with the Prosecutor, and they shall be in conformity with the United Nations common system standards.

**Regulation 3.2**

The Registrar, in consultation with the Prosecutor, shall establish the applicable gross pensionable salary scales for the General Service category of staff of the Court as well as the scale of pensionable remuneration for staff in the Professional and higher categories of the Court, in conformity with United Nations common system standards.

**Regulation 3.3**

Staff members of the Court shall be entitled to receive a dependency benefit and/or dependency allowances, in conformity with United Nations common system standards.

**Regulation 3.4**

(a) The Registrar, in consultation with the Prosecutor, shall, in conformity with United Nations common system standards, establish terms and conditions under which an education grant shall be available to staff members of the Court residing and serving outside their recognized home country.

(b) The Registrar, in consultation with the Prosecutor, shall, in conformity with United Nations common system standards, establish terms and conditions under which an education grant shall be available to staff members whose children are unable, by reason of physical or mental disability, to attend a normal educational institution or, while attending a normal educational institution, require special teaching or training to assist them in overcoming the disability.

**Regulation 3.5**

The Registrar may, in consultation with the Prosecutor, conclude bilateral tax reimbursement agreements with States, where it is appropriate and in the operational interests of the Court.

**Article IV****Appointment and promotion****Regulation 4.1**

In accordance with articles 42 and 43 of the Rome Statute, the power of appointment of staff members rests with the Registrar and the Prosecutor, respectively. Upon appointment, each staff member shall receive a letter of appointment signed by the Registrar or the Prosecutor, as appropriate, or by an official in the name of the Registrar or the Prosecutor.

**Regulation 4.2**

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to representation of the principal legal systems of the world, equitable geographical representation and fair representation of female and male staff members.

**Regulation 4.3**

In accordance with the principles of the Rome Statute, selection of staff members shall be made without distinction as to race, sex or religion. The selection shall normally be made on a competitive basis.

#### **Regulation 4.4**

Subject to the provisions of article 44 of the Rome Statute and without prejudice to the recruitment of new talent at all levels, the fullest regard shall be paid, in filling vacancies, to the requisite qualifications and experience of staff members already in the service of the Court.

#### **Regulation 4.5**

(a) Staff members shall be granted such fixed-term and short-term appointments that are consistent with the present Regulations as the Registrar or the Prosecutor, as appropriate, may prescribe. An appointment may be extended or renewed at the discretion of the Registrar or the Prosecutor, as appropriate, if the staff member is willing to accept such extension or renewal. At no time shall an appointment be deemed to carry any expectation or right to extension or renewal.

(b) An initial fixed-term appointment may be subject to a probationary period, as determined by the Registrar or the Prosecutor, as appropriate.

#### **Regulation 4.6**

The Registrar, in consultation with the Prosecutor, shall establish appropriate medical standards that staff members shall be required to meet before appointment.

#### **Regulation 4.7**

Consultants, individual contractors, interns and other personnel may be engaged under such terms and conditions as the Registrar or the Prosecutor, as appropriate, may determine and shall not be staff members for the purposes of the present Regulations.

### **Article V**

#### **Annual and special leave**

#### **Regulation 5.1**

Staff members shall be allowed appropriate annual leave, in conformity with United Nations common system standards.

#### **Regulation 5.2**

Special leave may be authorized by the Registrar or the Prosecutor, as appropriate, in exceptional cases.

#### **Regulation 5.3**

Eligible staff members shall be granted home leave in conformity with United Nations common system standards. Staff members whose home country is either the country of their official duty station or the country of their normal residence while in the Court's service shall not be eligible for home leave.

## **Article VI**

### **Social security**

#### **Regulation 6.1**

(a) Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

(b) The United Nations Administrative Tribunal shall, under the conditions prescribed in its statute, hear and pass judgement upon application from staff members concerning all pension matters.

#### **Regulation 6.2**

The Registrar, in consultation with the Prosecutor, shall establish a scheme of social security for the staff, including provision for health protection, sick leave and maternity leave and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the Court, in conformity with United Nations common system standards.

## **Article VII**

### **Travel and removal expenses**

#### **Regulation 7.1**

Subject to conditions and definitions prescribed by the Registrar, in consultation with the Prosecutor, the Court shall pay the travel expenses of staff members and their spouses and dependent children.

#### **Regulation 7.2**

Subject to conditions and definitions prescribed by the Registrar, in consultation with the Prosecutor, the Court shall pay removal costs for staff members.

## **Article VIII**

### **Staff relations**



## **Regulation 8.1**

(a) The Registrar or the Prosecutor, as appropriate, shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) A staff representative body shall be established by the Registrar, in consultation with the Prosecutor. It shall be entitled to initiate proposals to the Registrar or the Prosecutor, as appropriate, for the purpose set forth in subparagraph (a) above. It shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Registrar, in consultation with the Prosecutor.

## **Article IX**

### **Separation of service**

## **Regulation 9.1**

(a) The Registrar or the Prosecutor, as appropriate, shall give their reasons for the termination of the appointment of a staff member.

(b) The Registrar or the Prosecutor, as appropriate, may terminate the appointment of a staff member prior to the expiration date of his or her contract:

- (i) If the necessities for the service require the abolition of the post or reduction of the staff;
- (ii) If the services of the individual concerned prove unsatisfactory;
- (iii) If he or she is, for reasons of health, incapacitated for further service;
- (iv) If facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, had they been known at the time of his or her appointment, should, under the standards established in the Statute, have precluded his or her appointment;
- (v) For any other reasons specified in the letter of appointment; or
- (vi) If in their opinion such termination would be in the interest of the Court.

## **Regulation 9.2**

If the Registrar or the Prosecutor, as appropriate, terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the present Regulations and the Staff Rules. Payments of termination indemnity shall be made by the Registrar or the Prosecutor, as appropriate, in conformity with United Nations common system standards.

## **Regulation 9.3**

Staff members may resign from the Court upon giving the Registrar or the Prosecutor, as appropriate, the notice required under the terms of their appointment.

#### **Regulation 9.4**

The Registrar, in consultation with the Prosecutor, shall establish a scheme for the payment of repatriation grants, in conformity with United Nations common system standards.

#### **Regulation 9.5**

Staff members shall not be retained in active service beyond the age of sixty-two years. The Registrar or the Prosecutor, as appropriate, may, in the interest of the Court, extend that age limit in exceptional cases.

### **Article X** **Disciplinary measures**

#### **Regulation 10.1**

The Registrar or the Prosecutor, as appropriate, shall establish administrative machinery with staff participation which will be available to advise them in disciplinary cases.

#### **Regulation 10.2**

(a) The Registrar or the Prosecutor, as appropriate, may impose disciplinary measures on staff members whose conduct is unsatisfactory.

(b) The Registrar or the Prosecutor, as appropriate, may summarily dismiss a member of the staff for serious misconduct, including breach of confidentiality.

### **Article XI** **Appeals**

#### **Regulation 11.1**

The Registrar or the Prosecutor, as appropriate, shall establish administrative machinery with staff participation to advise them in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

#### **Regulation 11.2**

The Administrative Tribunal of the International Labour Organization shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

## **Article XII**

### **Amendment and implementation**

#### **Regulation 12.1**

The present Regulations may be supplemented or amended by the Assembly of States Parties, on the proposal of the Registrar, with the agreement of the Presidency and the Prosecutor, without prejudice to the acquired rights of staff members.

#### **Regulation 12.2<sup>2</sup>**

The Registrar, with the agreement of the Presidency and the Prosecutor, shall provide such staff rules that are consistent with the present Staff Regulations as they consider necessary. The full text of provisional staff rules and amendments shall be reported annually to the Assembly. Should the Assembly, upon consideration, find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

## **Appendix**

### **Selection of the staff of the International Criminal Court<sup>3</sup>**

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<sup>2</sup> The Staff Regulations were adopted on the understanding that the staff rules of the Court to be provided by the Registrar in accordance with regulation 12.2 of the Staff Regulations shall specify instances when the Registrar or the Prosecutor, as appropriate, may terminate the appointment of a staff member in accordance with regulation 9.1 (b) (vi); as well as disciplinary measures referred to in regulation 10.2 (a).

<sup>3</sup> Previously issued as resolution ICC-ASP/1/Res.10.

*The Assembly of States Parties,*

*Bearing in mind* articles 44, paragraph 2, and 36, paragraph 8, of the Rome Statute of the International Criminal Court, whereby in the employment of the staff of the International Criminal Court the highest standards of efficiency, competency and integrity shall be ensured and account shall be taken of the need for the representation of the principal legal systems of the world, equitable geographic representation and a fair representation of men and women,

*Bearing in mind also* article 50 of the Statute, according to which the official languages of the Court shall be Arabic, Chinese, English, French, Russian and Spanish and the working languages shall be English and French,

*Noting* that the Staff Regulations provided for in article 44, paragraph 3, of the Statute, embodying these principles cannot be enacted by the Assembly of States Parties before the second half of 2003,

*Desiring* to set interim guidelines for the application of these principles during the transitional period of the establishment of the Court,

*Decides* that the guidelines contained in the annex to the present resolution shall be applied in the selection and appointment of the staff of the Court until the Staff Regulations are adopted in accordance with the Statute.

## **Annex to the resolution**

1. **General principle.** The requirements of article 36, paragraph 8, article 44, paragraph 2, and article 50, paragraphs 1 and 2, of the Statute shall apply to the recruitment of the entire staff of the Court, without any distinction as to category. However, with regard to geographical representation, the system described in paragraph 4 below shall apply only to staff in the Professional category (level P-1 and above).

2. **Notifications.** All vacancies to be filled, and requirements to be met by candidates to such vacancies, shall be notified to all States Parties and to those States which, having engaged in the process of ratification of or accession to the Statute, have expressed an interest in receiving such notifications. All such vacancies shall also be posted on the web site of the Court.

Where appropriate in order to achieve a better balance in gender or geographical representation, such notifications may include preferential consideration of candidates of given nationalities or gender.

3. **Competency.** As a general rule, the competency of candidates shall be determined through an initial evaluation of their background and experience. This should, wherever possible and appropriate, include examples of the candidate's capacity of analysis and drafting ability in one or both of the working languages of the Court. This evaluation may, where appropriate, be of a competitive nature. The second stage of the evaluation shall consist of an oral interview in one or both of the working languages.

In the case of candidates from similar institutions, the initial evaluation may consist of an assessment of the candidate's experience and record in the releasing organization. This would be followed by an oral interview in one or both of the working languages.

In both cases, knowledge of at least another official language shall be considered as an additional asset.

**4. Geographical representation.** For established (i.e., budgeted) posts, and in the case of appointments of at least 12 months' duration, the selection of staff in the Professional category shall be guided in principle by a system of desirable ranges based on that of the United Nations<sup>4</sup>. Nationals from States Parties and from those States having engaged in the process of ratification of or accession to the Statute should have adequate representation on the staff of the Court; however, applications from nationals from non-States Parties may also be considered.

**5. Selection Committee.** The Director of Common Services shall establish a Selection Committee of not more than three individuals to provide advice on the selection of staff in accordance with these guidelines. The officer in charge of human resources shall be the convenor of the Committee.

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<sup>4</sup> See A/56/512 and General Assembly resolution 55/258.