To:

Subject to a satisfactory medical examination, you are hereby offered a short-term appointment (daily rate) as ......................... with the Interim Commission for the International Trade Organization (ICITO/GATT) on the terms set out below:

1. REMUNERATION

(a) Base Salary. ............... (net) per day for each day actually employed, including Saturdays, Sundays and holidays falling within a period of continuous daily employment;

(b) Post Adjustment. ............... (net) per day for each day actually employed, including Saturdays, Sundays and holidays falling within a period of continuous daily employment;

(c) Subsistence Allowance at Duty Station. ............... (net) per day for each day actually employed, including Saturdays, Sundays and holidays falling within a period of continuous daily employment;

(d) Subsistence Allowance during Travel. Travel Subsistence Allowance at standard United Nations rates is payable for each day spent in travel by the fastest means to and from Geneva, except for:

(i) travel which takes place on the day of the appointment;

(ii) the last day of return travel.

(e) Travel Time. A sum equivalent to fifty per cent of the remuneration set out in paragraph 1(a) above for the day preceding the appointment and for the day following the appointment, and a sum equivalent to one hundred per cent for any additional day before or after the appointment will be paid subject to the following conditions:

(i) that you travel to and from your duty station by the fastest means of transportation;

(ii) that it is necessary for you to travel on the day or days preceding or following your appointment;
Contract for daily short-term employment (continued).

(iii) that no such sum or remuneration is paid to you by a third party in respect of this or these travel days.

2. DURATION OF APPOINTMENT

This appointment commences on the entrance-on-duty date, which is ............................... 19... and is expected to terminate on ............................... 19... It may be extended on a day-to-day basis by mutual agreement.

3. CANCELLATION OF APPOINTMENT AND TERMINATION CLAUSES

(a) If the appointment is terminated by the organization alternative indemnities are payable under the following conditions:

(i) fifty per cent of the base salary set out in paragraph 1(a) above, if the termination takes place on a date which precedes the beginning of the appointment by thirty-one to one hundred and twenty days;

(ii) one hundred per cent of the base salary set out in paragraph 1(a) above, for the whole duration of the appointment, if the termination takes place within thirty days before the beginning of the appointment; for the balance of the duration of the appointment, if the termination takes place during the appointment;

(iii) where alternative employment is offered by the organization or a third party, the indemnities under (i) and (ii) above will be reduced by an amount equivalent to the base salary payable for such alternative employment;

(iv) no indemnity will be payable if the termination takes place more than one hundred and twenty days before the effective date of the appointment.

(b) Neither notice nor payment in lieu thereof will be given in cases of summary dismissal for disciplinary reasons.

4. TRAVEL EXPENSES

(a) Your fare from ........................................... to Geneva and return will be paid by ICITO/GATT by a method of transport and in accordance with travel arrangements to be determined by ICITO/GATT. In addition you will be paid the equivalent of US$10 (ten United States dollars) to cover incidental travel expenses en route to and from Geneva such as taxi fares, airport taxes, etc. No claims will be accepted for any other expenses;

(b) travel by automobile requires advance authorization which is granted only on production of insurance against public liability. The automobile mileage is reimbursed at standard rates not to exceed the overall cost of the journey by air or by rail as appropriate.
5. LENGTH OF WORKING WEEK. Hours of work will be arranged according to the exigencies of the service and can include work on Saturdays, Sundays, official holidays and at night. Every effort will be made to keep working hours within reasonable limits. Should it, however, be necessary for you to work in excess of six days or forty hours in any week, compensation may be awarded at the discretion of the Organization in the light of your overall workload throughout the duration of the appointment in the form of either time off or additional salary.

6. SICK LEAVE. You will be entitled to sick leave not exceeding two working days for each month of service.

7. COMPENSATION FOR DEATH OR INJURY. Reasonable compensation is provided for illness, disability or death attributable to performance of official duties.

8. OTHER. No other indemnities or entitlements, except those specified in this letter of appointment, will be granted. This appointment excludes participation in the Pension Fund and does not count towards pension rights should you later receive regular employment entailing participation in the Fund.

9. If you accept this appointment on the conditions stated, please sign below and return the form to the Personnel Officer, Interim Commission for the International Trade Organization (ICITO/GATT), Geneva.

Date ..............................................  Signature ..............................................

Y. Ogaard
Chief of Personnel

Date ..............................................  Signature ..............................................

of acceptance ......................................