

## Annex I: WIPO REWARDS AND RECOGNITION PROGRAM - SUMMARY

REWARD	NUMBER OF REWARDS	CONFERRED BY	CRITERIA
<p><b><u>Appreciation for outstanding performance</u></b></p> <ul style="list-style-type: none"> <li>▪ DG certificate of appreciation</li> <li>▪ Program Manager appreciation event</li> </ul>	All staff achieving an overall PMSDS rating of “Outstanding performance” in the relevant PMSDS cycle	<p>Director General</p> <p>Program Manager of the respective sector</p>	overall PMSDS rating of “Outstanding performance” in the relevant PMSDS cycle.
<p><b><u>“Results and Service-Orientation”</u></b></p> <p>Lump sum cash reward 2,500 CHF</p>	One staff member per sector; In sectors with more than 100 staff members, one reward per 100 staff members	<p>Nominated by: Managers through the Program Manager of the respective sector</p> <p>Selected by: SMT</p>	<ul style="list-style-type: none"> <li>▪ The staff member has achieved “Outstanding performance” in the relevant PMSDS cycle;</li> <li>▪ <b>and</b>, the staff member has demonstrated exceptional effort, creativity, and competence, going far beyond the call of duty;</li> <li>▪ <b>and</b> the staff member has achieved outstanding results <b>or</b> the staff member has been noted for outstanding service-orientation;</li> <li>▪ <b>and</b> the staff member has demonstrated in his or her daily work the core values of WIPO.</li> </ul>
<p><b><u>Environmental, Social and Governance Responsibility</u></b></p> <p>Lump sum cash reward 2,500 CHF</p>	Three individual rewards	Nominated and selected by staff members	<ul style="list-style-type: none"> <li>▪ The staff member has significantly contributed to a positive and harmonious work environment with his or her highly professional attitude and behavior in the execution of work, for example in the way he or she has shared knowledge, provided services or demonstrated team spirit;</li> <li>▪ <b>and</b> the staff member has achieved at least an “Effective performance” in the relevant PMSDS cycle;</li> <li>▪ <b>and</b> the staff member has demonstrated in his or her daily work the core values of WIPO.</li> </ul>
<p><b><u>“Working as One”</u></b></p> <p>Lump sum cash reward 5,000 CHF</p>	Three team rewards	<p>Nominated by: Managers of the team leaders through the Program Manager of the respective sector</p> <p>Selected by: SMT</p>	<ul style="list-style-type: none"> <li>▪ The team must consist of at least three staff members from within or from across organizational units and sectors who have worked collaboratively for a minimum period of three months;</li> <li>▪ <b>and</b> the results achieved by the team contribute clearly and substantially to the Organization’s strategic objectives;</li> <li>▪ <b>and</b> the team has demonstrated exceptional effort, creativity, and competence, going far beyond the call of duty;</li> <li>▪ <b>and</b> all team members nominated have achieved at least a rating of “Effective performance” in the relevant PMSDS cycle;</li> <li>▪ <b>and</b> all team members nominated have demonstrated in their daily work the core values of WIPO.</li> </ul>
<p><b><u>“Innovation and Efficiency”</u></b></p> <p>Reward in the form of a professional training program of not more than four weeks’ duration at an education institution. Travel costs, accommodation and tuition. Special Leave with Pay.</p>	<p>Three developmental rewards, one each at the following levels:</p> <ul style="list-style-type: none"> <li>▪ Senior staff (P5 to D2)</li> <li>▪ Mid-level staff (G7 and P1 to P4)</li> <li>▪ Support staff (G2 – G6)</li> </ul>	<p>Nominated by: Managers through the Program Manager of the respective sector</p> <p>Selected by: SMT</p>	<ul style="list-style-type: none"> <li>▪ The staff member has achieved “Outstanding performance” in the relevant PMSDS cycle;</li> <li>▪ <b>and</b> the staff member has demonstrated exceptional effort, creativity, and competence, going far beyond the call of duty;</li> <li>▪ <b>and</b> the staff member has achieved outstanding results in an area related to innovation or in an area related to significant efficiency gains resulting in cost savings for WIPO;</li> <li>▪ <b>and</b> the staff member has demonstrated in his or her daily work the core values of WIPO.</li> </ul>