



Information Circular
Ref. ICC/INF/2016/011
Date: 30 December 2016

Guidelines on Language Proficiency and Language Incentives

The purpose of this Information Circular is to inform on the Guidelines on language proficiency and language incentives, when applicable, which are hereby attached.

Information Circular ICC/INF/2006/008 is hereby revoked.



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Registrar

Guidelines on Language Proficiency and Language Incentives

Section 1

General principles

- 1.1 Staff members are strongly encouraged to become proficient in two or more official languages of the International Criminal Court (Court), with special emphasis on the two working languages, in order to achieve and maintain linguistic balance in the organization.

Section 2

Language proficiency

- 2.1 For the purposes of these Guidelines, adequate and demonstrated knowledge in one of the official languages of the Court shall be established by means of a language proficiency certificate upon the staff member's successfully passing the language proficiency examination (LPE) in that language organised by the Court in cooperation with the United Nations.
- 2.2 Staff members whose mother tongue is one of the official languages of the Court cannot take the LPE in their mother tongue. Staff members may demonstrate adequate knowledge in other official languages than his or her mother tongue by passing the LPE in those languages, including that in which they are required to be proficient by the terms of their appointment.
- 2.3 Staff members whose mother tongue is not one of the official languages of the United Nations cannot take the LPE in the working language in which they are required to be proficient by the terms of their appointment. They may demonstrate adequate knowledge in another official language by passing the LPE in any of those other languages.

Section 3

Conditions governing language proficiency examinations

Eligibility to take the LPE

- 3.1 The LPE is open to all staff members holding a fixed term appointment for at least one year. Only staff members whose fixed term appointment will not expire before the LPE is administered are considered eligible.

- 3.2 Additionally, the LPE may be taken by staff members holding an appointment for at least one year who have not attended or completed a language course in the Court, where applicable, but can document that they possess an equivalent knowledge of the language in which they wish to be tested. Such equivalent knowledge may be demonstrated by language study outside the Court for at least two years, completion of a language programme or use of the language on a regular basis for school or work.

Applications

- 3.3 Candidates for the LPE who meet the conditions set out above in the present section shall complete the appropriate application form and submit it with all required documentation in accordance with the procedures set out by the Organisational Development Unit.

Requirements for passing the LPE

- 3.4 The LPE shall consist of a written part and an oral part, which shall be taken at the same session.

- 3.5 A minimum score of 65 per cent in each of those parts shall be required for a passing grade. Where candidates receive a score of 80 per cent or more on the written examination but fail the oral, the jury adjudicating the examination shall review the case and may allow

candidates to retain their written score for the following examination session. In this event, the candidate shall receive written notification of the jury's decision and will be required to apply to retake the oral examination only at the following session.

- 3.6 Candidates who receive 80 per cent or more on the oral part but fail the written part; and candidates who have taken only one part of the examination at one session shall retake both the written and oral parts at a subsequent session. Candidates, who fail the examination need to wait at least one year before they can present themselves to a repetition of the examination. They also need to demonstrate that they have made efforts to improve their skills in the language they are applying for.

Section 4

Language allowance for staff members in the General Service category

- 4.1 Staff members in the General Service category, shall be paid a language allowance in accordance with Staff Rule 103.12(a) after they have successfully passed the LPE in accordance with section 2 of these Guidelines.
- 4.2 The language allowance shall be paid to a staff member who has met the conditions of section 4.1 of these Guidelines as of the first day of the month following the month in which the staff member successfully passed the LPE.