



# **ANNUAL REPORT**

## **OF THE FIFTEENTH SESSION OF THE**

### **UNITED NATIONS STAFF COUNCIL VIENNA**

#### **FOR THE PERIOD 1 APRIL 1995 TO 16 FEBRUARY 1996**

Please bring this report to the Annual General Meeting

## *Abbreviations and Titles*

<b>ACC</b>	<b>Administrative Committee on Co-ordination</b> Consisting of the Executive Heads of all UN organizations, specialized agencies and is chaired by the UN Secretary-General, ensuring inter-agency consultation
<b>APC</b>	<b>Appointment and Promotion Committee</b> Consists of administration and staff representatives to give advice on the appointment and promotion of staff in the Professional categories
<b>APP</b>	<b>Appointment and Promotion Panel</b> Consists of administration and staff representatives to give advice on the appointment and promotion and review of staff in the General Service categories
<b>CAC</b>	<b>Commissary Advisory Committee</b> Consists of administration and staff representatives of the VBO's to assist in the selection, withdrawal and the mark-up of commissary items
<b>CEB</b>	<b>Central Examination Board</b>
<b>CCISUA</b>	<b>Co-ordinating Committee for International Staff Unions and Associations of the United Nations System</b> Consisting of representatives of Staff Associations of the United Nations organizations.
<b>DAM</b>	<b>Division of Administration and Management</b>
<b>FICSA</b>	<b>Federation of International Civil Servants' Associations</b> Consisting of representatives of Staff Associations of United Nations organizations and specialized agencies
<b>Fifth Committee</b>	<b>United Nations General Assembly Fifth Committee</b> The Committee of the General Assembly responsible for decisions on personnel, financial and administrative matters, consisting of representatives of Member States of the United Nations. It meets each year during the UN General Assembly and receives the recommendations of the ICSC and the UNJSPB
<b>ICSC</b>	<b>International Civil Service Commission</b> Is a technical body mandated to carry out objective studies on the conditions of service of all common system staff. Its fifteen members are appointed by the UN General Assembly from outside the UN System
<b>JAC</b>	<b>Joint Advisory Committee</b> Consisting of three representatives and three alternates of the UNOV Administration, and three representatives and three alternates from the UN Staff Council, Vienna; presided over by a neutral Chairperson
<b>OHRM</b>	<b>Office of Human Resources Management</b>
<b>OIOS</b>	<b>Office of Internal Oversight Services</b>
<b>SMCC</b>	<b>Staff Management Co-ordination Committee</b> A body of staff-management interaction in the United Nations Secretariat
<b>UNGA</b>	<b>United Nations General Assembly</b>
<b>UNJSPB</b>	<b>United Nations Joint Staff Pension Board</b> Is in charge of administering the Pension Fund. Board members consist of an equal number of representatives of Member States, administration and participants
<b>UNSCV</b>	<b>United Nations Staff Council at Vienna</b>
<b>VBOs</b>	<b>Vienna-based organizations</b>

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## INTRODUCTION

Dear Colleagues,

Although I no longer carry the functions of President, UNSCV, I did prepare this annual activities report of the Fifteenth Session of the UN Staff Council Vienna since I had led the Staff Committee for the most part of this term, before I moved on to assume a new job.

I believe the report before you is a quite comprehensive reflection of the scope of activities carried out by the staff representatives of the UN Units at Vienna. In 1995 the work of the Staff Council was mainly dominated by three major topics, which I would like to draw your attention to, namely (a) the staff activities launched in commemoration of the Organization's Fiftieth Anniversary, (b) the shortfall in project funds of the United Nations Drug Control Programme (UNDCP), and (c) the most difficult negotiations at the Nineteenth Session of the Staff/Management Coordination Committee. Also certainly worth highlighting is the chapter on the work of the UNOV Joint Advisory Committee, which is the highest body of staff/management interaction at the Vienna UN Office.

Staff/management relations at the UN Offices at Vienna remained to be excellent which is evidenced, *inter alia*, by the smooth consultations with regard to the UNDCP downsizing. I am confident that the members and alternates of the forthcoming Sixteenth Session of the UN Staff Council Vienna will continue to profile this social partnership approach, which has served the interests of the staff so well in the past years. In fact, social partnership has become a "trademark" of the staff/management relationship at Vienna and, in my opinion, it constitutes the best response for allaying the fears of some Member States and UN Administrators who may be under the impression that an attitude of co-management prevailed among the staff representatives of the UN Secretariat.

I believe that the Vienna staff representatives may look back at the past years with some pride; a number of important achievements are on our list, such as the consolidation of UNSCV's financial basis, the overcoming of two downsizing exercises with a minimum of pain, the strengthening of Vienna's role within the Coordinating Committee of International Staff Unions and Associations (CCISUA), the initiative leading to the foundation of the STAFF FORUM etc. Fortunately, times had not been as rough in terms of financial restraints as they may become in the years ahead of us. I would like to finish my remarks, therefore, with an appeal to all of you: the more difficult the financial situation of the Organization, the more important will be your contribution to the work of the Staff Council. Please do strengthen the Staff Council by taking a keen interest in its work and by actively participating in the forthcoming elections.

Permit me to assure you, for the last time, that it was a great honour to serve and represent all of you for almost three consecutive years!

16 February 1995

Peter Frank

## **I. CO-ORDINATING COMMITTEE FOR INTERNATIONAL STAFF UNIONS AND ASSOCIATIONS OF THE UNITED NATIONS SYSTEM (CCISUA)**

### **A. CCISUA - A BRIEF INTRODUCTION**

1. CCISUA is the umbrella organization of the following staff associations and unions: UNNY (New York), UNOG (Geneva), UNOV, ESCAP (Bangkok), ESCWA (Amman), ECLAC (Santiago), UNEP (Nairobi), UNHCS (Nairobi), ECA (Addis Ababa), UNESCO (one of two staff unions in Paris), UNHCR (Geneva), UNICEF (New York), FSSU (Field Service, Naqoura), and UNU (Tokyo). UNDP/UNFPA (New York) are currently attending CCISUA meetings in an observer status. As can be seen, CCISUA comprises the totality of the staff side of SMCC.

2. To have its voice heard, a staff union must be a member of an umbrella organization, either CCISUA or FICSA. Only an umbrella organization has the right to represent views, concerns and wishes of staff employed by the United Nations Secretariat and the Specialized Agencies before the principle organs preparing and adopting the decisions that affect staff's terms and conditions of service as international civil servants. These organs include the General Assembly and its Fifth Committee, the ICSC, the ACC, the CCAQ and the ACABQ.

### **B. 11TH ANNUAL ASSEMBLY OF CCISUA - SANTIAGO, 28 NOV - 5 DEC 1995**

3. The Eleventh CCISUA Assembly was held in Santiago de Chile, from 28 November to 5 December 1995. In accordance with the CCISUA Statute, the Presidency rotated to Geneva and the First Vice-Presidency to New York. The Presidents of the UNICEF and ESCAP Staff Unions were elected Second and Third Vice-Presidents, respectively, by acclamation.

4. The responsibility for the CCISUA Treasury lies with the Geneva Staff Union. The Treasurer is closely co-operating with the Finance Committee which, for 1996, is composed of one representative from ECLAC, FSSU and ESCAP.

5. Below is brief account of the agenda items discussed at the 11th CCISUA Assembly as far as they are of interest to UNOV/UNDCP; copies of the complete session report can be obtained from the Staff Council Office, room E0425/6, ext 3588/5534.

#### **1. STAFF-MANAGEMENT CONSULTATION MACHINERY AND RELATED ITEMS**

6. The Assembly devoted considerable time to discussion of preparation of the next session of the SMCC, which was set tentatively for February 1996, but later on postponed. The Assembly concluded that that session should be considered an extraordinary one and limited to the functioning and the terms of reference of the SMCC mechanism and staff-management consultations as a whole. Thus the 1996 regular annual SMCC session would deal with the more usual agenda items.

7. Participants also discussed the present weaknesses of the SMCC machinery, including its overly heavy agendas, coupled with a shortened duration of both pre-SMCC and SMCC in recent years, the

fact that the Administration considered the SMCC's Legal Adviser authorized to serve only the Administration, the potential for abuse of the intersessional mechanism, the impossibility for a small or one-person delegation to cover several working groups which convene simultaneously, and selective implementation of recommendations, depending on whether they were of concern to the Administration side or the staff side. Agreements by SMCC which had not been fully implemented included flextime, budgetary grouping of posts P-1 to P-4, and development of a comprehensive career development scheme.

8. The Assembly noted that the underpinning principle of SMCC was to ensure and allow for effective participation by staff on all issues relating to conditions of service and general staff welfare. In this context, it wished to make the following proposals pertaining to the functioning of the SMCC:

(a) The length of both pre-SMCC and SMCC proper should be increased in recognition of their heavy workloads;

(b) The intersessional mechanism should be limited to emergencies;

(c) The agenda should not be overloaded as was the case during SMCC XIX, as acknowledged also by the Administration;

(d) There should be a maximum of two working groups during a regular SMCC session, as most delegations were no larger than two persons, these Working Groups should not meet when the plenary is in session, and guidelines should be established for their functioning, i.e. on the delegation of authority, etc.;

(e) The roles of the Secretary and Legal Adviser have to be clarified. In particular, the SMCC Legal Adviser must also provide legal opinion to the staff side;

(f) The Administration should be bound by the approved SMCC recommendations as soon as the report is signed by the Secretary-General and the formalities for implementation of recommendations should immediately be initiated, in any event within six months of the signing of the report, unless there was a need for endorsement by a legislative body;

(g) A mechanism for monitoring implementation and follow-up should be established;

(h) The budgetary allocation to SMCC should be increased;

(i) Changes to the report adopted at SMCC cannot be made unilaterally by the Secretary-General; instead, all desired changes must be referred back to SMCC for further negotiation.

## 2. Class Action on Violation of SMCC Agreement

9. The meeting discussed the events that had led to the crisis in staff/management relations following the Administration's unilateral changes to the report of SMCC-XIX.

10. The Assembly decided to:



## 5. Staff Security

14. In view of deteriorating security conditions in some duty stations, CCISUA urged management to ensure that adequate security measures were taken to protect United Nations staff. This would comprise comprehensive security assessment/evaluations of offices, warehouses, project sites and residential premises. Basic security training must be provided to all United Nations staff members, with priority to be given to those in countries affected by complex emergency and unstable situations. The objective would be for each duty station to have a basic security plan developed with staff participation. CCISUA called on all staff on mission to abide by the existing security regulations.

15. In this context, the Assembly reiterated a recommendation made at the occasion of CCISUA X that the budget of the Security Coordinator's office should be increased in order to strengthen its capabilities in the area of staff security.

## 6. Suspension of Granting of Career Appointments

16. The Assembly regretted the suspension of the granting of career appointments and was of the view that this would undermine the very concept of the International Civil Service.

17. It took note with satisfaction of United Nations Administrative Tribunal (UNAT) Judgement N° 712, case N° 735 Alba *et al.*, and Case 864 Fernandez-Amon *et al.*

18. The first case refers to the right of all staff to have every reasonable consideration for a career appointment. Should the Organization be in the position to grant career appointments, it should be done without distinction of the sources of funding. The relevant criteria to be used was merit of performance combined with length of service. The second case, N° 864, refers to the demand for indemnities of seven staff members whose fixed-terms contracts were not renewed. The Tribunal found that as these staff members were deprived of reasonable consideration for career appointments, they merited compensation. The Tribunal then ordered the payment of indemnities.

19. Regarding the recent suspension of the granting of permanent and probationary appointments, the Assembly noted that the rationale behind this move was that "until the situation improves substantially, the Organization is not in a position to incur further commitments ..." (ST/SGB/280). Taking into account the UNAT Judgement referred to above, the Assembly considered that measure ultimately had no effect on the commitments of the Organization because such commitments were in force for staff having long-service status.

## 7. Education Grant

20. The Assembly discussed the question of the education grant, which was now payable only to children of internationally-recruited expatriate staff members in respect of their children in full time attendance at a school, university or similar educational institution. Those who were not entitled to the education grant were consequently experiencing a heavy financial burden, due to changed conditions in many field duty stations, in educating their children in view of the high expenses involved.

21. Many members felt that the present entitlement payable only to one category of staff ran counter to the equality of educational opportunities for all children, a principle for which the United Nations stood. Furthermore, the United Nations and other international agencies placed great emphasis on access to education for all and on the quality of the education being provided.

22. After careful review of this item, which had been the subject of debate over the past several years without reaching any positive decision, the Assembly recommended that the education grant (or educational assistance) be extended to all children of United Nations staff, whether internationally or locally recruited, including those international staff whose duty station was situated in his/her home country.

23. The Assembly recommended that this proposal be submitted to the next ICSC session for its consideration.

### 8. Work/Family Agenda

24. The Assembly welcomed the offer of Mrs. Gerda Hasanat-Schmoeltzer, of the UNOV Staff Council, to serve as focal point for all issues of the work/family agenda on behalf of CCISUA.

### 9. Information Campaign

25. Concerned over the great amount of inaccurate or biased information detrimental to the public's perception of the staff of the United Nations, the Assembly decided that the Bureau should draw up an information campaign to counter this misinformation which put the staff in a negative light.

26. The Assembly decided to allocate the sum of \$20,000 in the 1996 budget to this end, to be used for such items as advertisements, and named Raymond Janssens, incoming Second Vice-President, to be the focal point for this activity.

### 10. Relations with the Federation of International Civil Servants' Association

27. The Assembly endorsed the idea that closer coordination, cooperation and consultation should be established and maintained with its sister federation, FICSA, in view of the potential usefulness of a joint approach to the United Nations common system and matters of mutual interest, as long as there was an adequate response from them. It requested the President of CCISUA to convey this position to the President of FICSA in writing and to maintain regular contact with FICSA on staff issues, particularly in connection with preparation for upcoming meetings, if a positive response was received.

### 11. Convention on Staff Security

28. In December 1994, the General Assembly unanimously adopted the United Nations Convention on the Safety of United Nations and Associated Personnel. Thus far, only three Member States have ratified this Convention, which could contribute to improving the security of staff members on mission for the United Nations.

29. The CCISUA Assembly, aware of the need to encourage States' adherence to this Convention, decided to:

- (a) Write to all United Nations missions in New York to emphasize the importance which staff attached to this Convention and to appeal to them to sign and ratify it;
- (b) Send a copy of the Convention, along with information on its importance and extent of ratification to all CCISUA members, for them to share this information with their constituents;
- (c) Endorse the Administrative Committee on Coordination statement and follow-up the request of its last session to the United Nations Legal Office to look into the question of broadening the scope of the protection provided under the Convention;
- (d) Continue to monitor progress and make every effort for the dissemination of information, using the media as much as possible to publicize this important document in the context of the information campaign.

## 12. Maternity Leave Policy

30. The Assembly endorsed the decision to pursue the proposal on expanding the existing maternity leave from four months to six months. The proposal will be further discussed with the Administration.

## 13. Downsizing/Restructuring

31. The downsizing/restructuring confronting the Organization and its staff was a source of great concern to Assembly participants, who urged that guiding principles/criteria should be elaborated and consistently applied over the coming year in order to ensure transparency and equitable treatment and respect for all staff. In this context, the Assembly took note, with satisfaction, of the memorandum of the Under-Secretary-General for Administration and Management to Heads of all Departments dated 8 November 1995, instructing that joint staff management panels be involved in the process.

32. The Assembly was of the view that:

- (a) Termination of staff members for budgetary reasons should only be used as a last resort measure;
- (b) Staff representatives must be closely involved in this exercise right from the very beginning;
- (c) A staff member's length of service in the Organization, seniority and performance should be priorities in decisions in this area. The evaluation of a staff member's performance must be carried out with the necessary checks and balances;
- (d) The recruitment freeze should be maintained until the present crisis was resolved in order to facilitate the placement of long-term staff whose posts have been suppressed. Every effort should be made to redeploy and to retrain them, as appropriate;



(e) The Administration should take steps to eliminate the phenomenon of having more than 2,000 people working under contracts of less than 11 months duration -- the "permanent temporaries" -- along with excessive resort to consultants;

(f) The Administration should eliminate unnecessary expenditures, duplication and waste in the Organization. CCISUA was willing to make proposals in this regard;

(g) Staff representatives should have a say in the implementation of the early separation, agreed termination and buy-out programmes, all of which should be carried out with equity, transparency and without compulsion;

(h) The situation of "returnees" from mission service whose posts were not reserved for them must be addressed. Staff representatives should be advised of any such cases well in advance. Managers who have not respected the relevant Administrative Instruction should be held accountable. The situation of long-term local staff serving in missions which were closing should also be addressed.

#### 14. Training Workshops

33. It was proposed and approved that CCISUA organize training workshops/seminars for its members in such matters as salary and cost-of-living surveys, classification of posts and pension matters which would allow staff representatives to participate more effectively in such exercises and provide them with a better bargaining position during discussions with the Administration.

#### 15. UN Staff Questionnaire

34. With regard to the *Picture of UN Staff--A Worldwide Survey*, organized by United Nations staff for United Nations staff under the auspices of CCISUA, the Assembly thanked all those who had made the project come to life. It endorsed the idea that every duty station should request and get from Geneva, which had organized and carried out the survey, the data pertaining to their duty station for analysis and follow-up. In addition, the Assembly was convinced that the necessary conclusions should be drawn and action taken following analysis of the data contained in the questionnaire. CCISUA members were invited to provide the Bureau with proposals as to how to follow up this project.

#### 16. Extension of Credit Union Facilities to Offices away from Headquarters

35. The Assembly endorsed the efforts to explore further with the United Nations Federal Credit Union (UNFCU) the possibility of providing credit union facilities to staff serving in field duty stations. The Bureau of CCISUA will plan to meet with the Board of the UNFCU to discuss this issue and will keep the CCISUA membership informed on any developments.

## II. STAFF-MANAGEMENT CO-ORDINATION COMMITTEE<sup>1</sup>

### A. NINETEENTH SESSION OF THE SMCC

36. The nineteenth session of the Staff-Management Coordination Committee (SMCC) took place from 5-9 June 1995 at the temporary Headquarters duty station for the Economic and Social Commission for Western Asia, Amman (Jordan). The Committee held five meetings.

37. As established in ST/SGB/176/Rev. 2 and in accordance with Staff Rule 108.2 (b), Mr. Joseph Verner Reed, Under-Secretary-General for Public Affairs, was selected by the Secretary-General as President of SMCC XIX.

38. Below is a summary of the discussions as far as they are of interest to UNOV/UNDCP. The report of SMCC XIX and background papers are available at the Staff Council Office (room E0425/6, ext. 3588/5534).

### B. FOLLOW-UP TO SMCC XVIII

39. With regard to the item on *Accountability System: Basic Concepts* the staff representatives indicated that there was no feedback as to whether the concepts had been presented to the General Assembly and their status and requested an update on the matter by the management.

40. Management representatives informed the meeting that delegation of authority had been given to the Department of Peace-Keeping Operations, as well as Geneva and Vienna on matters pertaining to human resources management. The Under-Secretary-General for Administration and Management pointed to the need to shift responsibility to those closest to the impact of the decisions taken. The Assistant Secretary-General for Human Resources Management informed the meeting that a people management skills programme was currently being carried out to assist managers, including those at offices away from Headquarters, *inter alia*, in assuming responsibility for the delivery of programmes.

41. The staff representatives reiterated their view that indebtedness to third parties, in terms of the provisions contained in the administrative instruction titled *Financial and other Obligations of Staff Members* dated 14 December 1994 (ST/AI/399), should be applicable only if relevant court judgement was produced and suggested that the Administration consider issuance of an appropriate revision. The management representatives pointed out that paragraph 5 of the above-mentioned instruction already implied such interpretation and that local legal systems had to be taken into account in defining financial obligations. However, in order to avoid misunderstandings, it was agreed that clarification to that effect would be provided to Personnel Officers through the issuance of a Personnel Directive or other appropriate format.

42. Management noted that the administrative instruction on *Abandonment of Post* (ST/AI/400) contained the revised text, as approved by the Intersessional Mechanism in October 1994, and that the intent was clearly limited to obtaining information concerning the whereabouts of staff members. It

<sup>1</sup> The SMCC is an annual meeting between top administration officials and staff representatives from UN Secretariat offices world-wide, to discuss and take decisions on recommendations to the Secretary-General on personnel and staff-welfare questions.

was generally acknowledged that there should be no reopening of the issue. As concern was expressed in respect of the interpretation of paragraph 9 of the administrative instruction by staff representatives from certain duty stations away from Headquarters, it was recommended that the matter be taken up within their respective Joint Advisory Committees (JAC) and, if necessary, report to the SMCC. It was agreed that administrative issuances should be written in a way that left little scope for misinterpretation. It was further agreed that the legal concept of burden of proof should be dealt with under the agenda item on the reform of the internal system of justice at the UN Secretariat.

43. Management informed that a pilot implementation of the revised *300 series staff rules* was currently being undertaken at some field missions. The outcome would be reported to the ICSC which, in turn, would submit its recommendations to the General Assembly.

44. Other matters dealt with under this agenda item included *Separation at Age 62*, *Education Grant for Professional Staff Serving in their Home Countries*, *Late Receipt of Travel Authorizations*, *Flex-time and 80% Option*.

### C. REFORM OF THE INTERNAL SYSTEM OF JUSTICE AT THE UNITED NATIONS SECRETARIAT

45. The staff expressed doubt that the reform could be made effective as of 1 January 1996, and suggested that the text of staff rule 112.3 on transitional measures be amended to allow for a later date of implementation. Management gave the assurance that, until the new system was in place, the old system would continue to function so that there would be no gap. It was agreed that a footnote should be added to the Statute of the Arbitration Board and the Staff Rules where, the first time "1 January 1996" appeared as the date of implementation of the reform, which would indicate that the Secretary-General was determined to take all appropriate action to ensure that the reform was ready for implementation as of 1 January 1996 and that, should circumstances beyond his control make this impossible, a subsequent date would be announced after consultation with the staff.

46. The staff emphasized the importance of the right to have outside counsel before the Board since, in binding arbitration, the authority of the Board would be comparable to that of the Administrative Tribunal where outside counsel was permitted. Management referred to paragraph 42 of A/C.5/49/60, which had placed the staff's views on the record before the GA, paragraph 43, which stated the views of the Secretary-General, and paragraph 44, which stated that the entire system would be reviewed in two years.

47. It was agreed that issues related to outside counsel raised by the staff for consideration at the Intersessional Mechanism and the SMCC would be considered in the 2-year evaluation and review of the entire system.

48. It was further agreed that specific performance, damages, qualifications of Tribunal members, Arbitration Board located in New York and Geneva only, and right to counsel would be included in the 2-year evaluation and review of the entire system.

49. It was further noted that, to ensure due process, the Arbitration Board Chairpersons had the possibility to travel to other duty stations when required. This would take care of the concerns expressed by staff away from New York and Geneva, especially UNOV.



50. Management agreed to staff participation in selecting a Secretary for the Arbitration Board (AB) and the Disciplinary Board (DB).

51. It was further agreed that the following text would be included in the SMCC report:

"All staff members will be held accountable, regardless of rank."

52. The staff maintained its position that appropriate damages should be awarded to a staff member who had been victim of deliberate misdeed, abuse of authority, or gross negligence on the part of another staff member. It was agreed that the issue could be included in the 2-year evaluation and review of the entire system.

53. It was further agreed that, when a case was not resolved by mediation, time-limits to request review of an administrative decision should be suspended until the Ombudsman panel had informed the staff member in writing that it had concluded its work. Furthermore, and in view of the necessary confidentiality of the work of the panel, there would be no formal report.

54. It was agreed that the annual report of the Coordinator of the Ombudsman panels (as well as that of the Chairperson of the AB/DB and of the Coordinator of the Panel of Counsel) would be sent to the Under-Secretary-General for Administration and Management, who would transmit them to SMCC for consideration.

55. It was agreed that the time-limit for staff members to submit a request for review against an administrative decision should be extended from 2 to 3 months.

56. It was agreed that, whenever a staff member requested binding arbitration, it would be seriously considered and that, when the request could not be granted, the decision would be accompanied with a reasoned explanation.

57. The staff proposed that all unanimous recommendations for suspension of action should be accepted by the Secretary-General unless there was a compelling reason of law or policy not to accept it as this seemed consistent with binding arbitration. Management stated that requests for suspension of action are usually considered before all the relevant facts are known, that new facts are likely to be discovered afterwards, and that the Secretary-General's discretion to reject a recommendation from the AB cannot be limited to the narrow grounds appropriate after a case had been fully considered on the merits. It was agreed that the issue would be included in the 2-year evaluation and review of the entire system. However, when there had been a prior agreement to give the Arbitration Board the authority to issue a binding decision in a case, including on a request for suspension of action, the Secretary-General, as well as the staff member, should be bound by the decision of the Board on suspension of action.

#### **D. DISCIPLINARY RULES**

58. To ensure due process and fair hearings, the staff requested that the right to an oral hearing be protected regardless of the duty station. This could be accomplished by the AB Chairperson or Alternate Chairperson travelling to the duty station and considering the case together with two qualified staff members from that duty station. Management agreed in principle that this could be

done in appropriate cases and noted that it would be necessary for the Alternate Chairperson in Geneva to serve on a full-time basis in order to accommodate the additional duties of the functions.

59. It was agreed that when found necessary for a particular case, and when staff members having the requisite qualifications were present at a given duty station, the Chairperson or Alternate Chairperson of the Arbitration Board would travel to that duty station where a panel would be constituted with two staff members serving at that duty station.

60. On article 7(c) of the Statute of the Disciplinary Board, management clarified that a DB recommendation for rescission of a decision to impose summary dismissal did not necessarily result in reinstatement. Even under the Statute of the Tribunal, the Secretary-General always had the option to pay a set amount of compensation instead. It was agreed that the issue would be included in the 2-year evaluation and review of the entire system.

61. It was agreed that the issue of burden of proof would be included in the 2-year evaluation and review of the entire system.

62. Staff emphasized that all staff members should have the right to a hearing, including in cases of summary dismissal. Management stated that this would be impossible in the field, and that the requested change in the rules would limit the Secretary-General's authority under staff regulation 10.2 to summarily dismiss staff in cases of serious misconduct.

63. It was agreed to keep the 60-day period now in the text as the period during which a decision should normally be taken by the Secretary-General. Afterwards, the staff member would have the right to receive a copy of the report and to appeal to the Administrative Tribunal. It was agreed that the issue would be included in the 2-year evaluation and review of the entire system.

64. It was agreed that offices away from Headquarters would be kept informed of the process, especially for the selection of arbitrators.

#### **E. STAFF MANAGEMENT RELATIONS:**

##### **COSTS OF STAFF REPRESENTATIONAL ACTIVITIES**

65. As recognized and conducted in accordance with the Staff Regulations and Rules, in particular Article 10.1, strong staff-management consultative relations were viewed as having a beneficial effect on the activities of the Organization. While difficult to measure in concrete terms, both management and staff recognized that contributions of Staff Unions and Associations had a positive impact on both the development and introduction of sound management policies. This was particularly true at a time when the Organization was endeavouring to enhance its management culture and environment. The guidelines for establishing "reasonable time" for the performance of staff representational activities were formulated bearing in mind the valuable contributions of staff representatives as well as the need to safeguard the principle that staff should be permitted to carry out their activities without interference and with sufficient time and facilities to do so.

66. Having considered a position paper presented by management on costs of staff representational activities, guidelines for establishing "reasonable" time for staff representational activities and official participation in staff and joint staff-management bodies (SMCC-XIX/1995/6), and a staff position paper on staff management relations and cost of staff representation (SMCC-XIX/1995/15), the

Working Group decided to work from document SMCC-XIX/1995/6. Excerpts from the agreed upon text, as endorsed by the representatives of management and the staff representatives of all duty stations, is presented in paragraphs 70 - 74 below. The figures presented in the text represent the lowest possible release level considered feasible by staff to enable them to carry out their activities and participate fully in staff-management consultations. Management stated that the hours devoted to representational activities were reasonable.

67. In connection with management's recommendation that consideration should be given to introducing term limits for staff representatives so as to avoid a long-term, repeated drain of resources earmarked for programme delivery, staff representatives expressed their view that the proposal should not be considered and that it infringed upon the sovereign rights of staff representative bodies. The suggested consideration would require referenda by the staff at large of the respective staff unions. While taking note of the position of the staff, management reiterated its view that such consideration should be given by each staff union, in the light of the impact of the repeated release of the same staff representatives on the delivery of budgeted programmes.

68. In connection with management's recommendation that the participation of individual staff representatives in more than one advisory body at the same time should be avoided as that could be viewed as putting the individual in a position of conflict of interest or of undue influence, it was agreed that the matter did not fall within the agenda item on the costs of staff representational activities and the definition of reasonable time. It was further agreed that the matter could be presented at a future meeting of the Intersessional Mechanism on the basis of a more comprehensive paper.

69. It was further agreed that the introduction of clear guidelines for use in giving staff representatives "reasonable" official time to conduct their duties was in full consonance with the efforts of the Organization to introduce the system of accountability and responsibility, as mandated by the General Assembly.

70. "...reasonable time for staff representational activities should be therefore established as follows:

(a) full-time release to the President or Chairman of the Executive Committee/Council representing staff in the range of 1,000, and 60 per cent release if the number of staff represented is less. In the latter case, additional time should be given to deal with non-recurrent issues, such as initial classification exercises or the introduction of the Performance Appraisal System;

(b) in duty stations other than New York and Geneva, release for the First Vice-President and, where applicable, for the Second Vice-President for three days per week (or 96 hours per month), if the number of staff represented is in the range of 1,000 staff, and 1.5 days per week (or 48 hours per month), if the number of staff represented is less. In New York and Geneva where the number of staff is significantly higher and in view of the complexity of issues which arise therefrom, the First and Second Vice-Presidents in New York and the Vice-Executive Secretary in Geneva shall be given full-time release. Moreover, when the President or Chairman of the Executive Committee holds concurrently the position of President of CCISUA, release of another officer should be given in the case of New York and Geneva;

(c) 32 hours per month release for other members of the Executive Committee, when the number of staff represented is in the range of 1,000 except for New York where 44 hours per month should apply, and 16 hours per month when the number of staff is less;



(d) for members of the Staff Council an average of 10 hours per month release, except for New York where 15 hours per month should apply. In the case of field missions (e.g. UNPROFOR, UNIKOM, etc.) an average of 5 hours per month should apply. It is further understood that the determination of reasonable time must be pragmatic. If circumstances so warrant within a given organizational unit, the Assistant Secretary-General for Human Resources Management or Chief Administrative Officer, as appropriate, would seek the concurrence of the programme manager/supervisor for the additional time required. It would be expected that such concurrence would not be unreasonably withheld;

(e) in addition to the considerations set out in sub-paragraph (d), it was understood that circumstances may require the release of staff representatives to attend to special projects, such as salary surveys or time-bound participation in a working group or task force or such issues as security of staff or working conditions. If circumstances so warrant within a given organizational unit, the Assistant Secretary-General for Human Resources Management or Chief Administrative Officer, as appropriate, would seek the concurrence of the programme manager/supervisor for the additional time required. It would be expected that such concurrence would not be unreasonably withheld;

71. In addition, in line with existing practice, full-time release should be granted to representatives of the staff to attend the following meetings or portions thereof, as indicated below:

(a) participation in the Administrative Committee on Coordination and its subsidiary bodies (CCAQ, CCAQ-PER, CCAQ-Finance): President of CCISUA or his/her designated representative and his/her adviser;<sup>1</sup>

(b) participation in meetings of the International Civil Service Commission and ACPAQ: one representative, usually the President of CCISUA or his/her designated representative and his/her adviser;

(c) participation in meetings of the Consultative Committee on Administrative Questions: one representative, usually the President of CCISUA or his/her designated representative and his/her adviser;

(d) participation in Pension Board and Standing Committee meetings: one observer on behalf of CCISUA and his/her adviser;

(e) participation in the General Assembly (Fifth Committee) on agenda items concerning human resources management and common system issues: one representative to be designated by CCISUA and his/her adviser;

(f) participation in SMCC: one member for each of the following duty stations: Addis Ababa, Amman, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Members may be accompanied by up to two alternates who would be given full-time release, provided that the travel expenses for such alternates would be borne by the staff representation organization. Up to three additional staff members from the duty station where the session is held may be granted full-time release to attend the session (See ST/SGB/176/Rev.2 (annex 4));

<sup>1</sup>As UN staff is affiliated with CCISUA, no reference will be made to participation by FICSA in any meetings mentioned in this text. It should be noted that all travel related costs are financed by CCISUA.

(g) participation in Intersessional Meetings of SMCC: one member plus one alternate from New York (the host duty station) and one member each from three other duty stations, on the understanding that the costs of two of them would be borne by the Organization;

(h) participation in the Joint Advisory Committee. In New York: four members of the Staff Committee, in accordance with ST/SGB/200/Rev.1 (annex 5). In New York, those members were usually the President, the First and Second Vice-Presidents and another member of the Staff Committee. Alternates might be designated by the Staff Committee when the normally designated members were unable to attend. Each member or alternate could be accompanied by one adviser. Similar arrangements would be made for other duty stations;

(i) participation in CCISUA General Assembly: CCISUA President and representatives from each duty station, at participation levels similar to those announced for SMCC.

72. It was agreed that the exercise of gathering information regarding the costs of staff representational activities and the observations made by Member States on the information made available to them indicated that further efforts were needed to keep track of the amount of time devoted to such activities.

73. It was therefore recommended that a record should be kept by the Executive Committee of each Staff Council of the application of the principles and formula set out in the above guidelines and to report same on an annual basis to the local Joint Advisory Committee. The Joint Advisory Committees for their respective duty stations would be responsible for monitoring the provisions outlined in paragraphs 70 (a) through (e) above.

74. Subject to the provisions of Article 8 of the Staff Regulations, staff representatives to whom the present arrangement would apply should not be the object of sanctions or disciplinary measures in respect of staff representational activities, nor should they suffer any prejudice in their career development as a result of such activities, both during and after the expiration of their term of office. In the case of staff representatives holding fixed-term appointments, their services should not be terminated as a result of such activities either during or after their term of office."

75. The meeting recommended that ST/AI/293 on facilities to be provided to staff representatives be revised as soon as possible, in order to reflect the reform approach taken on this issue.

## **F. PERFORMANCE APPRAISAL SYSTEM**

76. Management and staff representatives discussed at length ways in which to strengthen and improve the new performance appraisal system (PAS). The basis of the discussions was actual feedback from staff and managers who had participated in the training programmes. Several areas were identified where improvements might be made. The following agreements were reached:

(a) In order to increase the value of the PAS as a career management tool, it was agreed that staff and management should jointly explore establishing standardized performance indicators designed to provide performance standards applicable Secretariat-wide. This was intended to facilitate mobility of human resources;

(b) It was agreed that the terms of reference for the Management Review Committee (MRC) should be written jointly to be ready on or before 30 September 1995. The MRCs would support management in the implementation of the PAS and would observe and maintain standards. It should not determine individual ratings, to avoid damaging the integrity of the one-on-one dialogue between supervisor and supervisee;

(c) Rebuttal panels should consist of three persons selected by the staff member initiating the rebuttal from a list of staff agreed upon by both staff and management. The composition of the list should be determined locally, keeping in mind gender and geographical balance. There should be no ex officio member in the panel. The performance rating resulting from a rebuttal should be binding with respect to the Head of the Department and the staff member concerned. In duty stations with small departments, the members of the rebuttal panel could be selected from any of the UN offices at that duty station;

(d) The Arbitration Board shall be competent to hear appeals against administrative decisions which stem from performance appraisal and affect the conditions of service of a staff member;

(e) It was recognized that when analyzing the performance of staff in a given department, a performance spread is to be expected. However, it was also recognized that, in view of the high standards required of the UN staff by the Charter, the normal pattern might not be the same as that for private industry. There should be no attempt to enforce a pre-determined curve. Management confirmed that staff rated as fully satisfactory performance (rating 3) should be fully eligible to be considered for promotion and appropriate conditions of service. This should be reflected in OHRM directives. Staff members should be provided with space on the PAS form where, if they so wish, they could comment on the appraisal without initiating a formal rebuttal. An instruction should be issued to the Appointment and Promotion bodies to indicate that the staff member has recorded a reservation or explanation requiring their attention. It was also clarified that the supervisee should prepare the first draft of the work plan of the performance appraisal report prior to, or following, discussion with the supervisor;

(f) It was agreed that Field Service staff should be included in the new performance appraisal system. A modified format should be developed for short-term mission staff in 1996. 200 series staff should also use PAS as and when possible. In those cases where UN staff are not supervised directly by a UN staff member, PAS should be prepared by the next UN staff member in rank;

(g) It was agreed that after staff/management consultation, an administrative instruction should be issued as soon as possible;

(h) Implementation would be either January or April 1996, at the option of each duty station or department;

(i) The transitional period should begin in July 1995 and run through each duty station/departmental implementation date. Ratings given during such period should not constitute part of the staff member's official record. As a result, the present PER system should be in effect until full implementation of the PAS. Supervisors and supervisees are expected to bring closure to all outstanding performance evaluation reports by no later than 30 June 1996;

(j) Staff was of the view that the case could be made for a two-year cycle with a mid-term review of the programme at the end of the first year, without prejudice to the adjustability of the programme



as warranted. Management representatives were of the view that the yearly cycle was consistent with the goal of improved communications between staff and managers. The performance appraisal system had been designed and planned on an annual reporting cycle and should not be disrupted without the benefit of the first year's experience. The meeting agreed that the results of the 1996 PAS should be reviewed by the SMCC at its 1997 meeting.

### G. WOMEN IN THE SECRETARIAT

77. The Assistant Secretary-General for Human Resources Management informed the meeting of the strategies and policies of the Secretary-General for the advancement of women aimed at achieving a gender balanced Secretariat by the year 2000. The policies had been endorsed by the General Assembly and supported by reports of the Joint Inspection Unit. He asserted that five or six years of affirmative action might be required, but that there would be no discriminatory treatment against men. As the majority of women were currently at the lower Professional levels, there was a need to bring women to mid- and high-level posts. He also said that a task force, headed by the Chief, Rules and Personnel Manual Section, had been constituted to consolidate and streamline all issuances, directives and guidelines on policies on the advancement of women.

78. The staff pointed out that a more balanced geographical distribution of Professional women -- particularly at the higher levels-- should be considered a matter of priority. It was further noted that -- especially at duty stations in developing countries -- over-representation of countries of the region presented a problem in the recruitment of highly qualified women. Flexibility on geographical distribution in the recruitment of women at high level posts was therefore desirable, to achieve the desired gender balance. In this connection, emphasis should be given to the career development of women in the Secretariat at all levels.

### H. EDUCATIONAL ASSISTANCE PROGRAMME

79. The management representatives described a new programme being formulated whereby staff, particularly General Service, could undertake, with management endorsement, various types of study, at local academic institutions or through correspondence courses, including courses leading to a university degree, as long as the content was related to the work of the Organization. Management would cover fifty per cent of the costs.

80. The innovative character of the programme was welcomed as providing greater opportunities for General Service staff. The programme was fully endorsed and it was agreed that it should proceed and be further developed in 1996 by staff and management.

### I. SABBATICAL LEAVE

81. Management pointed out that the reformed programme had been modified to include more participants. For the first time, it would be open to all staff, including General Service staff. The programme had been made fully international and the duration of the study period was reduced so as to have the limited funds available go further. More emphasis would be placed on study than prolonged research.

82. Staff representatives expressed concern that the quality of the sabbatical leave would be weakened if the period was reduced but recognized the potential for greater global participation. Concern was also expressed by the staff that the one month of annual leave was excessive in relation to the length of the period of study. It was agreed that consideration should be given to the following proposals based on experience to be gained in implementing the programme in 1995/96:

(a) That the text of the information circular should be amended to state that "normally, study leave should not be longer than four months";

(b) While the staff recognized the meaning of a personal commitment by the staff member, the period of one month's annual leave seemed a requirement out of proportion to the period of study leave and the staff would request that the individual annual leave be limited to two weeks.

#### J. EARLY SEPARATION PROGRAMME

83. The terms established in administrative instruction ST/AI/403 of 18 May 1995 were analyzed and the following points were clarified:

(a) The Secretary-General could not consider the special incentives that were offered during the retrenchment exercise since, unlike attrition, it was recalled that the programme was a voluntary one;

(b) Executive Heads would review requests from staff members at the local level and should be accountable for recommendations to OHRM. OHRM would review these recommendations in preparation for decisions by the Secretary-General;

(c) Questions on eligibility policy in respect of residence or citizenship in the duty station would be raised by management with the host country;

(d) Tax implications for United States and other citizens not covered by privileges and immunities needed to be clarified;

(e) Flexibility should be exercised locally regarding the 15 June 1995 deadline on the understanding that OHRM should receive duty stations/departamental recommendations by 31 July 1995;

(f) The General Assembly had indicated its agreement that the programme would continue in 1996 and 1997, but had approved the use of common staff costs only for 1995. Departments would be so informed.

84. The following agreements were reached: Staff representatives should continue to be consulted by management on the policy aspects of the programme and its implementation; individual staff who felt they were being pressured to accept or are being improperly excluded from the programme could bring the matter to the attention of the staff representatives for appropriate action.

85. It was noted that other organizations of the United Nations system had implemented more generous early separation packages. Based on the experience with implementation of the 1995 exercise, SMCC recommended that, if approved by the General Assembly for 1996 and 1997, efforts be made, as necessary, in 1996 and 1997 to improve the package.

## K. HARASSMENT, INCLUDING SEXUAL HARASSMENT, IN THE SECRETARIAT

86. The Secretary of the New York Joint Advisory Committee Task Force to review the guidelines for reporting and investigating allegations of sexual harassment informed the meeting that it had become clear that targets of harassment were reluctant to address the issue, and it was necessary to gather factual information, for which purpose a draft questionnaire had been developed by one member of the Task Force. It was clearly necessary to educate management and the staff at large on what constituted harassment and how to handle complaints and investigations. The Task Force had contacted a specialist on the field who had recommended that a survey be conducted to that effect, and it was hoped that some funding could be obtained for the purpose.

87. The staff welcomed the idea of having a specialist conduct a survey, which should be useful in determining what is considered appropriate behaviour in a multi-cultural working environment as that in the Organization.

88. It was agreed that the questionnaire should be circulated throughout United Nations organizations and programmes. It was further agreed that the means of publicizing the efforts of the United Nations to address abuse of power and its ancillary problems, such as harassment, including sexual harassment, should be explored.

## L. ENTRY LEVEL RECRUITMENT - P-2/P-3

89. Discussions on this agenda item were facilitated by the presentation of two position papers by the management and the staff. Following were the main conclusions reached by consensus:

(a) P-2 posts earmarked for the proposed additional entry level examination are not part of the 30% quota given to the G-to-P exam by the General Assembly;

(b) The examination should be of high standards comparable to the G-to-P or the National Competitive examinations ("Streamlined" examinations do not have the meaning of lesser-quality, low-standard examinations);

(c) The examinations should be organized along occupational lines;

(d) Short-term appointees, Associate Experts, staff of the 200 series of the staff rules, staff of the General Service category, who meet all the eligibility requirements (nationality, education, age, professional experience, languages), should be allowed to sit for the examination. Women candidates from countries whose representation is above mid-point may be authorized to sit for the examination;

(e) In order to safeguard the career aspirations of P-2 staff, all P-3 vacant posts should be first advertised internally; only those not filled through internal promotion will be used for the examination;

(f) In order to build a strong roster, and to avoid delays in filling posts, the examination should be organized twice a year (July and January) for the time being. Later on, it may be possible to organize it on a yearly basis only;



(g) Whenever possible, senior General Service staff should be given an opportunity to fill P-2 posts with a view to granting SPAs, pending the appointment of a successful candidate from the examination;

(h) All long-term temporary staff should be expected to pass the examination, except those recruited through the Appointment and Promotion bodies. Staff representatives stated their position that those who do not pass the examination should not be retained in service.

#### **M. SELECTION AND OTHER ISSUES RELATED TO MISSION ASSIGNMENT**

90. The following recommendations were made:

(a) In case of external recruitment to replace staff on mission assignment, the replacement staff should be considered as external candidates for any expected vacancy that may arise in the respective duty station. The duration of appointments for mission replacement staff should not exceed the duration of the mission assignment of the original incumbent of the post;

(b) When professional staff members at the P-2 level are temporarily assigned to missions, departments should explore possibilities to assign senior General Service staff to those posts, with a view to granting SPAs after three months of satisfactory service. In cases where professional staff are temporarily assigned to mission service, and the replacement staff are granted SPAs, it should be made clear to the replacement staff that the SPAs will be discontinued upon the return of the incumbent to his/her original post;

(c) When General Service staff are assigned to mission duty, their replacements should be made from among remaining staff, and where applicable, SPAs should be granted to reflect the assumption of duties at levels higher than the personal grade of the temporary replacement staff. Should recruitment be necessary, temporary replacements should be at the lowest possible level;

(d) The New York working group on mission assignment should resume its meetings to set up, in consultation with all duty stations, guidelines and parameters for the selection process for mission assignment;

(e) Field Service Staff may apply to vacancy announcements for posts of Administrative Officers and other professional posts in missions, under the existing procedures governing the selection for such posts.

#### **N. CONDITIONS OF SERVICE**

91. A large number of issues related to the above mentioned agenda item were reviewed, many of the items being of interest mainly to the Field Service. Other matters included *Medical Insurance, Medical Evacuation, Conditions of Service at Nairobi and Amman incl. Salary Surveys, Staff Counsellors at Non-Headquarters Duty Stations, Flexible Working Hours/Staggered Hours, Option of a Lump-sum Payment for Travel by Air in lieu of Provision by the Organization of Travel Tickets and Related Entitlements on Home Leave, Education Grant and Family Visit Travel, Employment of Staff Members' Spouses.* SMCC made several recommendations which, for reasons of brevity and limited

interest to the majority of staff, are not dealt with here. Interested staff are invited to request the Staff Council Office for a copy of the respective sections of the SMCC XIX report (E-0426; ext. 3588).

#### **O. REVIEW OF THE PLACEMENT AND PROMOTION SYSTEM**

92. Under this agenda item, Working Group II reviewed the proposals made by management against matching counter-proposals made by the staff. A selected number of matters discussed, and conclusions and decisions reached by the Working Group are listed below:

(a) It was decided to postpone full debate on promotion as a result of up-grading of posts to the next meeting of the Intersessional Mechanism. On a temporary basis, management agreed with the staff proposal that a waiver to the circulation of a vacancy announcement for an upgraded post that is encumbered should only be granted if the staff member had been encumbering the post for at least three years;

(b) Only collaterals currently or previously within the occupational group of an advertised vacant post should be reviewed, if they have the necessary qualifications;

(c) The departmental panel's mandate should be expanded to include the review of all applicants on the understanding that OHRM will continue to play an important role at the departmental panel level as well as the Appointment and Promotion bodies. The role of the departmental panels vis-a-vis the Heads of Departments/Offices should be maintained as currently set out in ST/AI/390;

(d) The requirement for reconfirmation of classification level should be waived with respect to posts classified within five years prior to the announcement of a vacancy provided the department/office certifies there has been no changes in functions. In any case, job descriptions should not be reclassified at intervals of less than 5 years, except in cases of reorganization;

(e) The Working Group noted that, pursuant to the practice followed in New York and Geneva, departments/offices should make available to the meetings of the AP bodies tables showing current vacancies, posts soon to become vacant and those encumbered at lower levels for guidance in their deliberations. It was agreed that this practice should be followed at all duty stations where appointment and promotion bodies were constituted. The need to ensure the absolute confidentiality of the information provided to the AP bodies was emphasized. To this end, management conveyed its understanding that the tables provided to the appointment and promotion bodies would be made available solely to the members and solely in the meeting rooms;

(f) Departments must advise OHRM of impending vacancies no later than 6 months in advance. OHRM should ensure the early issuance of vacancy announcements as soon as the request and corresponding job description are received from the department/office;

(g) OHRM should review the forms required under the provisions of ST/AI/390 with a view to streamlining the procedure and avoid duplication. Information on the changes should be provided at the next Intersessional Mechanism. AP bodies should be provided with complete documentation including performance evaluation reports, prior to reviewing cases;

(h) OHRM, Personnel Officers and the AP bodies should pay special attention to qualified applicants repeatedly not selected for posts for which they qualify.

93. The staff representatives proposed the establishment of a new parallel system which would allow in-post promotion based on an annual promotion review. It was agreed that the idea should be further explored in the context of the new career development concept to be designed. Meanwhile, a Joint Staff-Management working group should be established to study the proposal --including criteria, conditions and requirements, to be taken into account for such "in-post" promotion review. The report of the Joint Working Group should be presented to the next SMCC.

#### P. G TO P EXAMINATION

94. The representatives of staff and management agreed to accept the recommendation of the Central Examination Board (CEB) to raise the coefficient of the oral component of the exam to 20 per cent, effective January 1996. This agreement was reached on the understanding that the Boards of Examiners will be more professional. For that purpose the Board members will receive appropriate guidelines and training, and will be selected with special care by both the management and the staff.

95. It was also agreed that candidates to the G-to-P exam may opt to take a portion of the oral examination in one of the United Nations working languages other than English or French.

96. It was further agreed that the key performance indicators to be assessed through the oral component of the examination will be the following: (a) oral communications skills; (b) initiative/innovation; (c) adaptability; (d) negotiating skills; and (e) potential for leadership.

97. To assist the candidates in the preparation of the G-to-P examinations, updated sample questions should be made available as widely as possible. It was also agreed that the management would update, for distribution to potential candidates, lists of relevant materials. It was agreed to suggest that local JACs consider organizing informal training programmes for G-to-P candidates.

98. The staff proposed that posts made available to the G-to-P examination should be made known to the candidates who passed the written examination before they were convoked for the oral part. Management explained that due to logistical constraints, it was not yet possible to entertain the request. However, the matter would be looked at in the future, when IMIS was operational.

#### Q. REVIEW OF THE INTERSESSIONAL MECHANISM

99. In presenting the position paper, management recalled that SMCC at its eighteenth session had decided to set up an intersessional mechanism. It further recalled the suggestion of the President of SMCC at the third meeting of the Intersessional Mechanism in January 1995 concerning the desirability of establishing terms of reference for the Intersessional Mechanism.

100. The staff representatives welcomed the suggestion and agreed that the spirit of the proposed text met the general concern of the staff, particularly those at duty stations away from Headquarters about their participation in the consultation and negotiation process.

101. Pursuant to the deliberations, staff and management unanimously agreed on terms of reference for the intersessional mechanism of SMCC, developed on the basis of an administration proposal. In adopting the text, the Working Group emphasized the importance of the timely distribution of documentation for each meeting of the Intersessional Mechanism (preferably 6 weeks in advance), in



order to allow the meaningful participation of representatives of staff and management at duty stations away from Headquarters, within the concept of a global Secretariat.

102. The following is an account of the major issues dealt with during the second year of the Fifteenth Session:

#### A. INTERIM ADJUSTMENT OF GENERAL SERVICE SALARIES 1994

103. The interim adjustment is used to keep salaries in line with best prevailing local conditions between salary surveys. The current methodology used to calculate the adjustment takes account of changes under two distinct headings, namely (a) movements in the indices relating to the Austrian consumer price index and the Austrian minimum wage index for office employees; and (b) changes in local taxation resulting from general tax reductions and the related changes in social security contributions and other relevant changes.

104. Inclusion of social security contributions and other relevant changes in the calculation of the increases related to changes in local taxation is fully consistent with the application of the computational practice that was applied at the time of the previous local tax reform (1989); neither the ICSC Secretariat nor the Administration are consistent in this respect. In 1989, the ICSC Secretariat adopted a clear position with respect to the implementation of the local tax reform. Then ICSC's interpretation was adopted by both the Administration and staff. In 1994, surprisingly, the same source offered a different interpretation.

105. UNSCV did not accept this arbitrary decision and an appeal has been launched on behalf of all GS colleagues. The appeal is currently in its last of three phases. (1) Administrative Review Unit/New York, (2) Joint Appeals Board/Vienna, (3) Administrative Tribunal, New York (in this case, the Organization has decided to await the judgement of the ILO Administrative Tribunal, Geneva, on the practically identical appeal of NEA and UNIDO staff members).

106. The judgement of the ILO Administrative Tribunal is expected for early 1996. Our thanks must, in the meanwhile, go to the four appellants for fighting the issue on behalf of all General Service staff at UNOV/UNDCP.

#### B. VAN BREDA INSURANCE PLAN

107. After a 22% increase in premium rates effective 1 January 1995, the Van Breda insurance plan closed the year 1995 with a surplus of 14.22% in the premium balance. The Joint IAC Standing

\* The Joint Advisory Committee is composed of an equal number of representatives and alternates from staff and administration. Its function is to provide advice to the Director-General on general questions of staff policy and staff welfare. The staff representatives on the JAC are elected by the Staff Council except for the Staff Council President whose membership is automatic.

\* Although, to date, no official communication has been received by UNSCV, Vienna staff representatives have had informal advance information that the ILO Tribunal has ruled in favour of the position of the Vienna Administrations and against staff.

### III. JOINT ADVISORY COMMITTEE <sup>3</sup>

102. The following is an account of the major issues dealt with during the second year of the Fifteenth Session:

#### A. INTERIM ADJUSTMENT OF GENERAL SERVICE SALARIES 1994

103. The interim adjustment is used to keep salaries in line with best prevailing local conditions between salary surveys. The current methodology used to calculate the adjustment takes account of changes under two distinct headings, namely (a) movements in the indices relating to the Austrian consumer price index and the Austrian minimum wage index for office employees; and (b) changes in local taxation resulting from general tax reductions and the related changes in social security contributions and other relevant changes.

104. Inclusion of social security contributions and other relevant changes in the calculation of the increases related to changes in local taxation is fully consistent with the application of the computational practice that was applied at the time of the previous local tax reform (1989); *neither the ICSC Secretariat nor the Administration are consistent in this respect*. In 1989, the ICSC Secretariat adopted a clear position with respect to the implementation of the local tax reform. Then ICSC's interpretation was adopted by both the Administration and staff. *In 1994, surprisingly, the same source offered a different interpretation.*

105. UNSCV did not accept this arbitrary decision and an appeal has been launched on behalf of all GS colleagues. The appeal is currently in its last of three phases, (1) Administrative Review Unit/New York, (2) Joint Appeals Board/Vienna, (3) Administrative Tribunal, New York (*in this case, the Organization has decided to await the judgement of the ILO Administrative Tribunal, Geneva, on the practically identical appeals of IAEA and UNIDO staff members*).

106. The judgement of the ILO Administrative Tribunal is expected for early 1996<sup>4</sup>. Our thanks must, in the meanwhile, go to the four appellants for fighting the issue on behalf of all General Service staff at UNOV/UNDCP.

#### B. VAN BREDA INSURANCE PLAN

107. After a 25% increase in premium rates effective 1 January 1995, the Van Breda insurance plan closed the year 1995 with a surplus of 14.22% in the premium balance. The Joint JAC Standing

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<sup>3</sup> The Joint Advisory Committee is composed of an equal number of representatives and alternates from staff and administration. Its function is to provide advice to the Director-General on general questions of staff policy and staff welfare. The staff representatives on the JAC are elected by the Staff Council except for the Staff Council President whose membership is automatic.

<sup>4</sup> Although, to date, no official communication has been received by UNSCV, Vienna staff representatives have had informal advance information that the ILO Tribunal has ruled in favour of the position of the Vienna Administrations and against staff.

Committee on Medical and Life Insurance, composed of staff and administration representatives from UNIDO and UNOV, reviewed various options for taking advantage of the premium reduction.

108. The recommendation of the Committee to the JACs of UNIDO and UNOV consisted of a mix of three measures, namely (a) an improvement of the dental benefit, (b) a reduction of the contribution rates, and (c) a strengthening of the premium reserve fund.

109. The JACs of UNIDO and UNOV held a joint meeting on the subject on 14 December 1995 and unanimously agreed to the submitted recommendations. In this context, UNSCV wishes to thank the Chairperson, Mr. J. Wormus, and all members of the Standing Committee for their meticulous work in this complex field.

### **C. GROUP MEDICAL INSURANCE COST AWARENESS CAMPAIGN**

110. Inflation, high catastrophic expenses and stagnation of salaries had been named as the main elements that had caused the premium increase of 25%, effective 1 January 1995. While the staff representatives warned that the right to choose one's own doctors had to be safeguarded, it became apparent to them as well as to their administration colleagues that, particularly with regard to the high costs of medical treatment in Austrian hospitals, a cost awareness campaign needed to be initiated.

111. The JAC agreed that both staff and administration representatives should not limit themselves only to one-time actions or isolated efforts, but to design a real information and awareness campaign package which should include the introduction of cost estimates requests to hospitals, information circulars, inclusion of the subject in issuances of the Staff Union, coverage by the STAFF FORUM etc.

112. UNSCV wishes to take this opportunity to encourage staff members to closely monitor all related costs and, in particular, to make use of the cost estimate form introduced in UN/INF.447 of 13 April 1995, titled "Cost Awareness Campaign: Introduction of a Cost-Estimate Form for Planned Hospitalization".

### **D. REVIEW OF GENERAL SERVICE CLASSIFICATION APPEALS PROCESS**

113. A small, but very efficient JAC Working Group, consisting of Ms. I. Mennel (administration) and Mr. P. Delcour (staff), conducted a review of the entire GS classification appeals process. For this purpose, it reviewed drafts of information circulars on the initial classification of General Service posts in UNOV, the maintenance of the classification system, and the procedures related to classification appeals.

114. In this context, the JAC also recommended that a new Vienna General Service Classification Appeals and Review Committee should consist of a Chairperson and eight Members and agreed on the respective nominations.

### **E. GUIDELINES FOR EXTERNAL RECRUITMENT**



115. The JAC approved a policy paper submitted by management with a number of substantive and editorial changes. The document was circulated desk-to-desk UNOV/UNDCP-wide as UN/INF.470/Rev.1, titled "Guidelines for External Recruitment against Posts in the General Service Category in United Nations Units at Vienna", on 28 August 1995.

#### F. END-OF-SERVICE ALLOWANCE

116. The End-of-Service Allowance (EOSA) is a legal entitlement for GS staff in Vienna, whose conditions of service, according to the Fleming Principle, must be comparable to those enjoyed by local employees and must, in fact, be among the best at the duty station. Its equivalent is the "Abfertigung" due to employees of Austrian firms under certain conditions and upon retirement. From 1972 to 1987, this entitlement was quantified first at 2.85%, later at 3% annually, and paid as a portion of GS salaries. At the 1987 GS Salary Survey, the ICSC decided to recommend "that a scheme comparable to outside conditions should be established by the Vienna-based Organizations for eligible staff in the GS category". A joint working group, composed of staff and administrations of the IAEA, UNIDO and UNOV attempted to work out modalities for the correct implementation of a scheme in accordance with local conditions, but failed. Eventually, each of the Organizations implemented its own scheme, none of which were in the least comparable to local conditions, each of which was highly disadvantageous to staff. Staff of all three organizations maintained their position that the EOSA, as paid by the administrations, was not comparable to local conditions and therefore unacceptable to staff. UNOV's administration implemented the EOSA on an interim basis with the understanding that the ICSC, at the time of 1991 salary survey, would be requested to assist in solving the problem by providing clear guidelines for the correct implementation of the scheme. *As of 1 April 1987, 3 % of each GS staff member's salary have been withheld towards the eventual payment of an EOSA.* In 1991, ICSC absolutely declined to become involved in the problem because, in the words of a member of the ICSC Secretariat, the EOSA was a complete mess. ICSC took the official position that *"the VBOs should review their current methods of calculating the end-of-service allowance while recalling its 1987 recommendation for a comparable scheme and considering that the outside practice appeared to be more beneficial to staff"*.

117. Subsequently, and disregarding the ICSC position as stated above, UNOV/UNDCP administration proposed arrangements which were unbalanced, even detrimental to a number of staff members. Staff prepared its own position paper on the EOSA, stating that, as no final decision had been taken yet, the door was still open to develop an EOSA scheme for UNOV/UNDCP which would be consistent with outside practice and ICSC recommendations, decisions and instructions and which would do justice to staff.

118. UNOV administration did not react favourably to the staff position paper; it proposed, however, to decide on a compromise solution based on a combination of UNOV and IAEA policies, and presented a revised position to the JAC. UNSCV, upon further reflection, decided to await the outcome of a related Administrative Tribunal case and to continue discussion on the issue thereafter.

#### G. UNITED NATIONS INTERREGIONAL CRIME AND JUSTICE RESEARCH INSTITUTE

119. Following the transfer of administrative competence and responsibilities from UN Geneva to UN Vienna in 1992, the Staff of the United Nations Interregional Crime and Justice Research Institute

(UNICRI) have joined the UN Staff Union - Vienna at the end of the Fourteenth Session. UNICRI is located in Rome (Italy) since its establishment in 1968 and it is part of the UN crime prevention and criminal justice programme. Representatives of General Service and Professional categories are elected by the staff and two members of the Crime Prevention and Criminal Justice Division located at Vienna have been designated to physically represent UNICRI at Council meetings.

120. In October 1992, the Secretary-General decided to transfer UNICRI from Rome to Turin (Italy). Since then although a series of steps have been made aimed at obtaining the necessary funding to implement this decision, UNICRI is still in Rome and there is still no timetable for the transfer to Turin.

121. UNICRI does not receive any funding from the regular budget of the UN and is totally reliant on extra-budgetary funds from Member States, first and foremost Italy. With the austerity measures currently being pursued by most countries, including Italy, even the maintenance of former levels of support seems to be uncertain. In addition, the changed preference of Member States to provide funds for well designed and precisely conceptualized projects rather than general funding to meet running expenses is further adding to the difficulties of the Institute.

122. The uncertainty created by this situation has resulted in - quoting a statement of the UNICRI staff representatives - "cutting back UNICRI's work, its potential, its status within the UN family, its credibility, and last but not least, its staff." UNICRI staff have complained bitterly that, in the last two years, the Administration has undermined staff morale in a systematic way by abandoning the old contractual policy of UNICRI established in 1981, and with no regard for length of service, either allowed contracts to expire or, with the minimum of notice kept staff members with expiring contracts, both General Service and Professional staff, on short-term extensions, varying between one and six months. To date three formal appeals have been initiated in protest against this total lack of contractual policy of the Administration, two of which are at present pending before the UNOV Joint Appeals Board.

123. To date (14 February 1996), no official briefing has ever been given to staff regarding operational provisions or any sort of timetable for the relocation, nor have staff received any firm indication of which staff members will be offered employment with the Institute when it moves to Turin.

124. Between November 1995 and January 1996 contracts for the entire staff of the Institute (with one exception) expired. The latest decisions taken, with no regard to any sort of contractual policy as in the past two years, have provided for 6 or 7 month extensions for GS contracts and two year contract extensions for Professionals, except two who were granted one year extensions (one on request and one whose post has now been linked to an earmarked-project funded, presently, only for 12 months).

## H. OTHER JAC MATTERS

125. A variety of other topics have been on the agenda of the UNOV Joint Advisory Committee which, if all summarized here, would lead beyond the scope of this report. All interested colleagues are kindly invited to direct their queries to the Staff Council Office, E0425/6, Ext. 3588/5534.

## IV. COMMON SYSTEM ISSUES

### A. PENSIONS MATTERS

*Credit for this item must go, with appreciation, to the  
IAEA Staff Council President.*

126. The Standing Committee of the United Nations Joint Staff Pension Board, which normally meets in the years in which no regular session of the Board takes place, met in New York from 10 to 14 July 1995. The Board is a tripartite body and its 33 members represent the three constituent groups, i.e. governing bodies (Member States), executive heads and participants of United Nations system organizations. The Standing Committee is limited to 15 seats, which are equally shared among the three groups.

#### 1. Management of the Investments

127. The market value of the assets of the United Nations Joint Staff Pension Fund as at 31 March 1995 was \$13 568 million, i.e. \$1 034 million more than a year earlier. The total return for the year was 8.7% which, after adjustment by the United States consumer price index, represented a "real" rate of return of 5.6%. The Fund achieved a positive return for the thirteenth consecutive year.

128. The Standing Committee was provided with detailed statistical information on the structure of the portfolio, which continued to be widely diversified to reduce risk and improve long-term returns. The Fund is unique among major pension funds in its commitment to global investment. For currency diversification, funds were invested in 30 different currencies as of the end of June 1995. At 31 March 1995, 56% of the Fund's investments were in currencies other than the United States dollar. The Fund was invested in 45 countries, in about 850 securities.

129. The most important and significant changes approved were (a) an increase in the assumed real rate of return from 3 to 3.5%, having regard to the annualized actual real rates of investment return over the last 30 years and particularly those in more recent years; (b) a reduction in the assumed inflation rate from 6 to 5%, coupled with a reduction in the assumed increases in pensionable remuneration from 6.5 to 5.5%, and a reduction in the nominal investment return from 9 to 8.5%; (c) the introduction of an explicit cost assumption for the two-track system of 1.9% of pensionable remuneration, based on an examination of the long-term theoretical and actual emerging costs; (d) the use of a new methodology for determining the new entrant distribution by averaging new entrant data over the five years preceding the actuarial valuation so as to reduce volatility; and (e) changes in the rates previously used for early retirement to bring them into line with the average experience over the last six years.

#### 2. Timetable for Comprehensive Reviews of Pensionable Remuneration in 1996

130. The most controversial issue discussed by the Standing Committee was a draft programme and timetable, prepared by the ICSC secretariat, for the comprehensive reviews of the pensionable remuneration and pensions for all categories of staff, as well as the review of the special index for pensioners. The ICSC's proposed timetable for this exercise is to convene a joint working group in November 1995 entrusted with the development of a common staff assessment scale, discussions on



the comprehensive review during the ICSC's spring 1996 meeting and finalization of the review at the summer session.

131. The participants' representatives, noting the importance and implications of the reviews for all categories of staff, indicated that it was essential to ensure full and meaningful co-operation between the Commission and the Board, as requested by the General Assembly. Accordingly, they proposed that a special session of the Board should be convened for three days during the spring 1996 session of the Commission, so that the Board could be apprised at an early stage of developments in the Commission, which would enable the Board to make early inputs at the formative stage of the deliberations in the Commission.

132. After informal consultations, the three groups in the Standing Committee agreed to a special session of the Standing Committee prior to the spring 1996 session of the ICSC, on the understanding that the relevant documentation would be available at least three weeks before the convening of the Standing Committee session and that the meeting would be strictly limited to those issues. At that session, the Standing Committee would formulate its initial views on the issues, without prejudice to the competence of the Board, for discussion with the Commission through a delegation to be designated at the special session, consisting of one representative from each group.

### 3. The ICSC General Service Pension Reduction Programme

133. Already in its activities report of 1994, UNSCV has informed the staff about the ICSC's five-phase GS pension reduction programme. The implications of each phase can be seen in the summary below which indicates the percentages of the estimated losses in GS pensionable remuneration in Vienna for each phase:

Phase 1	(1992) Revised GS staff assessment scale	- 7.4%
Phase 2	(1994) Use of a grossing-up factor of 66.25%	- 2%
Phase 3	(1995) One-to-one interim adjustments (1995-97)	- 2%
Phase 4	(1996) GS salary survey in Vienna	- 8%
Phase 5	(1997) Common scale of staff assessment(GS and P)	- 4%

## B. SALARIES

### 1. Salaries of General Service Staff

134. In accordance with the approved ICSC methodology for interim salary adjustments based on the combined movements of the Austrian Consumer Price Index and the Austrian Wage Index for Office Employees in Industry, an across-the-board interim adjustment of GS salaries of 2.74% was implemented effective 1 April 1995. Staff appealed against this administrative decision. *Please refer to Chapter III - Joint Advisory Committee for a detailed account of this subject.*

135. In keeping with the ICSC's time schedule for GS salary surveys in Headquarters duty stations adopted in 1992, a Vienna salary survey is due in Spring 1996. The methodology expected to be applied is one which the ICSC, motivated by political considerations, adopted in 1992 without taking into consideration the technical arguments put forward by the representatives of FICSA and CCISUA. As a consequence, both FICSA and CCISUA suspended their participation in the work of the ICSC

with immediate effect. Since its adoption, this revised methodology, as expected, yielded negative results in Paris (UNESCO) of -7.2%, the first duty station to which it was applied, in Montreal (ICAO) -7.8%; in Rome (FAO) -2.6%; and in Geneva -7.4%. The result of the New York survey brought a modest plus of 1.13% for GS staff.

136. The UNOV Staff Union decided, in the light of the expected detrimental effect on salaries and consequent pensions of GS staff resulting from the arbitrary revisions to the salary survey methodology, *to boycott any survey carried out in Vienna under the revised methodology*. In a joint declaration by the Staff Councils of the IAEA, UNIDO and UNOV, staff were informed of the joint decision to boycott the forthcoming ICSC salary survey.

137. Notwithstanding the anticipated boycott of the 1996 ICSC GS salary survey by the Staff Councils of the Vienna-based organizations, *GS staff are in danger of experiencing another negative survey result which could be as much as -8%*. This estimated loss reflects the expected impact of the revised methodology on GS salaries in Vienna. One of the major components contributing to this loss is the *abolition of the 4% language factor* (6% until 1981), which has so far been granted in Vienna and Rome as a salary survey correction factor and compensation for the fact that local jobs performed almost exclusively in German are used as a comparison basis rather than the limited number of higher paid local jobs calling for proficiency in a foreign language.

138. UNSCV will insist that either jobs of the same value with identical qualification requirements are surveyed locally, or if this is technically not feasible that a language correction factor should continue to be paid as compensation for the difference in job market value. A situation where internal jobs performed in English are compared with outside jobs performed in German without applying the appropriate language correction factor is likely to be challenged by staff through litigation before the Administrative Tribunal. Furthermore, as the application of the revised methodology will also lead to the suspension or non-granting of the 1996 interim salary adjustment of approximately 2.5% due shortly before the salary survey, GS staff on board may soon be subject to a freeze in salary and pensionable remuneration.

## 2. Salaries of Professional Staff

139. Adjustment to Professional staff salaries is made whenever the combined in-area (local) and out-of-area ("global") inflation rate reaches 5% or, at the latest, 12 months after the previous adjustment. In the case of Vienna, the 12 month rule resulted in an average salary increase (net base salary plus post adjustment) of 2.6% effective 1 July 1995, which this time corresponds precisely to the movement of the Austrian Consumer Price Index between June 1994 and June 1995. While all Professional staff appreciate a salary increase, it is discouraging to realize that this adjustment merely corrects for the amount by which the previous year's salary has lagged behind local economic developments.

140. As such, this does not amount to a real salary increase and does nothing to compensate for previous losses or to close the gap between the Agency's Professional pay and that offered by other international organizations with which the United Nations has to compete.

141. Already some time ago, the ICSC was mandated by the United Nations General Assembly to review the selection of the *comparator civil service for Professional salaries* every five years. In 1991, the Commission made a preliminary review of the conditions of service of 11 federal civil

services. It concluded that 3 civil services - Germany, Japan and Switzerland - merited further review under phase I of the methodology. In 1994, the Commission selected Germany and Switzerland for study under phase II of the methodology, while noting that, resources and time permitting, it would have been preferable to proceed with a phase II exercise for all three national civil services. The first step of the phase II methodology calls for the establishment of grade equivalencies as the basis for remuneration comparisons. This is done by analysing a sample of jobs in the civil service under review and applying the ICSC Master Standard to the positions selected. A stratified sample is selected on the basis of the most populous occupations and grade levels of the common system, in order to ensure that the results are applicable to a broadly representative segment of the common system population. The second step is the application of the ICSC Master Standard to the positions selected in order to determine, on the basis of job content, the grade equivalencies that are the starting point for remuneration comparisons.

142. Finally, in 1995 the Commission was able to report, inter alia, to the General Assembly that, with regard to the study of the highest paid national civil service, it had concluded the following:

- (a) With regard to the Swiss civil service:
  - (i) The total compensation comparison showed that the Swiss civil service was 85.8% of that of the United States federal civil service;
  - (ii) Given the overall superiority of remuneration levels of the United States federal civil service demonstrated by the results of the total remuneration comparison between the Swiss and the United States federal civil services, the Swiss federal civil service could not be considered as an alternative to the current comparator civil service;
- (b) With regard to the German civil service:
  - (i) The total compensation comparison showed that the German civil service was 110.5% of that of the United States federal civil service;
  - (ii) The Commission would continue to monitor the total compensation of the German civil service and would update the current data annually;
  - (iii) Notwithstanding a strong presumption in favour of the German civil service as a comparator, the conditions for changing the comparator were not, under current circumstances, in place;
  - (iv) In view of the request of the General Assembly to examine all aspects of the application of the Noblemaire principle, with a view to ensuring the continued competitiveness of United Nations common system remuneration, the superior conditions of the German civil service vis-à-vis those of the United States federal civil service could be considered as a reference point for margin management.

143. What is most disappointing, but typical of the ICSC, is the fact that although originally a majority in the Commission was of the opinion that the study had presented sufficient and convincing evidence to retain Germany as a viable comparator civil service for determining United Nations Professional salaries, two members of the Commission, who have been dominating the Commission in the past, were able to convince the majority to adopt a political rather than a technical decision and



to recommend that the United Nations General Assembly retain "under current circumstances" the United States civil service as the comparator.

144. The ICSC has consistently refused to accept the conclusions of its own secretariat and subsidiary body that grave mistakes have been made in the determination of the salaries and post adjustment of staff in the Professional and higher categories. It ignores the General Assembly's decision that the Noblemaire principle mandates that Professional salaries must be set in comparison with the best national civil service. Rather than accepting the evidence provided by its secretariat that another civil service is better compensated, the Commission insists on retaining the United States as the comparator. Although various aspects of the forthcoming Professional interim cost-of-living survey have in the past been discussed by staff, administrations and the ICSC secretariat, the staff believes that the ICSC cannot be trusted to carry out the survey fairly. *Analogous to their decision with regard to the 1996 GS salary survey, the VIC-based Staff Councils have unanimously decided not to participate in the 1995 ICSC interim place-to-place cost-of-living survey.*

- (a) With regard to the Swiss civil service:
- (i) The total compensation comparison showed that the Swiss civil service was 82.8% of that of the United States federal civil service;
  - (ii) Given the overall superiority of remuneration levels of the United States federal civil service demonstrated by the results of the total remuneration comparison between the Swiss and the United States federal civil services, the Swiss federal civil service could not be considered as an alternative to the current comparator civil service;
- (b) With regard to the German civil service:
- (i) The total compensation comparison showed that the German civil service was 110.2% of that of the United States federal civil service;
  - (ii) The Commission would continue to monitor the total compensation of the German civil service and would update the current data annually;
  - (iii) Notwithstanding a strong presumption in favour of the German civil service as a comparator, the conditions for changing the comparator were not, under current circumstances, in place;
  - (iv) In view of the request of the General Assembly to examine all aspects of the application of the Noblemaire principle, with a view to ensuring the continued competitiveness of United Nations common system remuneration, the superior conditions of the German civil service vis-à-vis those of the United States federal civil service could be considered as a reference point for margin management.

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## V. UNOV, UNDCP & VIC ISSUES

### A. FIFTIETH ANNIVERSARY OF THE UNITED NATIONS

145. Already at an early stage, in summer 1994, the Staff Council took the principle decision to actively participate in the initiatives and celebrations of the Organization for the commemoration of the 50th Anniversary of the United Nations which would be taking place throughout 1995. The Council shared the opinion of the Secretary-General that the 50th Anniversary should be used for both celebration as well as analysis. UN 50 was viewed as an enormous chance for our Organization, and a unique opportunity for the staff, to make its voice heard in the public.

146. Subsequently, UNOV staff developed and pursued its own programme of UN50 projects and commemorative events in cooperation with their counterparts from UNIDO and IAEA and, simultaneously, contributed to the work of the Organizations' UN50 Committee which was initially headed by Ms. C. Dodson, the then Director of Administrative and Common Services, UNOV, who was succeeded by Mr. R. van der Graaf. The Director-General, in a memorandum to all staff, called for a close co-operation with the Staff Council and for active participation of UNOV/UNDCP in "the global celebration of our Organization's birth". Indeed, staff/management co-operation on the Organizations' Coordinating Committee has been excellent from the outset and has led to a number of entertaining as well as intellectually challenging activities. UNSCV would like to take this opportunity to thank the entire Committee for the fruitful and constructive cooperation throughout the anniversary year.

147. Several meetings and consultations were also held with the Austrian National Committee for the 50th Anniversary of the UN.

148. The *Joint VIC Staff Committee on UN 50* was created through a joint initiative of the UNOV and UNIDO Staff Council Presidents. This Committee, made up of staff representatives of UNIDO, IAEA and UNOV/UNDCP, developed a comprehensive schedule of activities and ideas. Reported on below in a brief manner are those projects which made it into the actual implementation phase.

#### 1. Scholarship Fund for Children of Fallen UN Staff

149. At the 10th Annual Assembly of CCISUA in New York, January 1995, the Assembly took the formal decision to adopt the proposal of UNOV staff to create a scholarship fund for children of UN staff who had died in the line of duty, as one of CCISUA's primary UN50 undertakings. In view of the necessity for close cooperation with the Joint Staff Pension Fund with regard to data collection, it was soon realized that the project implementation would be much facilitated if the Fund were administered centrally from Headquarters.

150. CCISUA further decided to allocate an initial contribution of \$US 10,000 as seed money for the Scholarship Fund and that detailed operating procedures for the Fund would be developed jointly by the Headquarters duty stations (New York, Geneva, Vienna and Nairobi) for consideration and approval at the next Assembly. CCISUA would also inform the staff-at-large on the purpose of the Scholarship Fund and invite staff to make contributions by cheque marked "CCISUA Scholarship Fund".

## 2. Hundreds of Original Projects for Employment (HOPE '87)

151. The underlying theme of the staff's UN50 initiatives has been the *fight against youth unemployment*. By supporting projects implemented by the Austrian organization "Hundreds of Original Projects for Employment (HOPE '87)", young people are being motivated to show initiative and creativity. HOPE '87 focusses on the financing of essential equipment needed to build up a workplace, by replacing facilities which no longer function and, therefore, have brought production to a halt, by providing vocational training, etc. The VIC staff's UN50 Committee also felt that selecting HOPE '87, an Austrian initiative, as one of the machineries for the implementation of humanitarian projects launched and financed by the staff of the Vienna International Centre, should also send a message from the Staff of the International Organizations to their Austrian friends. Staff at the VIC would like to express their appreciation to the Austrian Government and to the Austrian taxpayer for Austria's active role in international diplomacy and, particularly, in the area of development.

152. HOPE '87 initiatives against youth unemployment sponsored through the fund-raising activities of the VIC Staff Committee on UN50 include projects in Senegal, Kenya, The Gambia and Burkina Faso. According to the concepts submitted by HOPE '87 Secretariat, approximately 70 young people will, initially, find employment with these projects. Experience had also shown that, shortly after the initial start-up phase, such projects quickly expand and generate additional employment opportunities.

153. The financing (see para. 166 below) of HOPE '87 projects was recognized as an official UN50 activity of the United Nations. The UN50 Secretariat, in its reply to UNSCV's respective request, stated *inter alia* that "...the Fiftieth Anniversary Secretariat has been using this activity as a model of what staff can do to commemorate UN50...".

## 3. The 1% For Development Fund

154. The 1% For Development Fund was selected as, firstly, like HOPE, it has a reliable machinery in place which is capable of effectively carrying out humanitarian projects in developing regions, and, secondly, it is an initiative of staff members of the United Nations family which has managed to acquire a lot of recognition and respect. United Nations staff who regularly donate part of their salary to development - this proves that the UN spirit is not just a phrase...

155. The project selected was another endeavour that supported the fight against unemployment. In this special case, the VIC staff tried to help around 50 women and their families to upgrade their skills and, thus, enhance their chances on the labour market. In more detail, the money (see para. 166 below) will be used to organize skill training and seminars, and as seed money for 50 small business groups, to help these women to undertake economic activities and find a way out of poverty.

156. The above project was included in the UN's programme of official activities organized for the commemoration of the Fiftieth Anniversary by the UN50 Secretariat, New York.

## 4. Panel Discussion in Co-operation with Austrian Trade Union

157. The social dimension of the work of the United Nations was the subject of a *panel discussion* organized jointly by the representatives of Austrian and UN staff, the Austrian Trade Union and



UNSCV. The President of the Austrian Trade Unions who, in 1995, also served as President of the umbrella federation of European Trade Unions, Mr. Friedrich Verzetnitsch, as well as other high-level participants ensured a most interesting and lively intellectual encounter.

158. The panel discussion was another staff project that has been recognized as an official UN50 project and included in the UN's programme of official activities organized for the commemoration of the Fiftieth Anniversary by the UN50 Secretariat, New York.

### 5. Joint Activity with Austrian Ministry of Education

159. An essay and painting competition at Austrian schools was carried out in co-operation with the Austrian Ministry of Education, the subject being the Fiftieth Anniversary. The enthusiastic response of both the Ministry and the participating children was, perhaps, the most touching experience in the context of the staff's UN50 activities. Hundreds of contributions were received and selecting the award-winning works turned out to be a very difficult task for the jury. On Open House Day, 26 October 1995, the award-winning contributions were on display at C-01. The winners, three classes of school children, were invited to the VIC on Open House Day and awarded attractive prizes. Live coverage of the award-winning ceremony was provided by Blue Danube Radio.

160. The following were the winners in the three age categories:

Age 6 to 9 years: 25 students, Volksschule Marktgasse 31, 1090 Vienna, 4. Klasse;

Age 10 to 14 years: 30 students, BG & BRG Judenburg, 4.c Klasse;

Age 15 to 19 years: 11 students, BG & BRG Carnerigasse 30, Graz, 6.a Klasse.

161. Also this activity was an officially recognized UN50 activity. The UN50 Secretariat as well as UNSCV provided the prizes.

### 6. Tree-planting Ceremony

162. Another official UN50 activity initiated by UNSCV took place on UN Day, 24 October 1995. Upon the invitation of the VIC Staff Councils, the Association of Retired International Civil Servants in Austria (ARICSA) donated and planted a tree in the VIC Plaza Rose Garden (in the vicinity of the Peace Bell). A dignified tree planting ceremony was opened by a short performance of the VIC-choir, followed by addresses of the Director-General of UNOV, Mr. G. Giacomelli, and the Chairman of ARICSA, Mr. H. Einhaus. The two gentlemen then planted a plum tree which had been chosen as the most suitable tree for the soil available at the Rose Garden.

163. The VIC Staff Councils, immediately after the ceremony, hosted a cocktail reception to honour the meritorious contributions of the retired colleagues to the work of the UN family of international organizations.

## 7. UN Day Ball 1995

164. On 21 October 1995, the UNSCV hosted the UN Day Ball 1995 in the Wiener Rathaus. Although no official recognition as UN50 activity could be obtained from the UN50 Secretariat, UNSCV considered it to be part of its schedule of events to celebrate the Fiftieth Anniversary.

165. The Ball indeed turned out to be the glamorous event its guests and organizers expected it to be. The success of the Ball was, however, inseparably tied up with the enthusiastic help received from a group of volunteers, such as staff members, students as well as family members and personal friends of UNSCV members. UNSCV would like to take this opportunity to express its gratitude to all the volunteers for their enthusiasm and hard work. *The proceeds of the Ball were earmarked for charity and staff welfare projects of the Staff Council (see para. 166 below).*

## 8. Fund-raising

166. To date, the following amounts have been donated by the staff towards the above described employment initiatives described in paras. 151 to 156 above:

- Hundreds Of Original Projects For Employment: AS 203,469.27
- The 1% For Development Fund:<sup>5</sup> AS 53,040.00

## B. STAFF/MANAGEMENT CONSULTATION PROCESS AT UNOV

167. Both informal and formal contacts between staff and relevant administration offices (Division of Administrative and Common Services, Personnel Service) took place in a spirit of co-operation and mutual trust. The most important formal mechanism of the staff management consultation machinery at UNOV/UNDCP are, undoubtedly, the direct consultation process with the Director-General, UNOV and Executive Director, UNDCP, Mr. G. Giacomelli, as well as that with administration officials on the UNOV Joint Advisory Committee (JAC). *Please refer to Chapter III for a more detailed account of last year's JAC encounters.*

168. As usual, the deliberations involving with Mr. Giacomelli and his team took place in a most constructive and fruitful work atmosphere. UNSCV would like to place on record its appreciation of the good work and team spirit of its administration colleagues and, in particular, thank the "major players", Mr. N. Jasentuliyana, Deputy to the Director-General, Ms. C. Dodson, the then Director of the Division of Administrative and Common Services, and her successor, Mr. R. van der Graaf, for their open-door-policy and constructive cooperation.

169. The most important items discussed with Mr. Giacomelli in 1995 were the *financial crisis of the Organization*, the concept of *common services at the Vienna International Centre*, the *impact on UNOV/UNDCP of the downsizing of UNIDO*, UNSCV's contributions towards UNOV's programme of commemorative events at the occasion of the *50th Anniversary*, *Commissary access for retirees*, and the situation of the staff of the *UN Interregional Crime Research Institute*.

<sup>5</sup> Although project and exact amount of expenses had been identified, due to an unexpected delay this transaction has not been completed by 16 February. The principle decision to support the project at the indicated amount is, however, maintained.

### C. SHORTFALL OF PROJECT FUNDS IN UNDCP

170. One of UNSCV's major challenges in 1995 was, undoubtedly, the consultation process with UNDCP management with regard to the shortfall of UNDCP's project funds and the consequent downsizing of posts. Throughout the exercise, the climate of the consultations and the cooperation received from the involved senior officials of UNDCP were excellent and the staff's sincere thanks must go to Mr. G. Merrem, Deputy Executive Director and Director, OATS, who lead the first talks with the staff representatives, as well as to Mr. B. Juppén de Fondaumière, Deputy Executive Director and Director, TISS and his immediate team who, after the initial stage of the process, conducted regular meetings with the staff representatives and briefings for the staff-at-large. Both managers responded to the staff concerns with an open mind, entered into a frank dialogue with the staff and remained committed to the agreements reached. Last, but not least, UNSCV would like to express its gratitude on behalf of the staff to UNOV Personnel Service as well as to those programme managers who showed the goodwill and flexibility necessary to carry out such exercises with a minimum of pain.

171. The consultations focussed mainly on the criteria to be observed in the downsizing process and on recommendations with regard to the re-absorption of staff whose contracts would not be renewed. Some of the most important features of the exercise were the following:

- The established criteria to be applied in the process of identifying staff for eventual re-absorption, were **performance** and **seniority**, and, on an exceptional basis, specific qualifications of a staff member which were of particular benefit to the Organization;

- Management agreed to the staff's proposal to extend contracts for final periods of three months for those staff members who, after maximum efforts had been made, could not be placed;

- To satisfy the principle of transparency, management would hold a general UNDCP staff meeting to keep the staff-at-large updated and to inform about the future course of re-absorption actions and recommendations agreed upon with the staff representatives;

- It was agreed that instructions would be issued by the Executive Director, UNDCP and Director-General, UNOV to UNOV Personnel regarding the priority treatment of UNDCP General Service staff in the recruitment/placement process vis-a-vis external GS candidates;

- It was agreed that IAEA would be approached and requested to consider UNDCP staff as internal candidates and to provide UNOV Personnel Service with IAEA vacancy announcements for circulation to concerned UNDCP staff members;

- Various other ways were discussed with a view to facilitating the re-absorption process, such as a timely coordination with the Field Operations Division at Headquarters with regard to a possible priority consideration of UNDCP mission applicants, a flexible approach in the context of the Early Separation Programme, consideration of part-time options and job sharing models, and some "worst-case-scenario" and "time-buying" recommendations.

172. A total of 36 professional and 26 GS contracts expired due to a lack of project funds. Through its re-absorption efforts UNOV Personnel Service, in cooperation with the involved programme managers, managed to keep almost everyone on board with the exception of 4 Professionals and 2



General Service colleagues. It is hoped that this downsizing exercise and the streamlined 200 series staffing tables it brought about will contribute to enhanced job safety in UNDCP.

#### D. THE STAFF FORUM

173. The first issue of *THE STAFF FORUM* rolled off the press in April 1995. The founders' aim was the establishment of an informative, even entertaining, paper to keep staff members abreast of events of general interest (both work-related and recreational), and to provide at the same time a platform for the discussion of weightier matters - conditions of service, career development, the quality of management, the administration of justice etc. are just a few possible examples.

174. It is believed that the main goals of the publication, which were envisaged by its creators, have been achieved, which were:

a. To establish a newsletter which reflects on the UN Secretariat-specific areas of interest to the staff, a demand that could not be fully satisfied by the other in-house publications of the UNIDO and IAEA Staff Councils, since IAEA and UNIDO are specialized agencies and their interests and problems do not always match with those of the staff of UNOV/UNDCP;

b. To reduce the communication deficit that existed between the Staff Council and its constituency, thus enabling the Council to better sense the staff's concerns, and to keep staff informed about Staff Council actions and activities;

c. To create a staff voice which is independent from both Staff Council and Organization.

175. It is hoped that, with the establishment of this new, universally accessible forum, UNOV/UNDCP staff feel free to make their voices heard. The discussion generated by the paper may bring some additional enlightenment to those making decisions on matters of staff welfare, conditions of service and the quality of our daily life - our administrators as well as our staff representatives.

176. *Colleagues interested in contributing to the publication should contact the Editor of the Staff Forum, Mr. Carl B. Marsh, or any of the members of the Editorial Board.*

#### E. BENEFITS OF MEMBERSHIP IN THE STAFF UNION

177. Last year saw continued efforts on the part of the Staff Committee aimed at upgrading the service component of the Staff Union. The Staff Services Office, an office cost-shared by the Staff Unions/Associations of the IAEA, UNIDO and UNOV, managed to further expand its range of services to union members. The Joint VIC Staff Services Office is open to all *dues-paying members of the staff unions/associations of IAEA, UNIDO and UNOV/UNDCP* and is located in E 0601, extension 3474. Office hours are Mondays, Wednesdays and Fridays from 12:30 to 14:30 hours. The office is run by the Staff Services Officer Mr. Mario Jordan to whom UNSCV would like to express its gratitude on behalf of the entire UNOV Staff Union for the good work achieved last year. Some of the most attractive services include:

*Special discounts in, at present, 211 different shops/firms in 50 different work fields in and around Vienna - these numbers increase daily! Union members are, therefore, advised to contact the*

Staff Services Officer before starting their "shopping tours"... The shops/firms in and around Vienna will only give union members the agreed upon discounts when presented with the red *Staff Services Card*. Union members are, therefore, reminded to pick up their staff services cards from E0601 during the above mentioned opening hours;

- Assisting union members in obtaining *American Express Credit Cards* and *International Dollar Cards* at very favourable conditions. For example, the dollar card can be obtained at a special annual fee of *US\$ 25 instead of \$ 100*; in addition, the joining fee of \$ 80 is waived. The regular Schilling credit card of American Express are issued to union members at a *reduced special annual fee of only AS 380 instead of AS 1,150*.

- Assisting union members in joining an *international calling plan* with nearly 50% savings on phone calls outside Europe;

- Maintaining contact with SOTOURS AUSTRIA, the travel agency of the Austrian Trade Unions (ÖGB), arranging for *favourable vacation offers* for union members at the holiday villages of the ÖGB in Austria and abroad;

- *Special banking facilities* for union members with the two VIC-based banks as well as with outside institutes which are offering attractive conditions;

- Organizing *exhibitions* of products at special discount rates in the VIC. A certain percentage of the turnover/profit is normally donated for the initiative SOS Kinderdorf.

- A Swedish car company has agreed to sell their cars to union members at *discounts* of up to 31%; this offer should be of particular interest to Austrian staff who are not privileged to import duty free.

- Maintaining a petrol discount scheme which offers a discount of 40 Groschen per litre diesel and/or petrol.

- and dozens of other offers...

178. Every Monday is "open house" in the Staff Services Office between 1 and 2 p.m. when interesting offers are on display. Also, all outlets are now entered in a Dbase programme on the computer. Dues-paying union members can request full lists of articles either by article or district. Interested members should provide the Staff Services Officer with a blank diskette onto which he/she can copy the sought information.

179. As of 1995, dues-paying staff union members are entitled to *one free legal consultation* per year with a local lawyer who speaks English, Spanish and German on matters related to local legislation, such as lease problems, divorce cases, criminal proceedings or claims for damages.

180. This service of the Staff Union has been extraordinarily well-received. It seems that by initiating this service, the Staff Committee has identified an area of exceptional demand. To make appointments, interested colleagues should contact the UN Staff Council Office, E0426, extension 3588, 09:00 to 13:00 hours.

181. The Joint VIC Housing Service operates from room A-0761, extension 2970/2973 and is open to all staff of the IAEA and UNOV. No fee is charged, operational expenses are cost-shared by IAEA and UNOV Administrations.

182. UNIDO Staff Council operates its own housing service in room E-0686, extension 4716. The Service is co-financed by the UNIDO Administration and UNIDO Staff Council. The UNIDO Housing Service is open to all UNOV/UNDCP dues-paying staff union members. Union members who finalize contracts through the UNIDO Housing Service will be required to pay the following fees:

- First contract: 50 percent of one month basic rent
- Subsequent contracts: One month basic rent
- In case of purchase: One half per cent of the purchase price

183. The UN Staff Council recommends that UNOV/UNDCP staff take advantage of this offer, should the VIC Housing Service be unable to find a suitable accommodation. As the VIC Housing Service is free of charge for all staff it should be consulted first. *UNIDO's Service does charge fees, but it should be noted that these are substantially lower than fees normally payable to external real estate agents.*

#### F. COMMISSARY ACCESS FOR RETIREES

184. At a meeting with Dr. H. Blix, Director-General, IAEA, on 22 February 1995, despite the support given to the delegation of retirees by the three representatives of IAEA, UNIDO and UNOV Staff Councils, Dr. Blix could not be persuaded to raise the issue of Commissary access for retirees with the Austrian authorities. He maintained that the IAEA's policy had always been to react on requests from the Austrian side rather than initiating requests for the extension of Commissary privileges.

185. The Austrian Foreign Ministry recently communicated to the President of the Vienna-based Association of Retired International Civil Servants in Austria (ARICSA) that the Austrian Authorities were not in a position to extend such Commissary privileges to the retirees.

186. As can be seen from the above, our retirees find themselves in a no win situation. The VIC Staff Councils, nevertheless, are committed to further pursue the subject and to render active assistance to the retirees.

#### G. MEETING WITH USG/OIOS

187. On 30 May 1995, a group of UNSCV representatives met with Mr. Karl Th. Paschke, the recently appointed Under-Secretary-General, Office of Internal Oversight Services (OIOS), during his visit to UNOV. In what turned out to be a very frank exchange of views, Mr. Paschke and the staff representatives touched upon such vital issues as *future prospects of the Vienna Conference Service, staff cuts in the General Service category, uniform application of disciplinary measures across the Secretariat, anonymity and receivability of reports to OIOS, and the future ratio of career and non-career appointments.*



## H. COMPUTER TRAINING PROGRAMME OF THE IAEA STAFF COUNCIL

188. IAEA Staff Council initiated a computer training programme which is also open to UNOV/UNDCP staff at reasonable fees. The programme offers a wide variety of courses and some of the software may not be UN standard. Interested colleagues may, therefore, wish to seek the advice of UNOV Electronic Services prior to course enrolment and payment of fees. Course registration is possible by use of a form which is distributed desk-to-desk every three months or, in person, Tuesdays and Thursdays, 13:00 - 15:00 in room AOE24, ext. 6398, Ms. G. Dario-Paolucci. Messages can be left at extension 1555.

## I. UNITED NATIONS DAY 1995

189. The 1995 United Nations Day was again organized by the UN Staff Council on behalf of all Vienna-based Organizations on Tuesday, 24 October 1994. *EUREST* offered a variety of international dishes and beverages representing all five continents.

190. UNSCV, in the organization of the event, departed from the practice of previous years of underscoring the entertainment element in the Rotunda. Instead, a *tree-planting ceremony* was organized in commemoration of the Fiftieth Anniversary, honouring the contributions of our retired colleagues (for further details see chapter V).

## J. CONFERENCE SERVICES

191. On 1 April 1995, the staff of UNIDO's Languages and Documentation Division, who had continued to hold United Nations contracts after UNIDO's conversion into a specialized agency in 1985, were placed under UNOV administration, by agreement between UNIDO and the United Nations, and were divided between the newly established Translation and Editorial Service (TES) and the Interpretation and Meetings Service (IMS). This brought nearly 200 staff members into the Staff Union. As an interim measure, four staff members who had been representatives of the Languages and Documentation Division staff in the UNIDO Staff Council were co-opted to represent the TES/IMS staff in the UNOV Staff Council until the next round of elections. The Polling Officers have been entrusted with the task of distributing the Council seats taking into account the new configuration, and representatives will be elected in the forthcoming Staff Council elections.

## K. AGREEMENT WITH SOTOURS AUSTRIA

192. In 1992 the Council negotiated a co-operation agreement with SOTOUR-AUSTRIA, a travel agency affiliated with the Austrian Trade Unions. While, initially, this arrangement offered to all dues-paying members of the Staff Union the opportunity to spend holidays in Carinthia at very favourable prices, SOTOUR-AUSTRIA, in the past years, extended its range of activities to include cultural, sporting and other attractive offers like seminars on drawing, photography, horseback-riding, scuba-diving, video workshops and "beauty weeks", all activities at favourable prices, *in some instances at rates over 50% lower than normally charged*, but not of lesser quality. Some colleagues gave the offers a try and, afterwards, informed UNSCV of their satisfaction.

## L. VIC STAFF COMMITTEE

193. The VIC Staff Committee comprises the three Staff Council Presidents of the Vienna-based Organizations. It met several times during the year informally to discuss matters of common concern and to coordinate positions on issues of common interest. Consultations invariably took place in a congenial atmosphere and many thanks are herewith extended to Peter Lillie and his successor, Claude Carrier (UNIDO), as well as to Walter Scherzer (IAEA) for their outstanding co-operation.

## M. GENERAL STAFF MEETING ON FINANCIAL CRISIS

194. A General Staff Meeting was held on 16 February 1996, the last day covered by this Report. Mr. van der Graaf, Director of DACS, was present to brief the staff on the impact that the financial situation of the United Nations will have on UNOV Staff. He reported that the General Assembly had decided on appropriations for the 1996-1997 biennium, which included a reduction of \$50 million to be obtained through an increase in the budgeted vacancy rate to 6.4 per cent. Since UNOV had, at that time, a vacancy rate of over 5%, Mr. van der Graaf indicated that not more than 6 or 7 posts would have to be vacated, provided that the financial situation did not worsen. A more detailed account of the financial crisis of the Organization will certainly be part of next year's Annual Report of the Staff Council.

## N. OTHER STAFF CONCERNS

195. Other staff concerns were discussed at Council meetings; staff views were formulated as position papers and brought before the Joint Advisory Committee (JAC) for discussion and recommendations to the Director-General, UNOV. For details on the JAC's deliberations, please see chapter III.

## VI. REPORTS OF JOINT BODIES AND WORKING GROUPS

194. The UNOV/UNDCP Staff nominates representatives to a number of statutory joint bodies working groups and committees. With regard to joint bodies such as the appointment and promotion bodies or the Joint Advisory Committee and its subsidiaries, the Director-General, in accordance with the relevant staff rules, selects and appoints staff members to the joint bodies from shortlists established by the Staff Council. With regard to the advisory committees on the various common services at the VIC, UNSCV directly nominates its representatives. The statutory bodies, common service committees and staff working groups that staff nominees participate in as well as the names of those staff members appear in Annex 4.

195. Reports on the annual activities of the advisory committees on common services, the staff welfare bodies and UNSCV working groups and committees are submitted to the Staff Council by the respective staff representatives on an annual basis. Those reports and, where applicable, the relevant financial statements can be viewed/copied by interested union members in the Staff Council Office (room E-0426, ext. 3588).

UNSCV	GASSER, Eva (Chairman/Secretary since 1 September 1992)	2	
UNSCV	KARUNARATNE, Anup (Chairman/Secretary, resigned)	1	
UNSCV	BROWN, Brian (Chairman/Secretary, resigned)	2	
TES	DATTA, Jan	6	
TES	HASANAT-SCHIMBELTZER, Gersh	8	
UNSS	MAROUF, Abdelkader	8	
UNSS	ADU-ADWERE, Kwame	minimum	
UNSS	MAGBORO, Lesimo	-	
UNSS	FRANK, Peter	2	
UNDCP	AYOUB, Walid	4	
UNDCP	DOMINGUEZ, Dominique	2	
UNDCP	DEW-PULS, Erika	2	
UNDCP	BLUTH, Erika	4	
UNDCP	JEFFREY, Victoria	6	
UNDCP	HAMMOND, Basil	6	
UNIRUBA	HORACKOVA, Jana	6	
COOA	SANDAS, Mathew	2	
UNICRI	NICOLA, Margaret	-	
CLARKE, David			

There was a total of 9 regular meetings from 1 April 1992 to 16 February 1994. Absentees given only for regular meetings.



## Annex 1: Staff Representation

ATTENDANCE OF THE FIFTEENTH SESSION OF THE UNITED NATIONS STAFF COUNCIL AT VIENNA from 1 April 1995 to 16 February 1996				
Unit	Representative	Attendance	Alternate	Attendance
IYF/CPCJB	WANDZILAK, Emil	7	<i>no alternate</i>	-
ODG/DACS	FRIEDEL, Elisabeth	6	ZNAMENSKI, Boris	-
ODG/DACS	RUANE, Andrew	1	<i>vacant</i>	-
OLA/ITLB	HUNJA, Robert	1 <i>resigned</i>	KRAUTHAUF, Nancy	4
OLA/ITLB	KRAUTHAUF, Nancy	5	<i>vacant</i>	-
MPIS	PUEHRINGER, Peter	6	<i>no alternate</i>	-
UNICRI <i>Vienna</i>	VLASSIS, Dimitrios	2	NUNZI, Alfredo	1
UNICRI <i>Rome</i>	NICORA, Margaret	-	CLARK, David	-
OOSA	SANIDAS, Matthew	2	THAKER, Jitendra	-
UNIS/UNPA	HORACKOVA, Jana	6	HEBER, Anneliese	-
UNDCP	HAMMOND, Beate	6	<i>vacant</i>	-
UNDCP	JEFFREY, Veronica	6	<i>vacant</i>	-
UNDCP	SANDOUK, Lilian	4	BLYTH, Daniela	3
UNDCP	DROUET-SCHMUTZ, Dominique	2	DEON-PULZ, Estela	5
UNDCP	AYOUB, Wafa	4	SERAMY, Patrick	1
UNSS	FRANK, Peter	5	MAGBOJOS, Leandro	-
UNSS	MAGBOJOS, Leandro	-	<i>vacant</i>	-
UNSS	ADU-ADWERE, Kwame	<i>mission</i>	JUNI, Camilo	1
UNSS	MAROUF, Abdulkhaled	8	MEHAR, Narinder	<i>mission</i>
TES	HASANAT-SCHMOELTZER, Gerda	8	HARMER, Helena	7
TES	DATTA, Jean	6	LONCHAMPT, Pierre	2
UNSCV	BROWN, Eileen ( <i>Administrative Secretary, resigned</i> )			2
UNSCV	KARUNARATNE, Anuja ( <i>Administrative Secretary, resigned</i> )			1
UNSCV	GASSER, Eva ( <i>Administrative Secretary since 1 September 1995</i> )			5
There was a total of 9 regular meetings from 1 April 1995 to 16 February 1996. Attendance given only for regular meetings.				

**Annex 2: Officers of the Staff Council**

<b>Staff Council</b>	<b>Presiding Officer</b>	Dimitrios Vlassis
<b>Staff Committee</b>	<b>President</b>	Emil Wandzilak (from 2 October 1995) Peter Frank (until 30 September 1995)
	<b>Vice-President</b>	Jean Datta (from 2 October 1995) Emil Wandzilak (until 30 September 1995)
	<b>Secretary</b>	Gerda Hasanat-Schmoeltzer (from 2 Oct. 1995) Jean Datta (until 30 September 1995)
	<b>Treasurer</b>	Matthew Sanidas
	<b>Rapporteur</b>	Elisabeth Friedel
<b>Unit Presidents</b>	IYF/CSDHA OLA/ITLB UNPA UNSS UNDCP ODG/DACS MPIS UNICRI OOSA UNIS	Burkhard Dammann Jernej Sekolec Harald Schober Abdulkhalek Mansour Francoise Maung - - - - -
<b>Polling Officers *</b>	<b>Chairperson</b>	Rosemarie Bulant Raul Dano Gertraud Fichtenthal
<b>Auditing Committee *</b>		Mathew Kurinjimala Elwood Graham Udo Raich

\* The Unit Presidents, on 16 January 1996, convened and extended the term of office of the Polling Officers and Auditing Committee from 1 April 1996 until 31 March 1998.

**Annex 3: Representatives and Alternates  
on Joint Bodies and Working Groups in 1995**

**Joint Bodies**

Joint Advisory Committee of the United Nations Office at Vienna	Members	Emil Wandzilak (from 2 October 1995) Peter Frank (until 30 September 1995) Akira Fujino Dimitrios Vlassis
	Alternates	Pieter Delcour Helena Harmer (from 2 October 1995) Jean Datta (from 2 October 1995) Emil Wandzilak (until 30 September 1995)
Joint JAC Standing Committee on Medical & Life Insurance	Member	Smart Eze
	Alternate	Gerd Eidherr
Staff Welfare Board	Member	Waltraud Jochum
Staff Assistance Committee	Member	Beng Teoh
	Alternate	Rosemarie Bulant

**VIC Working Groups/Committees**

Commissary Advisory Committee	Member	Dimitrios Vlassis
	Alternate	Janine Rivals Boris Znamenski Lesley Parker
Catering Advisory Committee	Member	Dimitrios Vlassis
	Alternate	Boris Znamenski
Joint Advisory Group on the VIC Garage Operations	Member	Jitendra Thaker
Joint VIC Staff Committee on UN50	UNOV	Peter Frank Heide Almoslechner Robert Hunja Thresi Elamthuruthil Maria-Luisa Chavez Carl Marsh Anton Wressnig Eze Smart Peter Lillie Marcia Gordon-Leiter Patricia Sutter Brigitta Laengle Oscar Karas Walter Scherzer Leon Torossian
	UNIDO	
	IAEA	



*Participation in Statutory Bodies*

(\* = nominated by UNSCV)

Appointment and Promotion Board UNDCP	Members	Francesco Bastagli * Nandasiri Jasentuliyana Bertrand Juppén de Fondaumière Sumru Noyan * Brigitte Döring * Francis Maertens Peter Storr * Catherine Volz
	Alternates	
Appointment and Promotion Committee Members		Jean Datta * Petr Lala * Jonathan Lucas Kumiko Matsuura-Mueller Kwame Opoku Herbert Schaepe * Marie Blahut Maria-Luisa Chavez * Burkhard Damman Lesley Parker * Beatrice Romero * Raghupathy Sankaran
	Alternates	
Appointment and Promotion Panel	Members	Piera Barzano * Rune Froseth Helena Harmer * Nancy Krauthauf Valérie Lebaux Carl Marsh * Mija Jeon Elisabeth Friedel * Eileen McCafferty * Dimitrios Vlassis Gisela Wieser-Herbeck * Anton Wressnig
	Alternates	
UNOV Departmental Advisory Panel Professional Category	Member	Mohamed Abdul-Aziz * Henryk Sokalski (until 30 June 1995) Peter Grimsditch * Kwame Opoku (until 30 April 1995)
	Alternate	
UNDCP Departmental Advisory Panel Professional Category	Member	Gerd Merrem * Kalman Szendrei Herbert Schaepe * Paulsen Bailey
	Alternate	
Joint Departmental Advisory Panel GS Category	Chairperson Members	Pieter Delcour * Ernst Blaha

	Alternates	Gerda Hasanat-Schmoeltzer * Pavel Pachta Alison Greig Vladimir Fenopetov *
Joint Appeals Board	Elected by Staff	Glenn Mittermann Dimitris Valssis
Joint Disciplinary Committee	Elected by Staff	Akira Fujino Gillian Murray Slawomir Redo
Panel of Counsel in Disciplinary and Appeals Cases		Joanne Greig Ozcicek Harmankaya Mathieu Mounikou Kurt Neudek Pavel Pachta Giuseppe Papuli Simeon Sahaydachny Jernej Sekolec Andrew Wells
Panel on Discrimination and other Grievances (members/alternates appointed by D-G upon recommendation of JAC)	Coordinator	Sergio Camacho Brigitte Döring Smart Eze Francis Maertens Beatrice Romero
General Service Classification Appeals and Review Committee (members/alternates appointed by D-G upon recommendation of JAC)	Chairperson Members	Francis Maertens (Chairperson) Sergio Camacho Gerda Hasanat-Schmoeltzer Jonathan Lucas * Eileen McCafferty * Heide Neureiter Thaer Saman * Carol Unterleitner * Catherine Volz
Focal Point on the Status of Women in Vienna Committee for Improvement of the Status of Women (appointed by D-G upon recommendation of JAC)		Brigitte Döring Maria-Luisa Chavez Dominique Drouet-Schmutz Gerda Hasanat-Schmoeltzer Barbara Klopp Pierre Lonchampt Eileen McCafferty Michael Nickovich Liselotte Waldheim-Natural

**Annex 4: UNSCV Representation at Meetings**

UNSCV Representatives at the Staff Management Coordination Committee XIX Amman, Jordan, 5 to 19 June 1995	Peter Frank Emil Wandzilak
UNSCV Representatives at the 11th CCISUA Assembly Santiago, Chile, 28 Nov. to 5 Dec. 1995	Emil Wandzilak Gerda Hasanat-Schmoeltzer

**Annex 5: Issuances of FOCUS**

UNSCV/XV/F/21	10 April 1995	Fiftieth Anniversary of the United Nations Sale of UN50 Commemorative Swatches in VIC Commissary
UNSCV/XV/F/22	12 April 1995	April Offers
UNSCV/XV/F/23	20 April 1995	UN Day Ball 1995 Call for Volunteers for Opening Ceremony
UNSCV/XV/F/24	19 July 1995	Summer Offers
UNSCV/XV/F/25	24 July 1995	United Nations Day Ball
UNSCV/XV/F/26	4 September 1995	IAEA Staff Council Computer Training Programme
UNSCV/XV/F/27	24 September 1995	Ticket Sales - UN Day Ball 1995
UNSCV/XV/F/28	9 January 1996	Pension Committee Election
UNSCV/XV/F/29	10 January 1995	G to P Examination
UNSCV/XV/F/30	19 January 1996	IAEA Staff Council Computer Training Programme
UNSCV/XV/F/31	13 February 1996	General Staff Meeting



## UNITED NATIONS STAFF COUNCIL, VIENNA

### Explanatory Notes

1. These are persons who are paid directly from New York by their respective governments and therefore, an automatic deduction of Staff Council dues is not possible. These persons, by way of a standing order with each individual financial institution, voluntarily pay their monthly dues.
2. In 1995, as a part of the celebrations of the 50th Anniversary of the United Nations, the UN Staff Council, Vienna decided to support the Hundreds of Original Projects for Employment (HOPE '87) Organization. In this regard, from the proceeds of UN souvenir sales in the VIC Commissary and the Rotunda, the Council agreed to sponsor certain projects of the Organization and the amount donated was AS 203489.27.
3. The interest income generated this year can be broken down as follows: 1) Savings Account - AS 4528.25; 2) UN 50 Trust Fund account - AS 1170.94; 3) Staff Defence Fund - AS 6121.69; and 4) UN Gift Shop - Rotunda - AS 1493.36; and 5) Current Account - AS 38.00; for a total of AS 13352.24.
4. Miscellaneous income includes: 1) a reimbursement payment from UNIDO Treasury of AS 360.00, and 2) a refund from E. Wandzilak of AS 1025.00. These amount to AS 1385.00.
5. Travel costs include the following: 1) SMCC XIX, Amman, Jordan, for E. Wandzilak, equal to AS 20217.00; and 2) CCISUA Annual Assembly, Santiago, Chile, in November 1995, for E. Wandzilak and G. Hasanat-Schmoeltzer, equal to AS 70571.00 for a grand total of AS 90788.00. An amount of AS 21288.00 was received on 24 January 1996 (after the date of the present report) from the Staff Welfare Board to be applied towards the Santiago travel of G. Hasanat-Schmoeltzer. This AS 21288.00 amount from the Staff Welfare Board shall be reflected in the next Statement of Income and Expenditures.
6. This amount includes the costs of various luncheons and farewell parties as follows:
  - a. A working luncheon with Mr. P. Frank and Mr. R. van der Graaf, Chief, Personnel Service amounting to AS 312.00;
  - b. A working luncheon with Mr. P. Frank, Mr. B. Znamenski, Mr. E. Wandzilak and Ms. Luger of Luger Consulting Marketing Agency amounting to AS 672.00;
  - c. A working luncheon with Mr. P. Frank, and Mr. Oummih, President of CCISUA and the New York Staff Council, amounting to AS 641.00;
  - d. A working luncheon with Mr. P. Frank and Mr. Nachtnebel, Austrian Trade Union, Mr. P. Lillie, President, UNIDO Staff Council and Mr. Wressnig, UNIS amounting to AS 612.00;
  - e. A working luncheon with Mr. P. Frank and Ms. Luger of Luger Consulting Marketing Agency amounting to AS 294.00;
  - f. A farewell party for Ms. E. Brown, Administrative Secretary, UNSCV, amounting to AS 1691.50; and

- g. A farewell party for Mr. P. Frank as President of the Union, amounting to AS 1335.00.

The total of these hospitality expenses amounts to AS 5575.50.

7. Both Staff Councils of the IAEA and UNIDO contributed AS 2277.00 (AS 4554.00 total) towards the tree-planting ceremony held on 24 October 1995 and sponsored by the Association of Retired International Civil Servants in Austria (ARICSA). Hospitality expenses associated with the tree planting ceremony included catering costs of AS 6205.00 and drink costs of AS 626.00, or a total of AS 6831.00.

8. In August 1994, the Staff Council decided to make use of the service provided by Mr. Mario Jordan in the UNIDO Staff Services Office. The fee for usage amounts to AS 2200.00 per month. For the period of this report, the services of this Office have been used for ten months and AS 22000.00 has been paid.

9. On 26 September 1995, the Staff Council refunded the amount of AS 15033.60 to the Staff Welfare Board due to the rescheduling of the CCISUA X Assembly which then took place in New York for one week.

10. Expenses include the following:

Austrian Schillings

a. KONSUMENT magazine	394.00
b. Photography expenses for UNOV Staff Forum	2913.00
c. DHL Expenses	459.00
d. Joint Medical Study	9700.00
e. Registered mail and other postage expenses	<u>133.00</u>

The total of these expenses amounts to:

**13599.00**

11. This loan was made to cover the initial expenses for the UN Day Ball 1995 and shall be paid back in full to the accounts of the Staff Union pending the closure of the UN Day Ball 1995 accounts.







## UNITED NATIONS OFFICE AT VIENNA

### INTEROFFICE MEMORANDUM

TO: Mr. Emil Wandzilak, President  
United Nations Staff Council, Vienna

DATE: 29 Feb. 1996

FROM: The Auditing Committee  
of the 15th UN Staff Council, Vienna  
Mr. Raich, Mr. Kurinjimala, Mr. Graham

Three handwritten signatures in dark ink, likely belonging to the members of the Auditing Committee mentioned in the 'FROM' field.

SUBJECT: Annual Audit of the Second Year of the Biennial Session of the  
Fifteenth United Nations Staff Council, Vienna

We have examined the Accounts and Financial Statements of the Fifteenth Session of the UNSCV as foreseen in the Statutes and Rules of the UNSCV covering the period from 22 March 1995 through 12 January 1996.

The Statements of Assets and Liabilities and Income and Expenditures are expressed in Austrian Schillings and in our opinion the accounts are properly kept and the Financial Statements reflect the actual financial status of the UNSCV as at the end of the Second Year of the Biennial Session of the Fifteenth Session and are in agreement with the balances shown in the bank statements and savings account books.

With reference to the income from staff membership fees it should be noted that due to the late closing date in the previous session ten months contributions instead of the usual twelve months are accounted for in this financial period.

With regard to the taxes on interest (KEST) of AS 257.60 it is agreed that the refund of such taxes will be requested in due course.

With reference to the revenue from UN souvenir sales the auditing committee does not have the necessary capacity nor does it feel to have the appropriate mandate to audit such ongoing operations of income producing activities.

