



## Annual Report **2013**



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A member of CCISUA  
Coordinating Committee  
for International  
Staff Unions and Associations  
of the United Nations System

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## Introductory remarks

This annual report is the collaborative effort of the UNOV/UNODC Staff Committee and Staff Council, together with inputs received from staff serving on various joint bodies.

The report covers the period from 26 May 2012 to 16 May 2013. For the sake of brevity, it focuses on major developments and priority issues. Details of all the Staff Union's activities, which are contained in the minutes of Staff Council meetings and issuances of the Staff Council President as desk-to-desk messages, are available on the Staff Union's website and in the Staff Union office.

The United Nations Staff Union at Vienna (Staff Union) continues to enjoy a high level of trust from staff at all levels both locally and globally. This is evident from the continuous increase in membership. The re-election in June 2012 of the President of the Staff Council as Vice-President of the Staff Management Committee (SMC), the highest Secretariat-wide mechanism for consultation among staff and management, and as President of our staff Federation (the Coordinating Committee of International Staff Associations and Unions of the United Nations System (CCISUA)) at the recently concluded CCISUA General Assembly on 3 May 2013 are clear signs of the high regard in which the Staff Union is held and its excellent reputation for professionalism and negotiating capacity.

The Staff Union has continued to work on the following priorities: maintaining a dialogue with the administration at the global and local levels, mobility, budget cuts, mandatory age of separation, review of the UN compensation package, post adjustment, flexible working arrangements and legal protection.

# 1 Major issues, global United Nations staff action and priority matters

## A. Staff-management relations

In the face of the many changes now being instituted and those yet to come, our Staff Union, together with other Unions of our Federation, has worked hard to continue to improve staff-management relations and to position ourselves as knowledgeable and constructive partners capable of contributing invaluable insights and solid facts to discussions.

ST/SGB/172 and ST/SGB/274 give effect to Staff Regulation 8.1 (a) requiring the effective participation of staff, through their representative bodies, in identifying, examining and resolving issues affecting them. Recent rulings of the UN Dispute Tribunal have consistently upheld the legal requirement of staff-management consultation on any change in conditions of service affecting staff at large.<sup>1</sup>

At a global town hall meeting with the Secretary-General, held at Headquarters in New York on 10 January 2013, staff representatives voiced their concerns on the budget cuts and their implications for staff. They welcomed the commitment of the Secretary-General to continue reminding heads of departments and offices of the requirement to consult with staff.

In this context, staff were dismayed to learn that the members of the High-Level Committee on Management (HLCM) had sought to minimize staff participation in their deliberations and had not consulted or informed them about the non-paper prepared for the HLCM retreat in January this year, which had proposed a new “business model” threatening the stability and conditions of service of staff worldwide. A joint protest letter signed by the three staff Federations - CCISUA, FICSA and UNISERV - was sent to the Secretary-General in his capacity as the Chair of the Chief Executives Board (CEB) to which the HLCM reports. The staff unions therefore strongly welcomed the official recognition by the General Assembly of “the importance of its continued informal interaction with staff representatives on human resources management issues”.<sup>2</sup>

## B. Change in mandatory age of separation for new staff members (and perhaps for current staff)

The Joint Staff Pension Fund is facing an actuarial deficit of 1.87 per cent. This means that, while the fund is currently in a strong position, with pensions paid directly from contributions without eating into capital, a shortfall can be expected 30 years from now. In order to address this concern, the Pension Board issued a recommendation that, as of 1 January 2014, all new entrants in the UN system should be subject to a mandatory age of separation of 65. The recommendation, endorsed by the International Civil Service Commission (ICSC),<sup>3</sup> was approved by

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<sup>1</sup> cf. *Allen* UNDT/2010/009.

<sup>2</sup> A/C.5/67/L.29 (HR resolution, para. 70).

<sup>3</sup> A/C.5/67/L.28 (common system resolution, sect. A.4).

the General Assembly in March 2013. This measure does not affect current staff, who, under current arrangements, will continue to retire at 60 or 62.

However, at its 75th session in July 2012, ICSC decided to request its secretariat to work with organizations and staff representatives to prepare a strategic review of the implications of applying the increased mandatory age of retirement to current staff members and to report on the matter at its 77th session, in 2013.

After consulting with staff through an online survey, CCISUA and other federations put forward a common position in favour of giving currently serving staff the choice, but not the obligation, to retire at the age of 65.

During the first resumed part of its 67th session, the General Assembly welcomed the strategic review being undertaken by ICSC and decided that it would consider its outcome during its 68th session.

## C. Human resources issues

### 1. Mobility

The mobility framework was developed through several meetings between staff representatives and management globally and agreed finally at the Staff Management Committee meeting (SMC) held in Arusha in June 2012.

In October 2012, our Union and other Unions across the UN Secretariat made our case for supporting the framework to the Advisory Committee on Administrative and Budgetary Questions (ACABQ). However, the members of ACABQ had some reservations about the framework. In particular, they questioned the role of the proposed “job network boards” and the priority to be given to internal candidates.

Staff representatives advocated for centralized job network boards in order to ensure that staff were recognized for their skills, competencies and experience. They emphasized the importance of maintaining transparency and the principle of collegial staff management parity in the Central Review Boards (CRB), which the network boards are to replace. Staff representatives should play a role in the joint network boards. Managers would still have a say in the process, but it would not be absolute.

With regard to the preference for internal candidates, staff representatives insisted that the proposed mobility system would not function if all positions were open to global competition. Requiring staff to compete at every stage with the rest of the world would remove any concept of career planning, which is a key part of a rotational system. Staff who move rightly expect a more effective route back or up.

There is also the question of fairness. Staff should not be expected to perform one or more geographical moves in the UN to get to the P-5 level if external candidates are not required to do the same. Skills and experience gained by a staff member through mobility should be justly valued.

In her capacity as the Vice-President of SMC and on behalf of the leadership of all the Unions of the UN Secretariat, programmes and funds, the President of our Union made a statement during the consideration of Human Resource matters by the Fifth Committee of the General Assembly in New York in October 2012 and reiterated staff support for the mobility framework.

Due to lack of consensus among Member States, consideration of the issue of mobility was postponed until the resumed session of the Fifth Committee in March 2013. At the resumed session, Member States took note of the mobility proposal and acknowledged that its implementation was subject to further decisions, refinement and approval by the General Assembly. Member States reiterated that they had reservations about giving priority to internal candidates and, at the request of one member, the resolution asked the Secretary-General to outline and present at the 68th session an alternative to the proposed framework.<sup>4</sup>

Staff and management will therefore resume the discussions on mobility at the SMC meeting to be held in June 2013.

## **2. Proposed programme budget for the biennium 2014-2015**

By its resolution 67/248, the General Assembly decided to reduce the proposed programme budget for the biennium 2014-2015 by a further \$100 million.<sup>5</sup> Departments and offices have consequently been asked to prepare their proposals for further reductions in addition to those already identified by the Secretary-General in his budget outline for the 2014-2015 biennium.

The Chef de Cabinet of the Executive Office of the Secretary-General held a videoconference with all heads of departments, offices and regional commissions in order to discuss the strategic framework within which the preparation of the budget outline for the biennium 2014-2015 would take place.

In a separate videoconference, Staff Unions and Associations were briefed on the General Assembly's resolution and its implication for the Organization: a further cut of 5 per cent.

The Chef de Cabinet emphasized that, should there be any abolition of posts, it would be the collective responsibility of all departments and offices to assist in absorbing affected staff. She stressed that, as proposals were developed which impacted staff, appropriate consultations would be undertaken with staff representatives.

The United Nations Staff Council at Vienna (UNSCV) requested a Joint Advisory Committee (JAC) meeting to discuss the implications of the additional budget cuts, as they believed that they would result in abolition of posts. The Administration informed staff representatives about the reductions they had identified, but assured them that those reductions would be made as much as possible through the

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<sup>4</sup> A/C.5/67/L.29 (HR resolution, paras. 50-59).

<sup>5</sup> A/RES/67/248 (proposed programme budget outline for the biennium 2014-2015).

elimination of vacant posts and attrition, and that all efforts were being made to minimize the impact on current staff.

Staff representatives also asked for clarification of the request that 70 per cent of the reduction be from posts and 30 per cent be from non-post resources. The Administration explained that these percentages reflected the average ratio of resource distribution in the regular budget and that they had been requested in order to avoid a situation in which departments and offices cut non-post resources to the extent of leaving staff without adequate resources to perform their functions.

The Administration further explained that those instructions had been issued by New York Headquarters and that they could not be changed. However, when submitting their proposal for reductions, the Administration sent a clear signal to Member States when it argued that a cut of \$100 million would not be absorbed easily and would be likely to cause a reduction in outputs or even prevent programme delivery altogether.

### **3. Review of the common system compensation package**

At its 76th session in early 2013, ICSC initiated a comprehensive review of the common system compensation package for staff of the UN family of organizations, which consists of the United Nations, the United Nations programmes and funds, and the United Nations specialized agencies.

ICSC identified the attributes that should be considered in designing and implementing a revised system. It established a Contact Group, composed of Commission members, three representatives of the organizations and three representatives of the staff federations, to develop a detailed project plan and to coordinate the review of the compensation package.

The work is to be conducted with the full participation of all of the ICSC interlocutors, in working groups to be established at the 77th session of the ICSC in July 2013. The working groups' proposals are to be incorporated in a holistic way with a view to developing a revised compensation package.

Staff representatives and administrations stressed that the new system should be designed to last for many years and that it should not be influenced by temporary financial pressures in some countries. The review should aim to improve the system, not merely to reduce costs.

The development of a new compensation package would focus initially on international Professionals, with a review of compensation packages for General Service and National Professional Officers to be considered later.

Staff representatives were assured that, whatever new system was approved, it would be applied to new staff and the acquired rights of staff who had entered the system earlier would be respected. Staff entering the UN before promulgation of the new system, however, would have the option of joining the new system if they so wished.

At its recently completed resumed session, the General Assembly took note of the ICSC decision to conduct a comprehensive review of the compensation package and requested progress reports on the review to be submitted to it at its 68th and 69th sessions, with the final report and recommendations to be submitted at its 70th session.<sup>6</sup>

#### 4. New York post adjustment: changes affecting all staff

In its report for the year 2012, ICSC noted that a post adjustment multiplier (applicable only for internationally recruited staff) of 68.0 would become due in New York on 1 August 2012, in accordance with the approved methodology.<sup>7</sup> ICSC decided to defer the promulgation of the revised New York post adjustment multiplier in view of the financial situation of the United Nations and also decided that, unless the General Assembly decided otherwise, the multiplier would be promulgated on 1 January 2013 with a retroactive effect as of 1 August 2012.<sup>8</sup>

CCISUA, our Federation, fought vigorously against the Commission's decision, which would have had direct consequences for all duty stations, since New York serves as the baseline for the system, as per the definition of the post adjustment index.<sup>9</sup>

In what was described as a very contentious session of the Fifth Committee in late December 2012, during which Member States were unable to agree, the Chair of the Fifth Committee took it upon himself to propose a decision, which was subsequently approved,<sup>10</sup> requesting ICSC to maintain the current New York post adjustment multiplier i.e. the multiplier existing before the freeze, to 31 January 2013, with the understanding that the normal operation of the post adjustment system would resume on 1 February 2013.

#### 5. Downgrading travel standards

In the first resumed part of its 67th session, the General Assembly adopted a resolution that stipulates a more stringent application of the nine-hour rule for business class travel.<sup>11</sup> Member States request in practice that business class travel be provided after nine hours of flying time and not nine hours of total journey time. Therefore single-leg journeys of at least nine hours' flying time qualify for business class, as well as multi-leg journeys of 11 hours' journey time, including up to two hours of transit. This compromise position, while recognizing the Organization's difficult financial position, avoids the option that was being pushed hard by donor countries, of 14 hours' total journey time for business class.

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<sup>6</sup> A/C.5/67/L.28 (common system resolution).

<sup>7</sup> A/67/30.

<sup>8</sup> The ICSC decision was based on information provided by an emissary of the Secretary-General, who reported that the United Nations had a cash deficit and suggested that the Commissioners could consider delaying the introduction of the new post adjustment index for New York.

<sup>9</sup> The definition of "post adjustment index" given in the report of the International Civil Service Commission for 2012 (A/67/30) is as follows: "Measurement of the living costs of international staff members in the Professional and higher categories posted at a given location compared with such costs in New York at a specific date."

<sup>10</sup> A/C.5/67/L.28 (common system resolution, sect. B.2).

<sup>11</sup> A/C.5/67/L.23 (budget resolution, sect. VI).

The travel entitlements of a return ticket to the home country for the staff member and dependants have remained unchanged.<sup>12</sup> However, staff requesting the lump sum option will obtain 70 per cent instead of 75 per cent of the least restrictive economy fare. The General Assembly does not appear to be convinced that the lump sum system represents significant savings in terms of administrative resources.

## 6. Education grant

Staff representatives closely followed the Fifth Committee discussions that took place during the 67th session of the General Assembly, on proposals supported by some Member States that would limit the period of eligibility for education grant to the end of secondary education. This would effectively reduce the period of coverage from the current entitlement, which includes the completion of four years of post-secondary education or the award of the first recognized degree, whichever comes first. The reasoning behind the new proposals was that the comparator<sup>13</sup> provides the education grant only up to the end of secondary education.

While the status quo has been maintained in terms of education grant,<sup>14</sup> staff representatives perceive a trend towards cutting staff members' entitlements and are concerned that attacks on the education grant will intensify in the future.

### Maximum admissible education grant in Belgium

The UN office in Brussels, including our colleagues from the UNODC Liaison Office, had repeatedly asked for the introduction of special measures to adjust the education grant for three English-language based schools.<sup>15</sup> They submitted their request through CEB to the 75th session of ICSC in July 2012, but learned with great disappointment that ICSC was not in a position to approve the proposed special measures as it could not ascertain the number of children studying in those schools, the number of claims above the maximum and the extent to which those claims exceeded the maximum admissible education grant (MAE). The Brussels office subsequently submitted the missing information through CEB and asked ICSC to reconsider its negative decision of July 2012.

The President of UNSCV, who attended the 76th session of ICSC on behalf of CCISUA, took the floor and voiced the Federation's support for the request. Support

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<sup>12</sup> A/C.5/67/L.23 (budget resolution, sect. VI).

<sup>13</sup> The definition of "comparator" given in the report of the International Civil Service Commission for 2012 (A/67/30) is as follows: "Salaries and other conditions of employment of staff in the Professional and higher categories are determined in accordance with the Noblemaire principle by reference to those applicable in the civil service of the country with the highest pay levels. The United States Federal Civil Service has been used as the comparator since the inception of the United Nations."

<sup>14</sup> A/C.5/67/L.28 (common system resolution, sect. A.1)

<sup>15</sup> The tuition fees of three English-language schools in Brussels were much higher than the current maximum admissible expenses applicable to the country. As English-speaking families were considered at a disadvantage compared with those French-speaking families that had the option of sending their children to less expensive French-language schools, the request for special measures was made for the three schools.

was also expressed by other staff federations, as well as by the Chief of Human Resources Policy Service in New York and the Chief of the ICSC Salaries and Allowances Division.

The colleagues in Brussels were relieved to hear that the General Assembly, in its resolution 67/257, approved the increase in the level of MAE in Belgium and that the revised amount was effective as from the school year in progress on 1 January 2013.

## 2 Local issues

### A. Flexible working arrangements

In 2011, the Office of Human Resources Management (OHRM) undertook a review of the framework on flexible working arrangements (FWAs) at UNOV/UNODC and concluded that the practice of granting Flextime credits to staff at the Professional and higher levels (P-staff) with the possibility of carrying over the accumulated credits to subsequent months was tantamount to granting additional benefits not enjoyed by other staff members serving in the Professional category elsewhere. The practice was consequently discontinued as of 31 March 2012.

Staff expressed their disappointment with the OHRM decision and with the fact that an effective system that had been in place for so many years had been abolished. Many P-staff members were of the opinion that they should no longer clock in or out until the rest of the Secretariat adopted the Flextime electronic time and attendance recording system. They pointed out two issues of inequality between Vienna and other duty stations: the gross disparity in the length of the working week<sup>16</sup> and the time and attendance recording system being based on trust elsewhere but on electronic enforcement in Vienna.

The suggestion to stop clocking in and out was not pursued in view of the New York Dispute Tribunal's rejection of a staff member's application for suspension of action against a decision by the Department for General Assembly and Conference Management (DGACM) to use the Flextime electronic system for signing in and out.<sup>17</sup>

UNSCV decided instead to engage in consultations with management in an effort to update the relevant UNOV/UNODC framework on FWAs and introduce options that would be in line with the rules and regulations and allow P-staff to flexibly distribute

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<sup>16</sup> Staff in Vienna work an average of 3.6 hours per week longer than staff in New York (approximately 189 hours longer over a year). Average working hours in Vienna are 39.3 per week (40 hours for 38 weeks and 37.5 for 14 weeks), while average working hours in New York are only 35.662 (35 hours for nine months and 37.5 hours during the main part of the regular session of the General Assembly, i.e. three months of the year).

<sup>17</sup> According to the conclusion of the Tribunal, the implementation of the Flextime system does not appear to be *prima facie* unlawful and Flextime is just a technical replacement of time and attendance assistants (UNDT/NY/2011/001).

the necessary working hours within the month (Open Compressed Work Arrangement).<sup>18</sup>

In May 2012, the UNOV/UNODC JAC discussed the new draft office instruction, but did not reach agreement on the option of the Open Compressed Work Arrangement. OHRM subsequently confirmed that there was to be no flexibility in carrying time over within a month and that that was to be an "exceptional" measure only.

Since the JAC meeting of May 2012, there have been some substantial changes in the proposal on FWAs, mainly aligning the rules in Vienna with those in New York: changes related to working hours for the flexible/staggered working hours option, changes related to a compressed work arrangement of "Ten-in-nine"; and changes to language class attendance.<sup>19</sup> These changes were included in a new draft office instruction on FWAs at UNOV/UNODC and forwarded to OHRM for their review and clearance in April 2013.

OHRM replied that the draft instructions were a step forward in ensuring UNOV/UNODC compliance with the various regulatory frameworks on the recording of attendance in the Secretariat. However, they identified certain areas that needed clarification or revision in order to ensure that the entire document conformed to the rules and regulations of the Organization as required by the General Assembly.<sup>20</sup> To that end, OHRM suggested some changes, which will have to be considered by both staff and management of UNOV/UNODC and, if agreed upon, formalized in the context of JAC.

## B. End-of-service allowance

The end-of-service allowance (EOSA) forms part of the conditions of service for General Service staff in Vienna. When a new law came into effect in Austria, the Vienna-based organizations had to change their old EOSA policy in order to bring the conditions of service into line with the principle of best prevailing local conditions of service.

Since the Austrian system could not be fully replicated, the Staff Union, together with other Unions and the management of the Vienna-based organizations, developed a policy that contained several elements compensating for the differences. Unlike Austrian employers, the Organization could not have a provident fund for monthly

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<sup>18</sup> The open compressed work arrangement was based on a "5 in 4.5" concept, whereby the weekly working hours would have been distributed over 4.5 days rather than 5, allowing staff flexibility in utilizing the earned half-day of compressed leave. The half-day could have been taken off immediately at the end of a five-working day period or could have been "banked" and taken at a later stage within the same calendar month.

<sup>19</sup> It was decided to bring participation in language training in line with participation in any other training and this measure has already been introduced. As of 25 February 2013, staff members are no longer required to scan out and back in because the time required for language classes is fully included in the working hours.

<sup>20</sup> The Fifth Committee, in its report on the pattern of conferences (A/66/642), and the General Assembly, in its resolution 66/233, both stressed that the application of the flextime pilot project initiated by UNOV should be applied in conformity with the rules and regulations of the United Nations governing human resources issues.

EOSA contributions. It was therefore decided that the new EOSA would be paid in the form of a lump sum at the end of service.

In the Austrian system, EOSA is payable at the rate of 1.53 per cent of the gross monthly salary. In order to compensate for the difference between gross and net salaries, the Organization decided that the amount should be calculated at the rate of 2 per cent of the final monthly net base salary (plus language allowance and non-resident's allowance, if applicable), multiplied by the total number of months of completed service, starting with the second month of service. The allowance should become payable irrespective of the reason of separation, i.e. including resignation.

The new policy on EOSA entered into force on 1 August 2012 and is applicable to all General Service staff who entered on duty on or after 1 August 2012.

General Service staff members who entered on duty before 1 August 2012 have two options:

(a) To remain under the present EOSA system;

(b) To switch from the present system to the new one by freezing the entitlement under the old system at a certain agreed date (the decision has to be made by 31 July 2013 at the latest) and switching to the new system. The actual date of switching could be during the five-year period 1 August 2012-31 July 2017. The entitlement under the present system will be governed by the old provisions, while the entitlement under the new system will be governed by the new provisions.

Staff who do not notify the Human Resources Management Service (HRMS) by 31 July 2013 will be automatically considered to have opted to remain under the present EOSA scheme.

In order to facilitate staff members' decisions, HRMS and the Information Technology Service (ITS) have been working on a "self-service" EOSA calculator.

### **C. Gender balance**

While there has been an overall trend towards senior level and managerial posts in UNODC being held by an increasing percentage of women, major gender disparities still appear to exist with regard to P-4 and managerial positions and the promotion of internal candidates.

In UNODC, as of December 2012, 36 per cent of senior level (P-5, D-1, D-2) posts were held by women. With regard to UNODC General Service staff, major gender disparities are noted at all levels - most with higher proportions of women (G-3 to G-6 levels) and one (G-7) with a higher proportion of men.

In UNOV, as of November 2012, major gender disparities are noted at all professional levels, except P-3 and D-2. For example, at the D-1 level, all are men, while at the P-5 level, 59 per cent are men, and at the P-4 level, 66 per cent are men. With regard to General Service staff in UNOV, major gender disparities are noted with regard to G-3, G-4 and G-6 positions, with 69 per cent, 72 per cent and 63 per

cent of positions respectively being held by males. It should be noted that there are large numbers of male Security and Safety Service staff at the G-3 and G-4 level, influencing the gender distribution at those levels.

With regard to work-life balance, in December 2012 a newly equipped breastfeeding facility was made available in the VIC in Room F0931. With regard to maternity/paternity leave, a greater percentage of women than men in UNODC took such leave, while in UNOV there was no substantial difference between women and men requesting such leave. As of February 2013, 26 UNOV staff and 16 UNODC staff were using some form of telecommuting, with a greater percentage of women doing so. In almost five years between January 2008 and November 2012, a total of 45 staff in UNOV, predominantly women and General Service staff, worked with part-time arrangements and in UNODC 22 women did so.

## **D. Joint bodies and common services**

### **Vienna International Staff Associations Committee**

The Staff Union continued its collaboration with other staff unions of the Vienna-based organizations (VBOs) through the Vienna International Staff Associations Committee (VISAC). The Committee is composed of the four presidents of the VBO staff councils.

During the reporting period, the Committee had regular monthly meetings at which issues of common interest were discussed, such as the breastfeeding facility, garage repair issues, the catering contract, various security matters in the VIC, joint staff services and VICREC club announcements.

### **Report of the Joint Advisory Committee on Catering Service**

The Joint Advisory Committee on Catering Service (JACCS) informed UNSCV about the upcoming bidding exercise with a view to contracting up to three different caterers in the VIC. A staff representative has been requested to join the Evaluation Committee for the Catering Bidding Exercise and is expected to attend meetings to discuss the Terms of reference before the exercise starts.

### **Report of the Joint Commissary Advisory Committee for 2011**

In 2011, despite the reduced sales turnover registered in Austria, and in spite of one trading day less in 2011, the Commissary achieved a nominal sales turnover increase of +0.34 per cent over 2010.

In 2011, the Division of General Services and Commissary Management focused on implementing the first strategic changes to a number of processes and operational arrangements. Such changes included: optimization of space storage areas of chilled and frozen food, as well as cosmetics, coupled with the acquisition of additional, industry-standard shelving.

The Commissary invested in the physical upgrading of its infrastructure, revamping some food areas and incorporating improved technology for energy optimization. Better space utilization and the introduction of new signposting of products, plus an additional service point set up at the rear of the salesroom have facilitated the bulk sales orders while making better use of Commissary staff resources. The plan for a “face-lift” project for the main salesroom was fully implemented, with a new layout that enhances customer convenience and satisfaction.

Sales and warehouse were merged into one unit following the mid-year restructuring of the Division of General Services.

The Commissary Advisory Committee (CAC) held five meetings in the course of 2011. The Selection Subcommittee (SSC) of the CAC convened four times and considered the possible introduction of 365 product suggestions submitted by customers (69 were recommended).

Continuing with the Commissary’s greening efforts, a decision was made to replace the 15-year-old freezer.

Net sales of the Commissary in 2011 exceeded the €28 million mark for the first time in 2011. In terms of operating expenses, these remained almost unchanged despite the Agency having corrected its estimate of separation-benefit obligations in previous years. Staff-related costs remained almost at the same level, while other operating expenses showed a decrease, mainly due to a reduction in professional services, administrative expenses given by bank charges, computer expenses (reduced by 36 per cent) and electricity savings due to the installation of the new built-in equipment.

## Report of the Staff Welfare Bodies for 2011

### Staff Welfare Fund

The Staff Welfare Board for UNOV/UNODC is a joint staff-management body established for the purpose of administering monies of the Staff Welfare Fund to provide financial support for activities benefiting the staff as a whole, as well as individual staff members. The source of income for the Staff Welfare Board is provided by mark-up at the Commissary.

In 2011, the Staff Welfare Board received €51,628.

At the end of 2011, the Staff Welfare Fund balance was €722,879.

The Staff Welfare Board provides a 50 per cent subsidy to staff members and their dependants against the cost of taking German language courses offered by the UNOV/UNODC Language Training Programme. In 2011, the Staff Welfare Board subsidized 89 staff members to the tune of €130 each, for a total of €11,570.

In 2011, the Staff Welfare Board granted subsidy for the Inter-Agency Games in the Traunsee Region in the Salzkammergut in Austria. It provided the nominal €15,000 and received €2,196 back, with the total subsidy amounting to €12,804.<sup>21</sup>

No new projects were brought forward for review by the Staff Welfare Board in 2011.

### **Staff Assistance Fund**

All staff members of the United Nations bodies at Vienna whose payrolls are administered by UNOV/UNODC are eligible to apply for loans for a variety of purposes from the Staff Assistance Fund, a subsidiary fund of the Staff Welfare Fund, which is administered by the Staff Assistance Committee.

In 2011, the Staff Assistance Fund granted 65 new loans for a total of €573,450. At the end of 2011, the Staff Assistance Fund's outstanding loans amounted to a total of €737,326.

The total interest earned on loans in 2011 was €21,816, while the total bank interest earned was €111. The interest rate on Staff Assistance Fund loans remained at 3 per cent throughout 2011.

### **Staff Benevolent Fund**

In cases of urgent financial/humanitarian need or distress, United Nations staff members in Vienna have access to the Staff Benevolent Fund, a subsidiary fund of the Staff Welfare Board that provides financial assistance in the form of interest-free loans or, in exceptional cases, grants.

The Staff Benevolent Fund is administered by the Board of Trustees, which verifies that the applicant's financial need is genuine and that no other appropriate assistance is available.

In 2011, the Staff Benevolent Fund provided interest-free loans totalling €27,000.

At the end of 2011, the Staff Benevolent Fund balance was €47,601.

## **Conflict resolution**

### **Report of the Joint Harassment Prevention Board**

The Joint Harassment Prevention Board was established to monitor the implementation of the United Nations policy on prohibition of discrimination, harassment, including sexual harassment, and abuse of authority, as contained in bulletin ST/SGB/2008/5. In 2012, the Board conducted a staff survey on prohibited conduct and held meetings with those involved in the formal and informal resolution

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<sup>21</sup> In 2012, the Staff Welfare Board granted a subsidy for the Inter-Agency Games in Biarritz, France. It provided the nominal €15,000 and received €1,107 back, with the total subsidy amounting to €13,893. In 2013, the Staff Welfare Board granted a subsidy of €15,000 for the Inter-Agency Games in Marina d'Or, Valencia, Spain.

mechanisms. The Board is in the process of finalizing its first report, to be submitted to the Office of Human Resources Management. The consolidated reports from the various Boards across the Secretariat will be discussed at the annual session of the Staff Management Committee with a view to reviewing the implementation of the policy in the Secretariat.

### **Report of the Staff Counsellor**

The Staff Counsellor works independently and all consultations are confidential. The Staff Counsellor is a shared resource for UNODC/UNOV, IAEA and CTBTO and, like the Medical Service, is provided to staff and their dependants to assist in resolving psychosocial professional and personal issues and problems. Psychosocial issues include, but are not limited to, depression, anxiety, substance abuse, traumatic stress, family and marital problems, grief and loss, work-related stress, harassment, burnout, coaching for managers and all issues related to psychological well-being. The in-house Staff Counsellor can assist the staff member in realistically recognizing options with complete awareness of the benefits and limitations of the UNODC/UNOV environment.

Currently, the Staff Counsellor provides 10 hours of service per week to staff members. UNSCV recognizes the need for more support and recommends that the Administration consider an increase in hours for this valuable office.

Appointments with the Staff Counsellor, Ms. Patience Gebauer, can be made by calling ext. 26065 or by e-mailing [patience.gebauer@unvienna.org](mailto:patience.gebauer@unvienna.org).

## **3 Activities of United Nations Staff Union at Vienna**

### **A. Professional legal assistance for staff**

In 2012, the Staff Union contracted a lawyer who is an expert in UN rules and regulations to provide advice on general legal issues, including the submission, representation and management of individual Staff Union members' cases in the United Nations Administration of Justice system.

He has provided advice to, and successfully represented, a number of staff. Some 18 staff were able to reverse a negative administrative decision and get permanent contracts. Another appeal was submitted to the Management Evaluation Unit, requesting the removal of a senior management team's negative comment in the rating of a staff member's e-PAS and the outcome of the request was a success.

Professional legal assistance is a service that the Union provides to all dues-paying members. Below are the rules governing provision of the service:

- The staff member must have been a dues-paying member of the Union for at least six months or, in the case of a newly recruited staff member, must have joined the Union upon arrival
- The Union will cover the legal costs if the chances of success of the case are rated favourably by the legal adviser

- A final decision will be taken by the Staff Committee
- If the appeal is successful and the tribunal decides that the legal costs incurred by the staff member should be reimbursed, the staff member will return the money to the Staff Union.

## B. Charity donations

A collection for the victims of the terrorist attack on the UN House in Abuja was organized in October 2011. In addition to €3,686 collected from staff, the Staff Union decided to give part of its annual charity donation, originating from the profit of its souvenir shop at Gate 1, to those affected by this terrible attack.

Following careful consultations with UNODC and UNICEF representatives, the Staff Union donated €1,500 to each of the two wounded UNODC staff in Abuja and €2,000 to the UNICEF common fund for Abuja victims, asking that the money be given to the families of the deceased local staff.

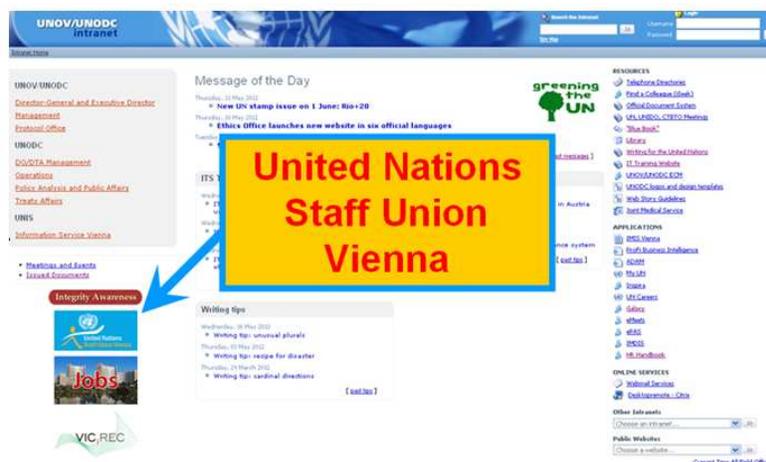
In addition, €1,000 were used to order two memorial plaques to honour the following fallen UNODC staff: Ms. Ingrid Midtgaard, who was killed in Abuja, and Leonardo Iván Alfaro Santiago, Patricia Olga Delgado Rúa, Mariela Cinthia Moreno Torreblanco and Stephan Javier Campos Ruiz who were killed in a plane accident in Bolivia in May 2011. Upon delivery, the plaques will be hung in the condolences corner.

## C. Staff services

### Staff Union website

The Staff Union website is used to provide information about the activities and functions of the Union and to keep staff updated on important issues, particularly in relation to their rights and conditions of service.

The website is regularly updated and can be accessed by clicking the logo located at the bottom left of the UNOV/UNODC intranet home page:



The website is available at [www.unodc.org/intranet\\_sc/index.html](http://www.unodc.org/intranet_sc/index.html).

### **Staff Services Officer**

In November 2011, the Staff Union hired a new Staff Services Officer, who has expanded the commercial offers and discounts available to dues-paying members. She is also responsible for identifying new services and organizing the holiday raffle.

The 2012 holiday raffle included some 600 prizes, the first being worth €1,500. Each dues-paying member was presented with a small gift from the Staff Union: a drinking bottle or a thermos mug with the Union logo.

The information about Staff Union services and discounts is regularly updated and available on the Staff Union website:



The list of services provided by the Staff Union is available at:

[http://www.unodc.org/intranet\\_sc/en/staff-union-services.html](http://www.unodc.org/intranet_sc/en/staff-union-services.html)

The list of shops and services offering discounts is available at:

[http://www.unodc.org/intranet\\_sc/en/your-discounts.html](http://www.unodc.org/intranet_sc/en/your-discounts.html)

The Staff Services Officer is available in Room E1114 on Mondays, Tuesdays and Wednesdays from 8.30 a.m. to 1.30 p.m. and by telephone at ext. 4427.

## D. Outreach activities

In 2013, UNSCV established an Outreach Committee to consider ideas and outreach initiatives with a view to encouraging staff to become dues-paying members.

The Committee has produced an information leaflet to provide a short overview of the activities of the Staff Union and the benefits of being a dues-paying member. The first copies will be available shortly and distributed to new staff members and used for recruitment campaigns.

The task of the Outreach Committee is also to collect and discuss proposals for different social events. The proposal to have a large-scale social event on the Plaza has met with overwhelming support and a party for all UNOV/UNDOC staff has been scheduled for 7 June 2013.

## 4 Treasurer's Report

### United Nations Staff Council at Vienna – Treasurer's Report For the period 1 January to 31 December 2012 (in Euro)

<b>INCOME</b>	
1. UNOV/UNODC Membership dues	61,407.15
2. Interest <sup>1</sup>	1,716.37
3. CTBTO contribution to staff services <sup>2</sup>	1,308.12
4. Miscellaneous income <sup>3</sup>	6,126.31
<b>Total income</b>	<b>70,557.95</b>
<b>EXPENDITURE</b>	
1. UNSCV participation <sup>4</sup>	10,747.07
2. CCISUA annual membership	5,374.28
3. Donation to two UNODC Abuja Staff	3,000.00
4. Donation to Abuja UNICEF common fund	2,000.00
5. Staff services officer	6,864.00
6. Albl & Partner external audit fee <sup>5</sup>	1,320.00
7. Lawyer fees	10,500.00
8. Miscellaneous expenses <sup>6</sup>	12,652.79
<b>Total expenditure</b>	<b>52,458.14</b>
<b>Excess of income over expenditure</b>	<b>18,099.81</b>
<b>Assets</b>	
Current account balance	27,213.13
Dispo account balance	559,729.45
UNSCV Housing Service Trust Fund account balance	20,780.85
Lockers account balance (closed on 18 Oct. 2012)	113.01
IAG account balance	601.77
<b>Total Assets</b>	<b>608,438.21</b>
<b>Liabilities</b>	
UNSCV Housing Service Trust Fund	25,215.00
<b>Total Liabilities</b>	<b>25,215.00</b>

**United Nations Staff Council at Vienna – Treasurer’s Report**  
**For the period 1 January to 31 December 2012**  
*(in Euro)*

**Explanatory notes 2012**

<sup>1</sup> The interest income generated during the period of this report is broken down as follows:	
a. Staff Council Euro account	31.52
b. Housing Service Trust Fund	17.58
c. Dispo account	1,664.54
d. IAG account	0.38
e. Lockers account	2.35
<sup>2</sup> CTBTO Staff Council contribution of Euro 109,01 per month allows CTBTO staff members to make use of the UNSCV Staff Services Officer services.	
<sup>3</sup> Miscellaneous income:	
a. World AIDS Day Donation from UNFCU	3,921.57
b. NOMIK	1,650.00
c. Lost and found cash amount, paid by the UNSSS on 31 March 2011 and to be donated to a charity	289.86
d. Rest amount received after cash payment of Paulina's flight tickets for Accra	1.87
e. Credit from the "Locker" account after closure	113.01
f. Online banking compensation from Bank Austria	150.00
<sup>4</sup> This represents the travel expenses for:	
a. Aziz Bakayoko's staff rep training in Rome	1,216.09
b. FICSA fees for staff rep training in Vienna for Irka Kuleshnyk, Rafaella Liechtenstein, Claire Edwards, and Daniel Bridi	1,171.87
c. CCISUA General Assembly participation for Paulina Anelena	2,322.58
d. CCISUA General Assembly participation for Stefano Berterame	2,277.07
e. Paulina's trip to NY to the 5 <sup>th</sup> committee, cost-shared with CCISUA	3,759.46
<sup>5</sup> This represents the fees for the appointed external auditor approved by the staff council	
<sup>6</sup> This consists of the following expenses	
a. Annual subscription to Konsument magazine	48.00
b. Annual subscription to Survey Monkey	161.61
c. Wrapping paper holiday raffle 2011	5.00
d. Membership card printer	2,097.60
e. Drinking bottles with UNSU logo to give to contributing members	4,911.60
f. Reimbursement for hospitality lunch for Stefano Berterame	56.60
g. Current account bank charges	415.34
h. Housing service trust fund account bank charges	100.78
i. Lockers account bank charges	107.37
j. IAG account bank charges	1.24
k. Rental service for World Aids Day	3,145.68
l. World Aids Day tea punch	97.55
m. World Aids Day project Indonesia	1,504.42

## Annex I

### STAFF REPRESENTATIVES AND ALTERNATES

<b>Attendance at meetings of UNSCV from 25 May 2012 to 16 May 2013</b>				
<i>Unit</i>	<i>Representative</i>	<i>Attendance</i>	<i>Alternate</i>	<i>Attendance</i>
UNOV/DM	BROOHM, Herman	9	RAMIREZ BARRERA , Jose Ariel	0
UNOV/DM	GOLOVKOV, Yury	4	GYANKYI , Pius	1
UNODC/DM	BRIDI, Daniel	12	RICHARD, Yvonne	4
UNODC/DM	BREZINA, Stefan	9	AL ABANI, Shadi	7
UNODC/DM	PODGORNIK, Valter	5	LIECHTENSTEIN, Raffaella	9
UNOV/CMS	ALARCON, Miguel	0	EL HOUSNI, Touria	5
UNOV/CMS	BAKAYOKO, Aziz	12	EDWARDS, Claire	0
UNOV/CMS	BUDIN, Aban	11	GALIC, Valerie	1
UNOV/CMS	REEPMEYER, Antje	11	BOUTRIAU, Isabelle	2
UNODC/OED	BERTERAME, Stefano	11	MARTINS, Alexandra	1
UNODC/OED	BARONI, Claudia	4	GRASSI, Simonetta	4
UNODC/OED	KATKHOUDA, Nabil	9	DOUBEK, Paramita	1
UNODC/OED	KULESHNYK, Irka	9	TALLERAAS, Eirik	3
UNODC/OED	SOLTANI, Fariba	3	SAENZ, Elizabeth	3
UNODC Field Offices away and UNICRI	DE LEO, Antonino	1	ALY, Hatem	0
UNODC Field Offices away and UNICRI	VACANT	-	VACANT	-
UNSSS	ANALENA, Paulina	10	PAROKKIL, Jose	0
UNSSS	HATASOVA, Monica	6	HOFMAN, Michal	1
UNSSS	WILSON, Lawrence	3	FILIP, Antonin	4
UNPA-UNRoD	FUERNSINN, Clarissa	5	EFRATI, Janet	0
UNIS	SCHAECHTER, Iris	11	THOMAS, Anne	2
OLA/ UNSCEAR	CANAFOGLIA, Monica	7	NICHOLAS, Caroline	2
UN OOSA	OYENEYIN. Ayoni	8	MANIYANIPURATHU, Kurian	4
There were a total of 13 regular meetings from 25 May 2012 to 16 May 2013.				

## Annex II

### OFFICERS OF THE STAFF COUNCIL

<b>Staff Council</b>	Presiding Officer Deputy Presiding Officer	Herman Broohm Claudia Baroni
<b>Staff Committee</b>	President Vice-President Secretary Treasurer Rapporteur	Paulina Analena Stefano Berterame Irka Kuleshnyk Daniel Bridi Antje Reepmeyer
<b>Outgoing Polling Officers</b>		Monireh Poosorkh Ongyal Gurung
<b>Incoming Polling Officers</b>		Cinu Puthuppally Grega Petek Ashenafi Gebreegziabher
<b>Auditing Committee</b>		Lorretta Eruwa Matthew Seitz Vacant

## Annex III

### STAFF REPRESENTATIVES ON JOINT BODIES

<b>Joint Advisory Committee</b>	Chairperson	Timothy Lemay
	Members	Paulina Analena Stefano Berterame Claudia Baroni
	Alternates	Irka Kuleshnyk Daniel Bridi Nabil Katkhouda
<b>General Service Classification Appeals and Review Committee</b>	Chairperson	David Stevens
	Members	Mae Cayir Paramita Doubek
<b>Staff Welfare Board</b>	Chairperson	Timothy Lemay
	Members	Nabil Katkhouda Elwood Graham Stefan Brezina Iris Schaechter
<b>Staff Assistance Committee</b>	Chairperson	Ibrahim Nuseibeh
	Members	Alexandrae Silva Mathew Kurinjimala Mathew Marth
	Alternates	Lilian Sandouk Dorde Vranesevic Cecile Plunet Karin Jadek
<b>Central Review Board</b>	Chairperson	Aldo Lale-Demoz
	Members	Takao Doi Andreas Finguerut Gilberto Gerra Timothy Lemay

		(Alternate Chair) Bo Mathiasen Marta Requena Janos Tisovszky Dimitrios Vlassis
<b>Central Review Committee</b>	Chairperson Members	Justice Tettey Gautam Babbar (Alternate Chair) Monica Canafoglia Mabel Mak Rossen Popov Jorge Rios Elizabeth Saenz Fariba Soltani (Alternate Chair) Beng Teoh
<b>Central Review Panel</b>	Chairperson Members	Steven Malby Stefan Brezina Gert Eiherr Elwood Graham (Alternate Chair) Monica Hatasova Asja Nedeljkovic Karsten Onstein Iris Schaechter Luciana Viegas-Assumpcao
<b>Joint Monitoring Group</b>	Chairperson Members	Enrico Bisogno Aziz Bakayoko Simonetta Grassi
<b>UNOV/UNODC Rebuttal Panel</b>	Members	Aldo Lale-Demoz Imre Karbuczky

		Janos Tisovsky Gilberto Gerra Valerie Lebaux Michele Rogat
<b>Departmental Focal Points for Women</b>		Anegela Me Irka Kuleshnyk Sally Reading Anne Thomas
<b>Alternate Departmental Focal Points for Women</b>		
<b>Joint Harassment Prevention Board</b>	Member Alternate	Alexandra Souza Martins Claire Edwards
<b>Joint Advisory Committee on the Child Care Centre</b>	Members Alternates	Sana Sarrouh Iphigenia Naidis
<b>Joint Commissary Advisory Committee</b>	Members  Alternates	Elizabeth Saenz Christopher Bayne Stefan Brezina Herman Broohm
<b>Joint Advisory Committee on Catering Service</b>	Members Alternates	Nabil Katkhouda Gautam Babbar Ferdinand Grimm
<b>Joint Advisory Committee on the VIC Garage</b>	Chairperson Member Alternate	Ferdinand Grimm Jorge Rios Lilian Sandouk
<b>VIC Recreation Committee</b>	Chairperson Members	Daniel Bridi Martin Raitelhuber

## Annex IV

### ABBREVIATIONS

<b>ACABQ</b>	Advisory Committee on Administrative and Budgetary Questions
<b>CAC</b>	Commissary Advisory Committee
<b>CCISUA</b>	Coordinating Committee for International Staff Unions and Associations of the United Nations System
<b>CEB</b>	Chief Executives Board
<b>DG/ED</b>	Director General-Executive Director
<b>EOSA</b>	End-of-service allowance
<b>FWAs</b>	Flexible Working Arrangements
<b>FISCA</b>	Federation of International Civil Servants Association
<b>HLCM</b>	High-Level Committee on Management
<b>HRMS</b>	Human Resources Management Service
<b>ICSC</b>	International Civil Service Commission
<b>JAC-CCC</b>	Joint Advisory Committee on the Child Care Centre
<b>JACCS</b>	Joint Advisory Committee on the Catering Service
<b>OHRM</b>	Office of Human Resources Management
<b>SMC</b>	Staff Management Committee
<b>SWB</b>	Staff Welfare Board
<b>SWF</b>	Staff Welfare Fund
<b>UNISERV</b>	United Nations International Civil Servants' Federation
<b>UNSCV</b>	United Nations Staff Council at Vienna
<b>UNSU</b>	United Nations Staff Union at Vienna
<b>VBOs</b>	Vienna-based Organizations
<b>VICREC</b>	Vienna International Centre Recreational Committee
<b>VISAC</b>	Vienna International Staff Associations Committee