



Annual Report **2022-2023**

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28th Session of the Staff Council - Representatives

Elected for a term of two years, starting 1 April 2021.

Electoral Unit	Representative(s)	Alternate(s)
UNICRI	Marian De Bruijn	Sara Yasmine Chennoukh
OIOS / UNROD	Fadia Nahhas	Karin Sturm
OOSA / UNPA	Patrick Gindler	Lorretta Eruwa
OLA / UNIS	Anne Thomas	Monica Canafoglia
UNOV DM CMS	Giovanna Gossage Aban Budin Valter Podgornik	Samar Haidar Doris Hernandez Helene Jolly
UNOV DM SSS	Asher Marhali Sandra Miskovic Antonin Filip	Inga Weiss Sisilia Lovodua Cristi Ruiu
UNOV DM (BPRCM, DM, GSS, FRMS, HRMS, ITS) / ODA ODDHR UODAV / OMS VIENNA	Stefan Brezina* Ibrahim Nuseibeh Andrew Ruane	Matthew Seitz** Ferdinand Grimm Patricia Coelho
UNODC DO Field Offices	Mustafa Erten Sylvie Bertrand Mario Hemmerling <i>Vacant</i>	Mark Stanley Maria Temesvari Harris Bo Shakira <i>Vacant</i>
OED / UNODC DO / UNODC DPA	Nina Grellier Anja Busse Mathew Cheriankalayil	Jonathan Richard Llywelyn Skidmore Carla Cristina Mckirdy*** Hasina Rahman
UNODC DTA All	Karin Audrey Esposito Nabil Katkhouda Gemma Norman	Stefano Berterame <i>Vacant</i> Karen Kramer

Administrative Assistant	Ana-Marija Jelincic
Staff Services Officer	Ghada Al Masri

* Ceased to be a member of the Union on 9 January 2023

** Assumed the function of member on 9 January 2023, the office of alternate is considered vacant

*** Ceased to be a member of the Union in February 2022, the office of alternate is considered vacant

1 Our Operating Framework

1.1 Vision Statement

The United Nations Staff Council - Vienna (UNSCV) works to ensure that all UNOV/UNODC colleagues, working both in headquarters and in the field enjoy:

- Full representation of their interests towards the administration and all relevant stakeholders;
- A respectful and civil workplace that is supportive and enabling while ensuring a proper balance between professional demands and personal needs;
- A safe and secure working environment;
- Fairness in the workplace particularly concerning benefits, entitlements, and career progression.

1.2 Mission Statement

To protect the rights and well-being of all UNOV/UNODC colleagues by representing and empowering them within the framework of the values and objectives embodied in the UN Charter.

The United Nations Staff Council - Vienna fulfils its mission by working to:

- Engage with staff while treating every person equally;
- Inform staff of their rights and obligations;
- Promote an environment of trust, accountability, integrity, and civility;
- Provide guidance when staff are unfairly or unjustly treated;
- Enhance job security and career development;
- Advocate for job protection measures and meaningful, yet sensible internal changes over cost-efficiency driven reforms;
- Represent staff rights and interests particularly through joint policy development;
- Cooperate with UN staff unions, Vienna-based organisations, and external service providers to enhance the lives of staff; and
- Promote a healthy work-life balance.

1.3 Role of the Staff Union in the UN System

1.3.1 Staff Union Role in UNOV/UNODC

Representing UNOV/UNODC administered colleagues is our Union's core responsibility.

We work together with the local administration on issues affecting staff welfare and local conditions of service. The communication channels include our participation in various Joint Bodies as well direct interaction with (senior) managers.

Our Union also offers guidance and support to UNOV/UNODC colleagues on individual grievances, **regardless of their contract type**.

1.3.2 Staff Union Role in the Secretariat

Our Union is a member of the Staff-Management Committee (SMC), which is the highest-level consultative mechanism between staff and management in the UN Secretariat. UN staff unions must be consulted on any changes to the Staff Rules and Regulations and respective policies. Our Union's participation in the SMC is critical, as promulgated policies have far-reaching consequences for staff.

We **discuss, negotiate, and review all changes to policies** that affect staff, within the limits established by the General Assembly (GA) Resolutions. Changes to policies may be suggested by both management as well as staff. Within the framework of the SMC, we are an active and contributing member of the SMC Plenary, various working groups, as well as the overall Steering Group (the "3x3" Contact Group).

1.3.3 Staff Union Role in the UN Common System

While our Union does not have a direct role to play in the UN Common System, our interests are represented through staff federations.

The federations have a formal role in a variety of high-level bodies and Common System fora. These include the International Civil Service Commission (ICSC), which makes recommendations on our pay and conditions of service; the High-Level Committee on Management (HLCM); the United Nations Joint Staff Pension Fund (UNJSPF); and the Inter-Agency Security Management Network (IASMN).

In December 2022, the Staff Council decided to join the United Nations International Civil Servants Federation (UNISERV).

1.4 How the Staff Union Is Organised

1.4.1 The Staff Union

The Staff Union is the formal staff representative body, established under Staff Regulation 8.1.

The Union is represented through the [Staff Council](#), currently in its 28th session, where each electoral unit has one or more representatives and alternates, who provide support and guidance and represent the interests of their constituents.

Decisions by the Staff Council are implemented by its executive organ, the [Staff Committee](#), chaired by the [President](#), who represents the Staff Union and all staff under its purview, regardless of their Union status (including those who are not dues-paying members).

In January 2022, new statutes were adopted through referendum. With the upcoming Staff Council elections, the name of the Staff Union will change from UN Staff Union at Vienna to UNOV/UNODC Staff Union, and the first session of the Staff Council will operate under the new statutes.



1.4.2 Joint Bodies

Joint bodies bring together management and staff representatives to provide recommendations on various local topics. The Staff Council appoints members to these bodies, to serve on their behalf.

Examples of joint bodies are the Joint Advisory Committee (JAC)¹, the Central Review Boards and the Rebuttal Panel, as well as various Committees on Common Services, such as the Catering Committee, the Commissary Advisory Committee, or the Child Care Centre Committee to name a few.

Despite our efforts, **staff remain unrepresented** in the following local bodies. The Staff Council strongly believes that participation in these bodies is necessary to ensure proper dialogue on issues that affect colleagues directly:

¹ Joint Advisory Committee is composed of three members and three alternates representing management, and three members and three alternates representing staff. It advises and reports to the Director-General UNOV / Executive Director UNODC on questions relating to staff administration and local conditions of service.

- Committee on Common Services (CCS);
- Infrastructure Committee (IC); and
- Executive Committee of UNOV/UNODC (ExCom).

Furthermore, the Staff Council notes that, **despite clear recommendations by the Office of Human Resources (OHR)**² and repeated follow up requests, there is still no local Occupational Safety and Health (OSH) Committee available, and we strongly recommend establishing one, in line with ST/SGB/2018/5.

We believe that staff representation in these governing bodies is absolutely essential in order to ensure the voices of staff are heard, our concerns considered, and sensible solutions found.

1.4.3 Sub-Committees of the Staff Council

The Sub-Committees operate under the delegated authority of the Staff Council.

Currently there are two Sub-Committees:

- Gift Shop Standing Committee (GSSC), the governance body of the Gift Shop, and
- Support Fund for the Representation of UN Colleagues which allows extending our (mostly legal) support to all UNOV/UNODC colleagues, regardless of their contract type.

1.4.4 Working Groups

Working groups are formed by the Staff Council to provide recommendations on specific topics.

Drawing upon current areas of concern, the 28th Staff Council established and participated in working groups for different areas of work.

A Working Group on Return to Office considered views and perceptions of staff concerning remote work, telecommuting, office arrangements, and occupancy levels during the COVID-19 pandemic. It supported the work of staff representatives on the JAC working group which reviewed the Office Instruction on safe return to the offices (see paragraph 2.1).

Following the endorsement of the new statutes by the Union members, through a referendum in January 2022, a Working Group on the New Rules of Procedure started reworking the Staff Union's 'Rules of Procedure' and creating other administrative and operational documents, necessary to complement the statutes.

² Document: Transitioning our return to the workplace in the context of the COVID-19 pandemic

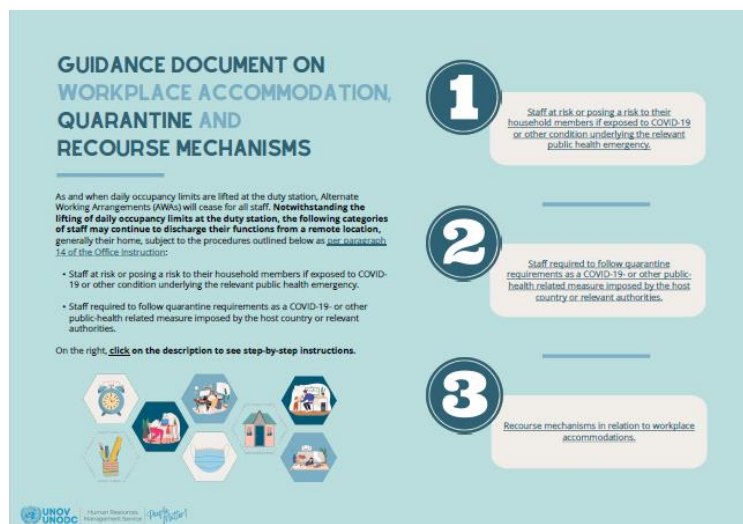
2 COVID-19 and the Next Normal

Throughout the COVID-19 pandemic, the Staff Council has been actively engaged in a dialogue, both with local and global management, to address the impacts of the pandemic on staff, their well-being, and conditions of service. The Staff Council has not grown tired to advocate on the issue of long COVID workplace accommodation which, in our view, must include a mechanism for partial disability.

2.1 Activities of the Staff Council at the local level

The Staff Council has been actively interacting with staff, listening to their concerns on how the pandemic affected them, and regularly consulting with management to find ways to alleviate staff difficulties and push for appropriate measures and sensible ways forward.

During the reporting period, and especially after the lifting of the occupancy limits as of 1 May 2022, a dedicated JAC Working Group intensified its work on the revision of the Office Instruction (OI) on safe return to the offices at UNOV/UNODC³. Management and staff put in considerable time and effort to improve the OI, aligning it with the global OHR policy guidance. The revised “Instructions in support of the organisation of work at UNOV/UNODC during the novel coronavirus (COVID-19) pandemic and in other public health emergencies” (UNOV/OI/15-UNODC/OI-15) were promulgated in July 2022. They apply to UNOV and UNODC at Vienna and duty stations that form part of the UNODC field office network.



A supplementary “Guidance Document on Workplace Accommodation, Quarantine and Recourse Mechanisms” was developed in addition to the OI. It greatly simplified the language of the OI and is a very user-friendly source of information about working arrangements following the lifting of daily occupancy limits.

Having produced the OI and the Guidance, UNOV/UNODC has taken the lead amongst UN-Secretariat entities and demonstrated a future-proof approach, capable of adjusting occupancy limits in response to future (inter-alia pandemic-related) occupancy limitations.

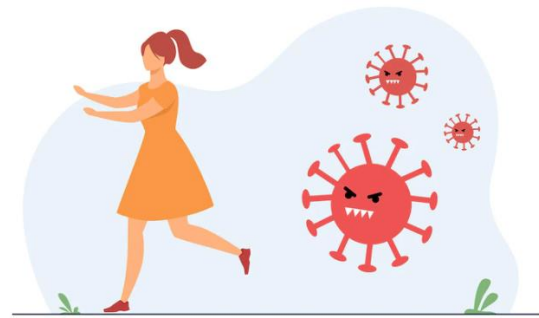
³ UNOV/OI13-UNODC/OI/13 of 30 June 2020

2.2 Mandatory Vaccination

The Secretary-General delegated authority to Heads of Entities⁴ allowing them to mandate COVID-19 vaccination for individual staff members. Heads of Entities have also been delegated the authority to identify and designate occupational groups and functions where vaccination shall be mandatory.

Staff representatives remain of the view that decisions concerning mandatory COVID-19 vaccinations, given the global nature of a pandemic, should not have been delegated downwards. A proper framework, under the direct authority of the Secretary-General, applicable to all UN Secretariat staff, should have been established (e.g., in the form of an SG Bulletin).

Management has clarified that general guidance on these matters have to remain flexible to allow global and system-wide application. The Staff Council took the position that a centralised approach is necessary, in particular with regards to possible disciplinary measures for non-compliance with obligations on vaccination and reporting, as such decisions regarding the choice or necessity to not be vaccinated could not be left to the discretion of the entities.



While COVID-19 vaccination is not mandatory for currently serving UN Secretariat personnel, a completed vaccination series (2 + 1 booster after (4) 6 months) is a requirement for duty travel clearance⁵. Exceptions are not provided for personal or related reasons but may be given where the traveller is in a location without reasonable access to the vaccine or has a documented medical contraindication to vaccination.

The Council has noted that up-to-date vaccinations may be part of Job Openings mandatory requirements.

The Staff Council will continue monitoring how the organisation manages evolving public health needs in the workplace and overall pandemic conditions.

2.3 Activities of the Staff Council at the Global Level

At SMC X in Valencia, staff unions reiterated their request to extend the conversation on COVID-19 and the Next Normal across the Secretariat under the auspices of the SMC, with a specific request for OHS committees to be established at all duty stations as a best practice and as governed under a dedicated policy (ST/SGB/2018/5). They raised questions related to availability of newer COVID-19 treatments, studies on long COVID

⁴ Additional Delegation of Authority in Human Resources from the Secretary-general to the Head of Entity, 2 December 2021

⁵ IOM from UN Division of Healthcare Management and Occupational Safety and Health (DHMOSH) dated 4 April 2022: "COVID vaccination requirement for travel clearances, including onboarding travel"

and its impacts on performance and promoting the use of alternate and flexible work arrangements and workplace accommodation to mitigate risks.

Staff expressed concerns that medical response in the field was still not adequate, and that there was a need for staff involvement in OSH Committees, which were not active in some locations. Management agreed that, with due regard to duty station contexts and size, offices should set up OSH Committees or similar bodies.

With regards to the potential negative effect of long COVID on the performance of staff, our Union has been advocating for the introduction of a partial disability status for staff, including for impacts of long COVID. Partial disability would allow staff unable to work full time to work as much as they are able while continuing to receive their full pay and benefits.

For longer-term implications, management is monitoring developments and an update will be provided, including on disability case implications, as an agenda item at the upcoming SMC XI meeting.

2.4 Flexible Working Arrangements

While staff unions recognise the value of Flexible Working Arrangements (FWA) as a forward-looking policy, they have been reiterating their request for amendments to the FWA policy⁶ to ensure fairness and full implementation across the Secretariat.



Undue or arbitrary rejections or restrictive interpretations of FWA are often perceived by staff as reflective of a conservative managerial culture and result in undermining trust within teams and efforts to create a more harmonious work-life balance. While there are differences among duty stations and entities, in many settings, decisions are being made in ways perceived as arbitrary and unjustified by operational requirements.

Staff have been highlighting the need to strengthen accountability of managers in the transparent consideration of FWA requests, including providing adequate justifications in writing when requests are denied. The practice of dissuading staff from submitting written FWA requests and instead handling them offline distort the perception of compliance and utilization rates. Also, staff should only be required to share details about their personal circumstances with medical or HR practitioners.

⁶ ST/SGB/2019/3

Targeted amendments to the FWA policy were repeatedly proposed by the staff unions, including in the 2022 SMC X meeting. Unfortunately, management did not agree to any of the amendments proposed by staff representatives, nor did it agree to the staff proposal to establish an SMC working group to monitor consistent implementation of the policy. However, management did agree to place FWA on the agenda for the next SMC at the end of April 2023.

3 Conditions of Service

3.1 UN Common System Issues

3.1.1 Framework for Contractual Arrangements

Some UN Common System organisations have been considering the introduction of new contractual modalities for personnel that would support “a more agile organisation that can rapidly adapt to changing needs and opportunities and scale up and down as needed⁷.”

Our Staff Union, through its former staff federation (Coordinating Committee for International Staff Unions and Associations, CCISUA), was represented in the ICSC Working Group on the Review of the Framework for Contractual Arrangements, which was established to review the implementation of the current contractual framework by the organisations and any possible improvements *within the current framework*. It concluded that the current framework is suitable and provided organisations with enough flexibility.

At the April 2022 HLCM meeting, it was decided to put this issue to rest and to await the outcome of the ICSC review of the working conditions of staff as required by the General Assembly at its last session.

However, staff are concerned about the implications of the Commission's 2012 decision which states that organisations are not required to implement all three types of appointments but may do so in any combination. Due to the flexibility provided to organisations, we see a decrease in the number of continuous appointments awarded in some organisations, and an excessive increase in the usage of temporary appointments.

The excessive use of such temporary appointments has a bearing on the well-being of personnel, who in some organisations are incapacitated to speak-up on misconduct issues for fear of not having their contracts renewed. Individuals with temporary appointments cannot plan their professional and personal lives on the longer term, affecting their commitment and retention in the organisations concerned.

Staff are also concerned about the so-called “full location flexibility of contracts,” which the HR Network (HRN) would like to introduce. It would, in our view, represent a unilateral change of contract modalities, effectively requiring the approval by the ICSC and the GA. While flexibility in certain situations might be helpful, the implications on location-dependent compensation elements, as well as social security or pension must not be forgotten. Discussions and a careful approach are absolutely required.

The Staff Union is concerned about “modern onboarding paths” into the Organisation through an increased use of non-staff contracts as well as (remote) internships. These paths are effectively used as a cheap and quick way to onboard personnel and introducing a “probationary period” of indefinite length, where at the end a colleague might be “granted” a proper staff contract. This practice needs to be monitored and stopped and

⁷ CEB/2020/HLCM/13 Interim Report of the CEB Task Force on the Future of the United Nations System Workforce

only used in cases where it makes sense and is in line with applicable policies (e.g. ST/AI/2014/3).

3.1.2 Workforce Retention

The General Assembly at its latest session, requested the ICSC to conduct a system-wide survey to assess factors affecting workforce retention and submit its results to the General Assembly at its 79th session.

Exit interviews are an integral mechanism for assessment of challenges related to staff retention. To that effect, our Union will be addressing the matter at the Secretariat level and submitting a paper with a request for a renewed, centralized effort to systematically conduct and evaluate mandatory exit interviews based on concerns that staff may transfer, resign, separate or be terminated without being offered opportunities to complete exit interviews or surveys.

There is particular concern about the number of women separating at the junior and mid-professional levels, who are not offered exit interviews, resulting in the Organisation's inability to learn about and subsequently address challenges relating to diversity, equity, and inclusion.

Furthermore, the lack of proper career development (upwards career movements) is seen as an element that affects staff retention. Through their current "career initiatives" and a push for "career-in-grade." the Organisation is driving staff members away to seek opportunities elsewhere. We believe that the current stance by the administration to put the onus of "having a career: on the shoulders of staff members as well as "encouraging" them to be more flexible is cynical and a neglect of their responsibility to provide a proper framework for real career development.

While the Organisation is investing a lot of time and resources into mandatory trainings, personal efforts by staff members to further educate themselves (at their own expense) are not rewarded and often discouraged or overly restrictive (e.g., availing of sabbatical leave).

3.1.3 Compensation for Locally Recruited Staff

New GS Salary Survey Methodology

Salaries and allowances for locally recruited staff are set according to the best prevailing conditions of employment and salaries paid locally for comparable jobs. Key to the process is the methodology establishing how comparator data is collected and measured.

The ICSC launched a review of compensation for the General Service (GS) and other locally recruited categories of staff in 2018 and established a Working Group on the Review of the GS Salary Survey Methodologies. The Staff Council President actively participated in the Working Group, which met seven times and completed its work in 2022.

It concluded that the possibility of using external data should be explored and piloted at certain representative duty stations in parallel with the conventional survey methodology.

This was based on difficulties in finding sufficient comparators, encountered during the past surveys.

However, staff federations underlined that the use of external data should remain a pilot project to be reassessed at the end of the cycle prior to its final integration in the methodology.

A breakthrough in the Working Group was the agreement to abolish multiple GS salary scales in a single duty station, which benefits the argument of “equal pay for equal work.” With the revised salary survey methodology, the practice of establishing lower (primary) salary scales for new recruits, has become a thing of the past.

Staff federations ensured that there would be sufficient safeguards to protect GS salaries from going down as a result of a salary survey. This target has been achieved.

The new, revised methodology⁸ has now come into force and the next salary survey⁹ in Vienna is anticipated to take place in 2027. Until then, the GS salary scales will continue to be annually adjusted (through interim adjustments) in line with the movement of the salaries for similar work in the local labour market.

Interim adjustment in Vienna

The salaries of GS staff in Vienna were adjusted, effective 1 April 2022, reflecting a 4.4 percent increase across-the-board based on the movement of the applicable local consumer price index and wage index for office employees in industry.

Throughout the reporting period, staff representatives received numerous inquiries from GS staff whether there would be another interim adjustment of the GS salaries (*before* the next/regular interim adjustment scheduled for 1 April 2023) in view of the very high inflation and increased cost-of-living.



Following our repeated inquiries, the Staff Council was only informed that further interim adjustments to GS salaries would be made when the reference index (the movement of the local consumer price index and the wage index for office employees in industry) has moved by 5 percent or more. As those 5 percent have not been reached, no further adjustment of the GS salaries is expected before 1 April 2023.

The Council and your representatives on the Local Salary Survey Committee will continue monitoring the situation.

⁸ A/77/30 Report of the International Civil Service Commission for 2022 - General Assembly, Official Records, Seventy-seventh Session, Supplement No. 30

⁹ Survey schedule is available on the OneHR new website for local salary scales and related information: https://onehr.un.org/salary-survey/#/survey_schedule

3.1.4 Professional Salaries – Cost-of-living Survey

Salaries for the Professional and higher categories (P) staff are set according to comparable jobs in the US civil service, with a number of adjustments, including ensuring equal purchasing power regardless of duty station (this is referred to as the post adjustment multiplier).

The baseline cost-of-living surveys were conducted by the ICSC in Vienna and other headquarters duty stations at the end of 2021. The results of those surveys were discussed during the ICSC Session in Paris from 11 to 22 July 2022.

The Staff Council President made interventions during the ICSC Session on behalf of Vienna staff, emphasizing the need for proper inflation compensation, transparency, and the impacts of inflation on the livelihoods of staff. He highlighted that staff were looking to the ICSC for confidence in the methodology and that action was required to prevent unnecessary harm to staff members.



The ICSC agreed to adopt the results as recommended by the Advisory Committee on Post Adjustments Questions (ACPAQ). The results were applied in August 2022 and were all positive. P staff in Vienna had an increase in net take-home pay of 4.7 %.

Further adjustments are expected in the first quarter of 2023.

3.1.5 Amendments to the ICSC Statute

Last December, the GA decided to amend the ICSC statute to update the operation of the post adjustment system. The Assembly specified that these amendments were made for clarification purposes and did not alter the ICSC authority or affect the current operational reality. It reaffirmed the authority and competence of the ICSC to establish post adjustment multipliers for duty stations in the common system.

The organisations of the common system will have to formally accept the amended statute.

The changes to the ICSC statute were triggered by the disparity in the salary scales for staff of the UN and specialised agencies in Geneva. Unlike UN, the specialised agencies did not apply to their salaries the post adjustment multiplier determined by the ICSC on the basis of its 2016 cost-of-living survey. The agencies based that decision on an order issued by the International Labour Organisation Administrative Tribunal (ILOAT). As a result, the staff of specialised agencies had a higher salary than staff of the UN Secretariat, funds and programmes.

The situation was also challenged at UN Dispute Tribunal and UN Appeals Tribunal (UNDT/UNAT) which, however, took a different decision on the matter. Having two independent administrative tribunals with concurrent jurisdiction among the organisations of the common system, triggered the GA request to review the jurisdictional setup of the UN common system (see chapter 3.1.11 of this report).

3.1.6 Comprehensive Review of the Compensation Package for the United Nations Common System

The General Assembly requested the ICSC to conduct a new review of the compensation package, although it has been recently reviewed in 2016.

Staff federations will be vigilant about the upcoming review and do their utmost to safeguard benefits and entitlements as well as keeping the compensation package attractive (even strengthening its attractiveness).

Children's and secondary dependants' allowances

The General Assembly, regrettably, did not approve the proposed increases to the children's and secondary dependants' allowances although they have not been updated since 2011. They only approved, as a compensation measure, the allowance for children with disabilities in the amount of USD 6,645 dollars per annum, until the children's and secondary dependant's allowances are further adjusted.

Hardship allowances and mobility incentive

The General Assembly did not approve the proposed increases to the hardship and mobility allowances. Instead, they requested the ICSC to assess their calculating methodologies based on the outcome of the next comprehensive compensation review.

3.1.7 New Parental Leave Policy

In 2019 the ICSC established a Working Group to examine the parental leave entitlements of the United Nations common system in a holistic and comprehensive manner, and to develop a proposal for consideration by the ICSC.

The Staff Council President actively participated in that Working Group and significantly contributed to the outcome of its deliberations.

The ICSC eventually decided to replace the current maternity, paternity and adoption leave with **parental leave** for all parents, regardless of gender or category of staff. Under the new rules, parents will be entitled to a unified leave of sixteen weeks after becoming a parent (to be taken within one year), as well as prenatal periods of absence not counting towards the leave entitlement, as well as an additional ten weeks for birth mothers for their well-being and recovery.

The General Assembly approved new rules for a harmonized parental leave entitlement in December 2022. The updated Staff Rules have been promulgated, effective 1 January 2023. While the issuance of an underpinning Administrative Issuance and associated guidelines is still pending, the increase of parental leave entitlements has been codified as a provisional Staff Rule.

In advance of the resolution, UN management agreed with staff unions that all parents eligible for parental leave on 1 January 2023, including those with children born in 2022, would benefit from the new policy.



Unfortunately, UN management reversed its apparent position and informed staff representatives that they only wanted to apply the policy to children born on or after 1 January 2023, thus immediately cutting off most currently eligible parents and children.

The unions collectively agreed that this policy interpretation was not in line with the text and intent of the GA resolution and would not be legally sound.

Consequently, the Assistant Secretary-General for Human Resources (ASG OHR) was requested to delay issuance of the new policy. At the same time, the executives of all unions sent a letter to the UN Secretary-General on 18 January 2023 indicating concerns about the lack of applicability of parental leave to children born in 2022. The letter requested the Secretary-General to ensure that all eligible parents benefit from the new gender-neutral parental leave.

While management is currently revisiting the element concerning granting the increased entitlement for parents with kids younger than one year prior to 1 January 2023, the text of the provisional Staff Rule clearly stipulates, that parents may avail of parental leave within the first year after birth or adoption. Parents with children who fall under this category are encouraged to reach out to their HR partners and to request that they wish to avail of the additional parental leave in line with Staff Rule 6.3 (a) ST/SGB/2023/1.

We will continue following up on this issue in the SMC context and hope to resolve this matter to the benefit of staff.

3.1.8 Temporary Contract Holders' Annual Leave Entitlement

Staff federations have been pushing for the harmonisation of the accrual of annual leave for temporary appointment holders across the common system at a rate of 2.5 days per

month. They have been criticising the difference in annual leave¹⁰ between the continuing and fixed-term contract holders on the one hand and temporary contract holders on the other, as it has implications for productivity and equity, and negatively impacts the morale of staff who work side by side but with different annual leave entitlements.

The matter was discussed in the ICSC working group on the review of the framework for contractual arrangements, and the ICSC agreed to recommend to the General Assembly that annual leave for temporary appointments be harmonised at 2.5 days per month. Unfortunately, the General Assembly did not take up this issue at its latest session. Staff federations will continue raising this matter.

3.1.9 Multilingualism of the Workforce

The accelerated step increment linked to the language proficiency was eliminated in the last compensation package review. Ever since, staff federations have been calling for its reintroduction.



They therefore welcomed the General Assembly's recognition that multilingualism strengthens workforce diversity and the request to the ICSC to consider the language incentive within the next comprehensive review as a measure to promote multilingualism in the common system.

3.1.10 Possible changes to rules on air travel

In response to a request made by the General Assembly in 2018, the ICSC reviewed rules on air travel across the common system and looked at how these rules could be harmonized. The ICSC invited common system organisations to conduct a pilot application during 2023 of the revised criteria for determining the class of travel on official business/mission, namely upgrading from economy to premium economy class for travel over 6 hours and to business class for travel over 9.5 hours including layovers.



¹⁰ For staff on fixed-term and continuing appointment, 2.5 days are accrued monthly. For staff on temporary appointment, 1.5 days are accrued monthly.

In its latest sessions, the General Assembly requested the ICSC to reconsider the pilot standards of accommodation for air travel, taking into account the provisions of resolutions of the General Assembly on standards of accommodation for air travel and further requested it to report on this subject in the context of the Commission's next report.

3.1.11 Review of the Jurisdictional Setup of the UN Common System

In its resolution 74/255 B, the GA expressed concern that the organisations of the UN Common System faced the challenge of having two independent administrative Tribunals with concurrent jurisdiction. It therefore requested the Secretary-General to conduct a review of the jurisdictional set-up of the UN common system.

The UN Legal Counsel established a Working Group of the UN Legal Advisers Networks on the Review of the Jurisdictional Setup of the UN Common System to prepare draft proposals¹¹ requested by the GA.

Staff federations were asked for their inputs on the Working Group's proposals. The UNOV/UNODC Staff Council actively contributed to a CCISUA task force, which recommended to keep the status quo and opposed the proposed changes to the current jurisdictional set-up, namely the creation of a joint chamber between the UNDT and ILOAT.

The General Assembly reviewed the matter in December 2022 and requested the Secretary-General to continue consultations to find a sustainable solution on the jurisdictional set-up and to preserve the unity of the common system. It encouraged increased informal exchanges and sustained communication between the two Tribunals but did not agree on creating a joint chamber. It also decided that the review should be concluded by 31 December 2023. Staff federations will continue their participation in the consultations.

3.1.12 Review of the Framework for Human Resources Management

At its 94th session in Paris, the ICSC decided to undertake a review¹² of its current Framework for Human Resources Management to ensure that it continues to meet the needs of the organisations and to form a working group.

Since the last review of the framework, there have been developments and new challenges, including several world events with far-reaching global implications.



Human
Resources
Framework

¹¹ The three draft proposals contained in the Working Group's report: (1) Submissions by the ICSC to Tribunals during litigation of complaints arising out of an ICSC decision or recommendation; (2) ICSC guidance following Tribunal judgments; and (3) Joint ILO Administrative Tribunal (ILOAT) and UN Appeals Tribunal (UNAT) chamber to provide interpretative rulings to the ICSC.

¹² The framework for human resources management was initially adopted by the Commission in 2000. It was last revised in 2016, and a workforce diversity component was added in 2018.

These challenges have tested organisational flexibility and agility. Hence, it was considered timely to conduct a review of the framework. Representing the federation UNISERV, the Staff Council President participated in the first meeting of the working group in February 2023. A renewed Framework will be developed in 2023 for submission in 2024.



3.1.13 Review of the Standards of Conduct for the International Civil Service

The intention of the ICSC standards of conduct is to reflect the overarching ideal of behaviour and conduct for an international civil service committed to serving the world for global peace and prosperity.

Since the last revision of the Standards of Conduct for the International Civil Service in 2012 there have been a number of new ethical challenges that are relevant to current times.

Hence, the ICSC decided to form a working group in order to review the standards and report back to the Commission in 2024. Our President, on behalf of our staff federation, has been representing our Union in the ICSC working group. In preparation for its first meeting in November 2022, the working group members were asked to provide comments and suggestions for the review process. The Vienna representatives provided substantial and detailed comments and suggestions and pushed for more clarity regarding political activities, civil rights, outside activities, ethical behaviour as well as clear accountability on unethical conduct. They furthermore requested the scope of the code of conduct to be extended to anyone working under the blue flag.

The working group identified and agreed on further analysing various ethics issues that could fall under what is appropriate conduct for international civil servants: external activities and employment; public expression and political engagement of staff; sexual harassment, racism, and racial discrimination; whistle-blower protection; duty of care, as well as technology, data protection/privacy and environment/sustainability issues.

3.2 Secretariat Issues

3.2.1 Mobility and Selection Process

Our Union has had a leading role in the SMC Working Group on Staff Selection and Mobility with our current President as its co-chair and the former President as one of its members.

Intense consultations on mobility took place with management representatives following review of the draft policy in August 2022. Our Union drafted a detailed paper on behalf of the SMC staff-side, raising concerns that elements in the draft ST/AI were not in compliance with the previous and underlying SMC agreements. Management tried to backtrack on prior agreements and make participation in forced geographic mobility exercises mandatory for all current staff. The UNOV/UNODC Staff Council executives were persistent in the negotiations that a voluntary mobility scheme would be in the best interests of staff and would ensure more participation across both headquarters and non-headquarters locations. We also took the position that staff members who opt in to mobility exercises should not be placed in any position for which they have not expressed interest. Furthermore, their participation in one mobility exercise shall not require them to participate in any subsequent mobility exercise.

While the final mobility policy has not yet been issued, staff representatives understand that management has accepted the staff-side position to design a policy based on voluntary, opt-in mobility exercises that keep staff well-being at the forefront. The new mobility policy is also based on a concept of geographic moves, which will mean that staff should expect to change duty stations if they participate in an annual exercise.

It is expected that a mandatory component of the mobility scheme will only apply to newly recruited staff who onboard after the policy comes into force. Staff members who are already working in the UN Secretariat prior to the day that the new policy comes into force, will be



treated as “current staff” and will not be subject to a mandatory geographic mobility. Furthermore, entities will have discretion in which positions shall be subjected to strict mobility (rotational / non-rotational posts). **New recruits** (anyone who is onboarded initially after the promulgation date of the policy) are therefore advised to pay close attention whether the post they apply for is classified as “rotational” (i.e., subject to mandatory mobility) or not.

The promulgation of the revised ST/AI on staff mobility is expected in the first or second quarter of 2023, with initiation of the programme in autumn 2023. Staff representatives

understand that the first geographic moves will take place in summer 2024 and will closely monitor the next steps in development of the new Secretariat-wide mobility policy. Particular attention will be paid to the element of “assignments against will” and potential hardship situations that are created as a result of unsuitable matches.

3.2.2 Implementation of the New Secretariat Mobility Policy in UNOV/UNODC

In preparation for the implementation of the new mobility framework, the Staff Council highlighted several issues that need to be taken into consideration when developing an implementation framework for UNOV/UNODC, particularly related to accommodating the specific needs of our organisation, its field presence, and reliance on extra-budgetary resources and positions.

The issues were raised with the Office of the Director-General/Executive Director of UNOV/UNODC and also in the JAC.

Staff representatives on the JAC called for an extraordinary meeting to discuss how the new mobility framework would impact UNOV/UNODC, not only financially but also with regards to the workforce planning and designation of rotational posts and criteria for accepting the voluntary participation of current staff.

In particular, the Staff Council representatives have asked for:

- Clear communication for new/incoming staff on what is expected of them concerning the mobility framework (strict mobility for newcomers as well as maximum duty station occupancy limits), as incorporated into their contractual terms;
- Clear communication on the terms and any possible limitations for currently serving staff on their participation in annual mobility exercises through voluntarily opting-in; and
- Preparing for mobility from a budgetary and administrative perspective, ensuring that there is no trade-off between financing the contracts of staff vis-a-vis enabling mobility generally for UNOV/UNODC.

The Council will continue to closely cooperate with management on this matter.

3.2.3 Continuing Appointments

Next continuing appointments review

Continuing appointments are awarded after five years of continuous service on fixed-term appointments and subject to having passed a selection process that was cleared through a Central Review Body.

The continuing appointment review exercise is supposed to take place every year in order to determine how many staff may be eligible for that type of contract. Unfortunately, there were considerable delays and a six-year backlog.

Staff representatives have urged management to eliminate the backlog as the delays were demoralising to staff. In response to repeated requests for updates, raised by staff representatives in SMC meetings, management agreed to accelerate the review process and launched the 2016-2021 Combined Continuing Appointment Exercise, starting in February 2023.

Continuing appointments for staff in grades G1 to G4

Staff members in the grades of G1 to G4 were not considered eligible for continuing appointments because selection to these positions did not pass through a review of a Central Review Body (CRB).

Following the discussions at SMC, an agreement was reached whereby all new selections for G1 to G4 will now be considered by a CRB. To address the increase in the caseload, the number of CRB members has been expanded.



In practical terms this means that as soon as G1-G4 colleagues are selected for a position and subject to review by a CRB, they will be eligible to be considered for a continuing appointment as long as they have five years of prior service and meet the other eligibility criteria. All continuous service as a staff member, including service performed before they were selected through a CRB, will count towards those five years.

Staff Unions are pleased that after many years of raising this issue, G1-G4 colleagues will be included in future reviews. They regret, however, that those colleagues who are currently serving at the G1-G4 level and who have not undergone a CRB review, will not be considered for continuous appointments, regardless of their length of service with the Organisation. Their only way for being awarded a continuous appointment is to apply and get selected for a position at any GS level, going forward.

3.2.4 Recognition and Rewards Framework

At the end of 2022, Management initiated the development of the Secretariat's Recognition and Rewards framework, aimed to provide structure, guidance, and advice on the overall approach to recognition and rewards and corresponding individual initiatives undertaken across the Organisation.

Our Union, through its President acting as the focal point of SMC staff representatives, has provided inputs to the framework development.

As some elements emanating from the framework will have implications on staff conditions of service, they will be discussed in the SMC meetings as well.

3.2.5 Performance Management

The SMC Working Group on Performance Management (PM), in which our Union had been participating, concluded its work in 2021. A revised policy¹³ was issued in August 2021. The Working Group, however, remains open as a monitoring and oversight group.

Staff and management agreed to include the PM system on its meeting agenda at least twice in the course of each year. Our Union reflected on the updated PM system and brought its observations to the attention of the SMC in January 2023, highlighting the following gaps in the current policy:

- Lack of tools for addressing the possible underperformance of supervisors. While the 360 review can be a useful tool, it is not an accountability instrument and there is still no way for staff members to actually address possible underperformance of their supervisors;
- Incorporating optional and anonymous open-ended responses into the upwards performance evaluation;
- On career aspirations and planning, the policy needs to clearly distinguish between the (unfortunately) non-existing element of actual career progression in the UN Secretariat (change in level or grade) and the support that is required to improving / facilitating / enhancing the actual job under evaluation through the performance management system (job-related training, which is not career support);
- The Council believes that it is unreasonable to expect supervisors to have career aspiration discussions with their supervisees when the organisation is not providing the appropriate framework for addressing overperformance or actual lack of systemic career progression. This inclusion of “career aspirations” in performance documents has a negative effect on the morale of staff if basically a carrot is presented about potential ‘growth’ in the system, when the organisation as a whole, fails to deliver on the promise of actual progression or development of “careers.”

3.2.6 New Organisational Policy on Downsizing

An SMC Working Group on Downsizing was established in February 2020 to review prior 2016 SMC agreements with a view to updating them and taking into consideration subsequent developments resulting from case law, which resulted after the long delay in policy promulgation.

Our Union had a very active role in this Working Group, co-chairing it as well as driving the agenda and participating in numerous meetings.

Staff unions repeatedly communicated their disappointment that the issuance of the ST/AI on downsizing had been pending since 2016.

¹³ ST/AI/2021/4 “Performance Management and Development System”, 13 August 2021

The administrative issuance “Downsizing or restructuring resulting in termination of appointments” (ST/AI/2023/1) was finally promulgated effective 20 January 2023.

The policy provides a clear framework for UN Secretariat entities to manage the retention of staff members affected by downsizing or restructuring on a position for which they are suitable, as well as the termination of appointments of those who cannot be retained.



The framework includes the following key elements:

- Establishment of a Staff-Management Group with equal numbers of staff and management to advise the head of entity and conduct a comparative review of affected staff members.
- A mechanism for retention within the entity based on a comparative review process that determines the order in which staff members are to be considered for retention for available positions within the entity.
- A mechanism for priority and non-competitive consideration of downsized staff members when they apply for a job opening or temporary job opening in their category at their current level or level below outside the downsizing entity.

Kindly note that the Staff Council is not aware of any downsizing exercises in UNODV/UNODC. Should such a situation arise, it is definitely helpful to have a proper tool at hand that ensures accountability, due consideration for retention as well as a transparent process.

The Staff Council is pleased that colleagues who are (hypothetically for UNOV/UNODC) flagged for downsizing, must be given priority consideration when applying for positions (while they are still in the employ of the Organisation) for which they are suitable.

3.2.7 Delegation of Authority

Ever since the promulgation of the ST/SGB/2019/2¹⁴ on Delegation of Authority (DoA), staff unions have been calling for more accountability and transparency in the DoA framework.

At SMC X, staff voiced concerns over how delegated authority was being exercised, including on contract renewals. Staff requested strengthened monitoring and reporting of

¹⁴ ST/SGB/2019/2 Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules

potential abuses of delegated authorities and further discussion in the respective DoA Working Group of the SMC.



While DoA has not changed the rules, some decisions are seen by Staff as being arbitrary or discriminatory, while DoA should be used as a tool to ensure accountability.

Staff representatives have requested data on compliance issues in order to identify potential problems with the implementation of the framework. Staff have questioned if the DoA mechanism

and tools allow Management to identify and intervene in inappropriate decisions. Staff were concerned that there was inadequate visibility of the potential abuses of DoA and stressed that determining the rules governing ethical behaviour could not be delegated. Staff also recognized that DoA could be a good tool to flatten hierarchy and to execute the Secretary-General's reform strategy but expressed concern about potential lack of experience or training for senior managers in exercising delegations.

Management acknowledged referral of specific instances of alleged problematic exercises of delegated decision-making and reiterated their willingness to continue engagement on this matter.

Your Union will continue to monitor the application of the DoA and accountability framework through their participation in the SMC Working Group on DoA.

3.2.8 Removing the G to P Barrier and General Service Career Prospects

For a very long time now UN staff unions have been campaigning for our colleagues in the GS and related categories to be able to freely apply for the positions in Professional and higher categories for which they meet the requirements, without having to go through the G-to-P exam. Unfortunately, the GA continually delayed the proper consideration of the proposal to remove the G-to-P barrier.

Compiling relevant data, elaborating scenarios, and building compelling arguments to achieve the removal of the G-to-P barrier are the topics included in the expanded terms of reference of the recently reactivated SMC Working Group on GS career prospects. The Working Group's new proposal to remove the barrier will be included in the Secretary-General's HR report to the GA at its 78th session in September 2023.



3.2.9 Compassionate Leave

In the UN Secretariat, leave in connection with emergencies is covered under the provision of Family Emergency Leave, which is considered a subset of the entitlement of uncertified sick leave and represents a type of paid absence. Currently, uncertified sick leave is capped at seven days per calendar year. There is also an option to request special leave with pay for limited periods of time, to be granted at the discretion of the Head of Entity (Executive Director/Director General).

Taking note of the available, comparable practices within the UN Common System, our Union presented a paper on compassionate leave at the ad hoc SMC meeting in August 2022, asking that the provisions on Family Emergency Leave and Special Leave with Pay be clarified for the purposes of assisting staff when they are facing emergency situations. The Staff Council paper to the SMC emphasized the need for clarifications on periods of paid leave in order to be able to *disconnect, recompose and heal*, as well as being able to handle family matters of a personal, administrative, or legal nature, following catastrophic events impacting a staff member. Management has thus far indicated that the leave allowances for staff are adequate, although additional guidance could be provided to supervisors around compassion for compelling circumstances (i.e., clarifying under what conditions special leave with pay may be granted).

4 Administration of Justice

4.1 Attempted Changes to the Statute of the UN Tribunals

The SMC staff unions were deeply alarmed about the proposed amendment to the Statute of the UN Dispute Tribunal (UNDT) contained in the Report of the Secretary-General on Administration of Justice¹⁵.

The report attempted to amend the UNDT's judicial review of cases, rendering the UNDT incapacitated to review whether the evidence being held against a staff member is adequate. The amendment would have deprived the Tribunals of a core function: assessing whether the evidence that the Organisation presents meets the required standard of proof.



All staff unions agreed that the position of management to curb the judicial review of the UNDT was unacceptable. They firmly objected to the absence of any prior consultation with the staff unions prior to inclusion of this proposed policy change in the Secretary-General's report. On 4 October 2022, the unions, therefore, sent a letter to the Secretary-General, asking him to withdraw the proposal and to instruct all relevant stakeholders to engage in a serious analysis of the underlying issues identified by the Tribunals.

While management, in their reply to the letter, regretted that the staff representatives had not been consulted, the proposal itself was not withdrawn or adequately justified.

In view of management's refusal to withdraw the proposed amendment pending further discussion with all stakeholders, as recommended by the Sixth Committee, staff unions felt compelled to appeal to the Fifth Committee and sent a letter to its Chair.

Staff unions welcomed the decision of the Sixth Committee not to approve the misguided amendment and, instead, referred back the matter for consultation¹⁶.

¹⁵ A/77/156 "Administration of justice at the United Nations" - Report of the Secretary-General, 19 July 2022": 128. [...] the Secretary-General proposes the following addition to the statute of the Dispute Tribunal:

Article 9

4. In hearing an application to appeal an administrative decision imposing a disciplinary measure, the Dispute Tribunal shall pass judgment on the application, determining whether the decision was a reasonable exercise of the Secretary-General's authority based on the evidence before the Secretary-General at the time the administrative decision was taken. The applicant shall bear the burden of showing that the decision was not a reasonable exercise of the Secretary-General's authority."

¹⁶ A/C.5/77/L.11

32. Takes note of the proposal of the Secretary-General to amend the statute of the Dispute Tribunal as set out in paragraph 128 of his report on the administration of justice at the United Nations, and of the different views expressed by key stakeholders, and encourages the Secretary-General to continue to consult the various stakeholders on this important legal issue, revert to the appropriate committee to consider the matter and report thereon to the General Assembly, with a view to concluding its consideration at the seventy-eighth session;

The Staff Council is deeply alarmed by this incident, which is clearly bypassing due consultation mechanisms and, if not stopped, potentially disastrous for staff members. Issues of administration of justice and due process cannot be “impulse” decisions given the ramifications of lack of analysis and consideration. The Council will remain vigilant and will continue doing its utmost to hold senior (most) management accountable.

5 UNOV/UNODC issues

5.1 Office Space

For several years now, UNOV/UNODC and its tenant organisations, based in the Vienna International Centre (VIC), have been rapidly growing. As a result, available office space has become scarce, while obtaining additional space from other Vienna Based Organisations (VBOs) or the Host Government remains challenging. Despite numerous pushes to get more office space from other VBOs, UNOV/UNODC has to make do with the space that is currently attributed.

While this is regrettable, the approach has been to find a solution that works within UNOV/UNODC.

It has also become evident that office space distribution within the confines of space under the responsibility of UNOV/UNODC is uneven. The revision of the 2011 office space standards has therefore become critical.

The JAC Working Group on Office Space worked intensively and has produced a new draft policy on office space, which has been approved by the JAC. The draft will now be sent to the Director-General/Executive Director of UNOV/UNODC for her review and its eventual promulgation.



The overarching goals of the new UNOV/UNODC space policy are to develop for the entirety of UNOV managed space a modern, healthy, and safe work environment by using available office space more efficiently, to accommodate the entire UNOV/UNODC workforce, and to provide a fair and adequate distribution of office space amongst all divisions, staff, and other personnel categories.

The new default minimum space allocation and configuration for all staff at the GS level and at the P level up to P-4 will be a four window-module sitting two occupants. Office space for staff at levels higher than P-4 will be reduced by one window but not shared.

In order to ensure a cost-effective use of funds for moving walls, existing spaces will not be required to be rebuilt if they meet the minimum standards and staff prefer their current office-sharing arrangements, or if structural elements or fire safety and security requirements do not allow for rebuilding or re-arranging of space. Furthermore, the draft policy opens up the possibility of larger office configurations in case staff and teams prefer to work in such settings.

The policy provides for the current staffing numbers but cannot cater fully for the future, as reliable projections of likely staff increases/decreases due to unplanned expansion/contraction of projects and programmes are either not available or difficult to estimate. The UNOV staff numbers, however, remain more or less stable. By adhering to the new established minimum standards, uniformly applied across all divisions, there should be adequate space to provide for expansion and contractions of staff numbers over time.

Efforts will be made for the creation of multi-purpose rooms for one-on-one calls and meetings, closed-setting conversations, and closed-door conversations, primarily to compensate for the lack of privacy in shared offices, to allow for an effective implementation of the goals of the policy.

Funding has been set aside to begin implementation of the new minimum office space standard. The refurbishment of kitchen/coffee areas will be conducted in parallel.

It should be noted that the implementation of the new office space policy will be based on the active participation of office space focal points of each division and coordinated with the General Services Section (GSS) of UNOV in order to ensure the timely communication of space needs, with a view to keeping organisational units in physical proximity which are part of the same division/branch/service/section/unit or those which should be working together in close proximity, as a result of the most recent organisational restructuring of UNODC.

Staff representatives will monitor the implementation of the policy and continue to raise any issues of staff concern with management.

5.2 Moving UNDP-administered GS and NO Positions in Field Offices to HRMS administration, Vienna

The Staff Union welcomes the decision of UNOV/UNODC management that some UNDP-administered GS and National Officers (NO) positions in field offices will be transitioned to UNOV/UNODC administered ones.

137 UNODC personnel have contracts in the GS and NO categories that are issued by UNDP in twenty-nine field offices.

Some field offices (i.e., Regional Office in Eastern Africa, Regional Office for the Andean Region and the Southern Cone) have already transitioned their GS and NO contracts from UNDP to UN-Secretariat contracts, and others (e.g., Regional Office for Southeast Asia and the Pacific, Regional Office for Central America and the Caribbean in Panama) are in the process of doing so.

The transition will start with Tehran and Bangkok and will then continue in other offices.

The Union sees this transition as a success story for issuing staff contracts and serves as a blueprint for the entire Secretariat, especially considering the worrying increase in use of affiliate contracts.



6 Participation in Global Fora

In order to have our union voice heard as strongly as possible in policy discussions and decisions that affect staff, the Staff Council participates in various fora.

6.1 Representation at the Staff-Management Committee

The Staff Council remains fully engaged and highly committed to the SMC, through participating in SMC sessions, monthly ad-hoc meetings and by contributing jointly with other staff unions to papers and positions.

The SMC X face-to-face meeting took place in Valencia, Spain, from 23 to 28 April 2022. It was preceded by one day of preparatory meetings for staff representatives to help them find common positions on various SMC agenda items, and one day of a training/team-building event. Given the need to keep the physical footprint as low as possible, the meeting was limited to two in-person participants per union, whereas advisors participated virtually.



Our Union is committed to a pro-active role in the SMC. The former President of our Staff Union has served as a member of the Steering Group (the “3x3 Contact Group”) since April 2019. Following his departure from UNOV/UNODC, he has been replaced by our current President in the Steering Group.

This Group, comprised of three representatives from management and three representatives from staff, coordinates the work of the SMC, together with the SMC President, Vice-President, and Secretary.

Six papers were submitted by our Union for discussion during the SMC X: Proposal for Career Enhancement through the Agile and Timely Revisions of Functional Job Titles;

Coaching Frameworks in the Secretariat; Update from Gender Contact Points¹⁷; Focal Point Networks and Roles across the Secretariat; and Data Confidentiality and Governance of Staff Members' Data.

The next SMC meeting will take place in Brindisi, Italy at the end of April 2023. Our Union will be submitting papers on several important topics related to staff selection, the sabbatical programme, exit interviews, and contractual issues.

The work of the SMC is conducted through various Working Groups organised according to topics. The Staff Council currently has representatives in the following Working Groups and focal point mechanisms:

- Delegation of Authority
- Staff Selection and Mobility (co-chair)
- Administration of Justice
- Gender focal points
- Recognition and rewards focal points

6.2 Representation through our Federation

6.2.1 Activities through CCISUA

For many years, our Staff Council has been a very active member of the Coordinating Committee for International Staff Unions and Associations (CCISUA).



A delegation from the Staff Council participated in the CCISUA General Assembly in Geneva from 16 to 20 May 2022, as well as in its mid-term meeting held in New York from 8 – 11 November 2022.

Items discussed during those meetings included various ICSC issues such as the cost-of-living survey and GS salary survey, compensation package, contractual arrangements and travel; the jurisdictional set-up of the UN and ILO Tribunals and the informal justice

¹⁷ The SMC has a gender focal point group, and that group is made up of ECLAC and UNOV/UNODC

system; evacuation of national staff; national officers; mental health; racism in the workplace; protection of staff representatives from reprisals; security matters; delays of investigations and audits; harassment, including sexual harassment; the rights of victims in the context of sexual exploitation and abuse; and Pension Fund issues.

The meetings provided an opportunity to discuss and exchange views with other members of the federation and to meet with representatives of the UN leadership: the Under-Secretary-General of Department for Safety and Security, Gilles Michaud, the ICSC Chair, Larbi Djacta and other members of the ICSC Secretariat; the Assistant Secretary-General for Human Resources, Martha Helena Lopez; the Global Lead of the UN System Workplace Mental Health and Well-being Strategy, Therese Fitzpatrick; Deputy Chief Executive of the Pension Administration, David Penkins; Toru Shindo of the Office of Investment Management, UNJSPF; the Special Coordinator on UN Response to Sexual Exploitation and Abuse, Christian Saunders; Victim's Rights Advocate for the UN, Jane Connors; and UN Ombudsman and Head of the CED Network of Ombudsmen and Mediators, Shireen Dodson.

The former President, who in the past had served as the Vice-President for Communication & Outreach and had headed CCISUA as President in 2020, represented CCISUA in three ICSC working groups: the ICSC Working Group on Parental Leave, ICSC Working Group on GS Salary Survey Methodology, including its Task Force on Local Salaries, as well as the ICSC Working Group on the review of the Code of Conduct.



The current President of the Staff Council served on the CCISUA Legal Task Force, analysing the draft proposals contained in the report of the Working Group of the UN Legal Advisers Networks on the review of the jurisdictional setup of the UN Common System.

Ferdinand Grimm, an alternate member of the Staff Council, served as a member of the Finance Committee that is responsible for monitoring CCISUA's financial activities and advising the CCISUA Bureau on all financial matters.

6.2.2 Our New Federation UNISERV

The Staff Council has closely monitored the operations of CCISUA over the past years and has carefully reviewed their continued membership in CCISUA. While our Staff Union

had a long-standing partnership with CCISUA, it was deemed necessary to consider alternatives that would better suit the strategic and operational interests of our constituents as well as of the Union as a whole.

Given our Union's strong engagement and good standing in high-level fora as well as



UNISERV

leveraging the potential of being in a federation with the New York Staff Union as well as the UN Field Staff Union (UNFSU), who have been strategic and trusted partners in our operations at the SMC, the Council decided to join the United Nations International Civil Servants Federation (UNISERV). The federation, in addition to the New York Staff Union and UNFSU, also hosts UNDP/UNFPA/UNOPS/UN-Women as well as the International Staff Association of UNSECO (ISAU-UNSECO).

Given the setup of UNISERV, our Council is also automatically a member of its executive committee and subsequently enabled to continue accessing and advocating at high-level fora that are otherwise closed for staff unions, such as ICSC, HLCCM, HRN, or IASMN.

7 Staff Protection and Legal Assistance

7.1 Legal Assistance for Staff

The Staff Council attaches great importance to the provision of adequate and appropriate legal assistance for staff. As a result, the availability of legal resources has been one of the priorities of the Staff Council and has resulted in a significant strengthening of legal advisory services as indicated below.



In addition, the Staff Council remains continually available to colleagues wishing to consult with them on work-related issues. Advice is provided on options available to them, and assistance is given in seeking justice, whether through informal or formal channels, such as through the provision of legal assistance to contest an administrative decision.

Dues-paying Staff Union members are entitled to two free initial legal consultations per year from English speaking lawyers on both work-related and non-work-related matters.

7.1.1 Lawyers Available for Work-related Issues

The [Office of Staff Legal Assistance \(OSLA\)](#) is able to provide legal advice and representation to all UN staff members (and former staff or affected dependents) who wish to appeal an adverse administrative decision, or who are subject to disciplinary action.

Staff who need legal assistance should submit an online form using the OSLA case management application. The [instructions are available on their website](#).

If OSLA cannot represent you for any reason, the Staff Union may assist and provide you with an external lawyer.

Two lawyers are normally available weekly in room C0341 to offer preliminary consultations on work-related issues to dues-paying members of the Staff Union. A third lawyer, Mr Timothy Lemay, is available via phone or email.

(1) [Ludovica Moro](#)

Tuesdays, from 2:00 to 4:00 pm (by appointment only)

Tel. +43 676 685 5658

Email: contact@ludovicamoro.eu or ludovica@modu.law

Partner of Modulaw: www.modu.law

(2) Laurence C. Fauth, Esq.

Thursdays, from 08:00 to 12:00 am (by appointment only)

Maria-Treu-Gasse 2/15, 1080 Vienna

Tel. +43 (0) 664 205 84 58

Email: info@unattorney.com

Web: www.unattorney.com

(3) Mr Timothy Lemay, BA, JD - Consultant/Legal Advisor

Available by phone: +43 699 11666067 or email: tlemay1090@gmail.com

A fourth lawyer, Mr Jeffrey Dahl, who is an expert in UN rules and regulations, continues advising staff on general legal issues. In 2011 Mr Dahl was hired on a retainer to provide services to our Union including assistance in the submission, representation, and management of individual dues-paying Staff Union members' cases in the UN Administration of Justice system.

During the reporting period, Mr Dahl provided legal advice on work-related grievances to two staff members while he continues assisting an additional case pending before UNAT.

He provided his legal opinion to the Staff Council with regards to the inquiries received from the staff in the Interpretation Section. He has also been assisting both the Staff Council and members of the Arbitration Pool with the draft of their respective rules of procedure.

The Council supported the legal representation, through other external lawyers, of two more staff members at its expense.

The grievances related to harassment, contractual issues, hiring process and benefits and entitlements.

7.1.2 Support Fund for the representation of vulnerable groups

The Staff Council also has a Support Fund for the representation of vulnerable groups including colleagues on precarious contracts (the so-called “non-staff” / “affiliate staff”). With the Gift Shop being the funding source for the representation of those UN colleagues, no staff membership dues are used or redirected for this purpose.

All project / activity / funding proposals that are to be paid from the Support Fund need to be submitted in writing and addressed to any member of the Staff Committee. The proposals are discussed by the Staff Committee, who ultimately may approve or decline the request.

7.1.3 Lawyers Available for Non-work-related Issues

Six lawyers are normally available weekly in room C0341 to advise staff on non-work-related issues. Up to two free legal consultations per year are provided to dues-paying members of VIC Staff Associations/Unions. As one needs to present their Staff Union membership card, staff members who no longer have their card may contact the Staff Union’s office (E1112).

(1) Stadler Völkel Attorneys at Law

Mondays, from 2:00 to 4:00 pm (by appointment only)

Seilerstätte 24, 1010 Vienna

Tel: +43 (1) 997 1025-33 (Stadler), +43 (1) 997 1025-22 (Völkel)

Email: consultation@svlaw.at

<http://www.svlaw.at/en/>

Stadler Völkel Attorneys at Law offer two free consultations per year for non-work-related matters; 25% discount on hourly rate; and a fixed fee for real estate transactions.

(2) Andrea Posch, Lawyer/Mediator i.T.

Tuesdays, from 4:00 to 6:00 pm (by appointment only)

Moellwaldplatz 5 / Mezzanin, 1040 Vienna

Tel: +43 1 890 6607

Email: office@apeslaw.com

www.apeslaw.com/

(3) Paar and Zwanzger, Rechtsanwaelte-Partnerschaft (GbR)

Wednesdays, from 4:00 to 6:00 pm (by appointment only)

Wiedner Hauptstrasse 46/6, 1040 Vienna

Tel: +43 (0) 581 3332

Email: kanzlei@paar-zwanzger.at

Paar and Zwanzger offer one free consultation per year for non-work-related matters.

(4) Rechtsanwalt Mag. Paul Nagler, BSc, LL.M. (UCLA)

Tuesdays, from 12:00 am - 2:00 pm (by appointment only)

Maria-Tusch-Straße 8, Stiege 2, Top 2A, 1220 Vienna

Tel: +43 (1) 280 2631

Email: office@ra-nagler.at

www.ra-nagler.at

Mr Nagler offers 20% discount off normal rates (plus VAT and applicable taxes).

(5) Dr. Roland Gewessler, MRICS

Fridays, from 2:00 to 4:00 pm (by appointment only)

Schellinggasse 3/7, 1010 Vienna

Office Tel: +43 (1) 513 52 56 0, Cell: +43 (0) 664 464 90 70

Email: roland.gewessler@rlegal.at

(6) Wurst & Ströck Rechtsanwälte Partnerschaft

Mondays, from 4:00 to 6:00 pm (by appointment only)

Mahlerstraße 5, 1010 Vienna

Office Tel: +43 (1) 290 50 90

Email: office@austrialaw.at

http://austrialaw.at/content/home_de/

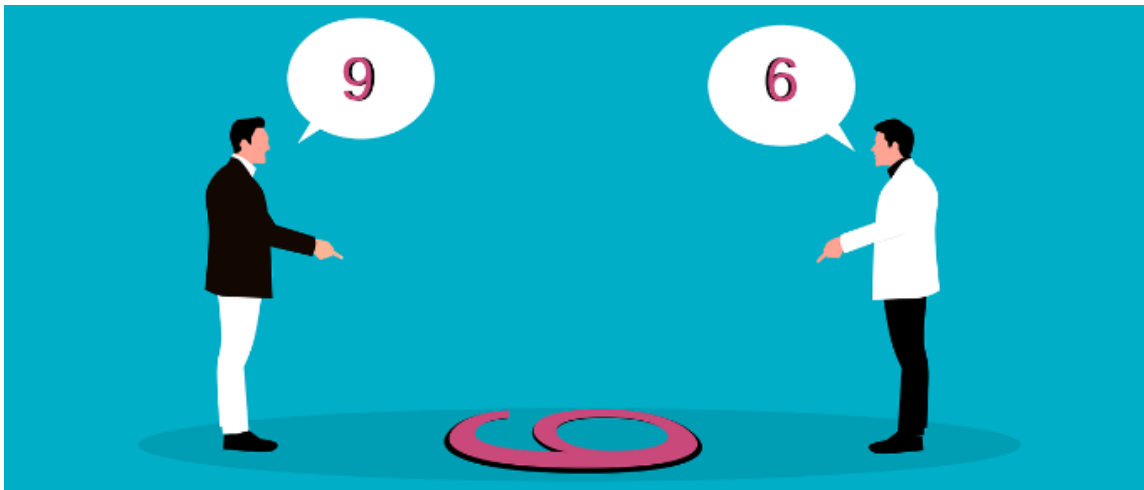
8 New Statutes and Rules of the UNOV/UNODC Staff Union

The new statutes and rules of the Staff Union were adopted by the membership through a referendum and came into effect on 1 February 2022.

The accompanying rules of procedure are now being revised by the Staff Council's working group with the assistance of the Staff Union's lawyer.

With the upcoming Staff Council elections, the first session of the new Council will operate under the new statutes.

One of the changes introduced by the new statutes is the establishment of an Arbitration Pool. When there is a dispute within the operation of the Staff Union a panel of three persons can be pulled from the Pool in order to resolve the matter.



This is the first time that our Union will have such a mechanism in place, though some other UN Secretariat unions in different duty stations have had similar bodies.

The structure and functions of the Arbitration Pool are outlined in Chapter XII of the statutes. Members of the Pool are responsible for drafting their own rules of procedure with the assistance of the Staff Union's lawyer on retainer.

9 Communication and Outreach

One of the Staff Union's endeavours is to increase its visibility and raise staff awareness.

To this end, the website of the Staff Union <http://staffunion.unov.org> has been redesigned to meet the uniform brand standard for all UN websites, and to keep our membership better informed and updated on the activities of the Union, important policies, issues relevant to their conditions of service, and the services the Union provides.

United Nations | UNOV/UNODC Staff Union

Home | Your Representatives | Membership | Annual Reports | Topics | Staff Services | Gift Shop | Contact Us

NEWS AND EVENTS

Interim Adjustment to Salaries of GS Staff in Vienna

09 February 2023

The salaries of GS staff in Vienna were adjusted effective 1 April 2022 reflecting a 4.4 percent increase across-the-board based on the movement of the applicable local consumer price index and wage index for office employees in industry.

In view of the very high inflation and continuously increasing cost-of-living, the Staff Council have been receiving numerous inquiries from GS staff whether there would be another interim adjustment of the GS salaries (before the next/regular interim adjustment scheduled for 1 April 2023).

Following our repeated inquiries with relevant stakeholders, we have been informed that further interim

JOIN THE STAFF UNION

THE UNION IS US
JOIN THE UNION

CONTACT US

Our Vision and Mission Statements

Members and alternates of the Staff Council continue using a *Virtual Office*, which acts as a document repository and a source of information regarding the work of the Council.

You are strongly encouraged to contact your staff representatives on any issues that affect you. The more fully informed the Staff Council is of those issues, the better it is able to represent you and facilitate changes to policies and conditions that protect and benefit you.

In case you wish to reach out to the Council anonymously, a *suggestion box* is installed in front of E1112 (the Staff Union Office).

10 Services to Staff

10.1 Staff Union Dues

While all staff of UNOV/UNODC are nominally members of, and represented by, the Staff Union, **payment of dues is completely voluntary and not automatic.**

The Staff Union depends on its members' contributions and each dues-paying member's



small contribution goes towards a collective fund to develop and fund activities that will benefit us all. Joining the Union adds to the impact of our collective efforts to improve conditions of service and expand our programmes to serve your needs more effectively.

Union dues are set at 0.15 per cent of your monthly net salary, plus allowance. They are automatically deducted from

payroll, after staff fill out a membership form available from the Staff Union's office or on our [website](#).

By becoming a dues-paying member you are underlining your solidarity with the cause of fundamental staff rights.

In addition, you receive a membership card, which provides the possibility of accessing professional legal representation at the UN appeal boards and tribunals, as well as to a whole range of other [services and discounts](#) provided to dues-paying members.

Please note that we do not receive any notifications when staff are re-assigned to different UN Entities and that contributions are therefore not automatically stopped when a staff member moves to a different UN entity. The onus is on the staff member to notify us and send us a request to discontinue the deduction of their membership dues.

Please verify whether you are a dues-paying member of the Staff Union or not. The best way to do this is by looking at your payslip and the listed deductions. If you are a dues-paying member one of the deductions should be for "Staff Assoc Vienna." Some of you may be contributing to OSLA. Kindly note that this is a different deduction, unrelated to active membership in the Staff Union.

10.2 Utilisation of Union Funds

10.2.1 Agreement with the Austrian Tenants' Union

Thanks to the agreement with the Austrian Tenants' Union ("*Mietervereinigung*"), signed in 2017, the dues-paying members of the Staff Union continue to have free access to the following services:

- personal counselling on tenancy issues, either on the phone or personally in the offices of the Tenants' Union;
- assistance with drafting correspondence to the house/apartment owner or house management;
- verification of rental contracts (scanned copy with any questions can be submitted through the office of the Staff Council to the Tenants' Union and a reply is normally provided within one to two days);
- staff members who require additional assistance which goes beyond services listed above are exempt from paying the registration fee and immediate service fee and only have to pay the regular membership fee.



The service is highly appreciated by staff, particularly by those who might not be familiar with Austrian laws and do not speak German. Positive feedback has been received from many staff members who took advantage of the service.

10.2.2 Gift Shop

The Staff Council has been managing the operation of the Gift Shop at Gate 1 for many years. The Shop offers a wide range of products, and the dues-paying members of the Staff Union have a ten per cent discount on any item.

The profit from the sales is split. The biggest portion is used to support the activities of the Staff Union, whereas smaller portions are allocated for charity donations (10 per cent) as well as adding funds to the Support Fund of the Staff Council.

Because of the COVID-19 pandemic, the shop was often closed or operated with reduced hours until early 2022. This led to a decrease in 2020 and 2021 revenue. The sales fortunately took up again in spring 2022. Also, thanks to financial reserves accumulated in previous years, the overall financial health of the Union has been consistently maintained.

10.2.3 Charity Donations

Every year the Staff Council donates ten per cent of the profit generated from the sales of the Gift Shop to a charity.

Despite the decrease in the shop's revenues due to the pandemic, the Staff Council donated considerable funds¹⁸ to different humanitarian organisations providing urgent relief to people in need.

Direct financial help has also been provided to two UNODC colleagues in Ukraine as well as to the family of a deceased UNODC colleague in Afghanistan.

¹⁸ Details are provided in the Treasurer's report.

10.2.4 Training for Staff Representatives

The Staff Council funded the participation of three members in the ICSC Regional Workshop on the UN Compensation System, which took place in Muscat, Oman from 21 to 25 November 2022.



The topics presented during the workshop included the post adjustment system, salaries and allowances, mobility and hardship scheme, classification of duty stations, local salary survey methodology and job classification system.

The workshop provided an important opportunity for the participants to better understand issues of relevance to their conditions of service and to engage and advocate with the Commission and its Secretariat.

10.2.5 Academic Council on the UN System

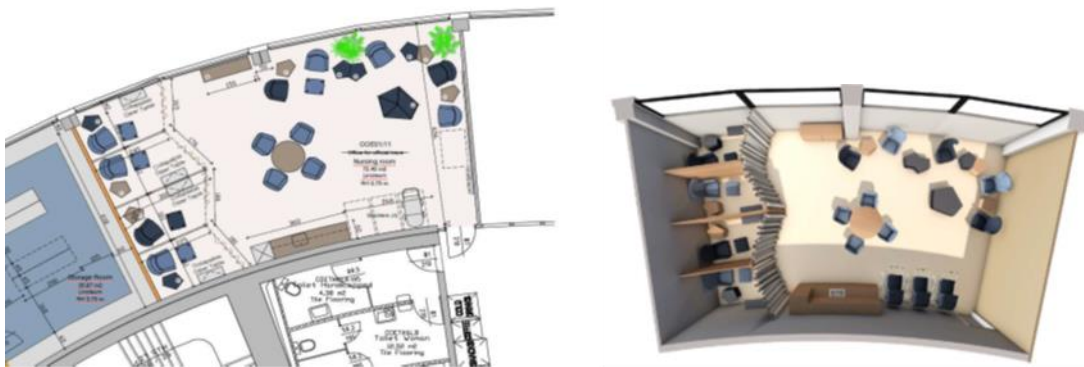
The Union funded the participation of its current and former Presidents in the Academic Council on the United Nations System (ACUNS) General Meeting in Geneva from 23 to 25 June 2022.

During the meeting they presented two policy papers focusing on the ethics of outside political activities of international civil servants and the standardisation and lack of governance for UN Secretariat staff representative bodies. Both papers covered topics relevant to the functions of staff representatives and took advantage of ACUNS as a well-established forum to advocate for issues tackled by the Union and its constituents.

10.2.6 VIC Nursing Room Relocation and Renovation.

A satisfaction survey distributed to all VBO personnel in early 2020 revealed that almost half of respondents are very dissatisfied with the VIC Nursing room's location and capacity (only one room in the F building for all personnel and VIC visitors), equipment (no running water), and accessibility (a key must be picked up at Security on the ground floor of the F-building each time).

A proposal was submitted to the Infrastructure Committee to update the room. However, it was agreed that updating F0931 would not address the location problems (very high costs due to the room's distance from existing plumbing.).



The renovation of the former AMEX offices in C0E01 created an additional space that would be more appropriate for the nursing room. C0E01 is larger, much more centrally located, and plumbing adjacent. It was, therefore, decided to have the newly relocated and renovated room in C0E01.

The Council received a request to contribute toward the renovation costs, together with other VBO Staff Associations and Unions. While the Council expressed its full support of the project, they clearly indicated that such a facility should be provided and kept up to standards by the employer and not by employees. For that reason, they reached out to management, asking them to provide the necessary financial support. Regrettably, management advised that they were not in a position to contribute towards the nursing room renovation project.

The Council, therefore, approached the Staff Welfare Board who agreed to help funding the project and to pay 50% of the UNOV/UNODC share for the full cost of renovation (EUR 16,305.15 i.e., 22.965% of the full cost). The remaining 50% of the share was covered by the Staff Union.

The renovation works commenced in December 2022 and are anticipated to be completed by the end of April 2023.



10.2.7 Joint VIC Staff Summer Party

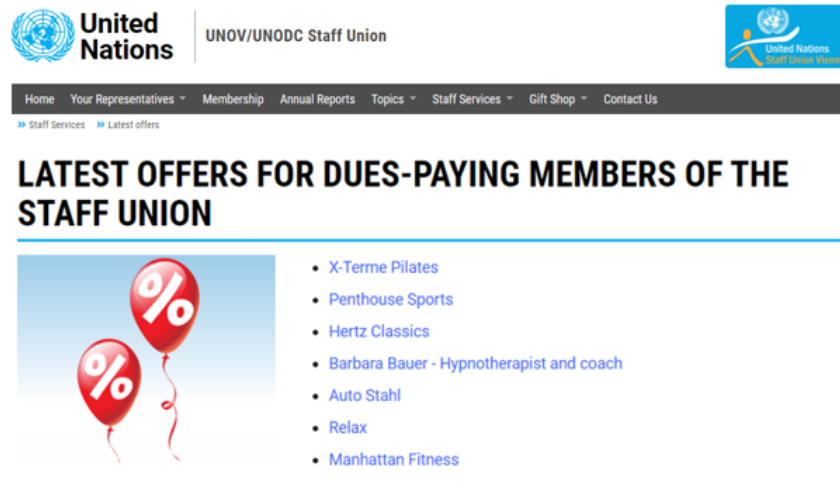
The Staff Union joined the IAEA, UNIDO and CTBTO Staff Unions / Councils on 3 June 2022 for the VIC Staff Summer Party.

The UNOV/UNODC Staff Council contributed EUR 10,000.- to the cost. Half of that cost was generously subsidised by the Staff Welfare Board.

10.3 Staff Services

The Union's Staff Services Officer is responsible for contacting external vendors who provide commercial offers and discounts to dues-paying members.

The relevant information about the discounts and [Staff Union services](#) is available on the Staff Union website.



The list of shops and services offering discounts is available at: https://staffunion.unov.org/scv/en/list_of_discounts/discounts/latest_offers



All the information on staff services and discounts available to staff are shared among all VBOs in the VIC resulting in more staff members having access to more services.

The Staff Services Office is also responsible for organising the popular holiday raffle in which all dues-paying members automatically participate. After a two-year break because of the COVID-19 pandemic, the holiday raffle took place again and included some two hundred prizes from various sponsors and the Gift Shop.

In addition, each dues-paying member of the Staff Union can expect to receive a high-quality mug with the Union's logo as a present in the course of 2023.

11 Joint Bodies and Common Services in VIC

The Staff Council strives towards having staff-friendly and staff-oriented common services in the VIC. In order to contribute to this, the Staff Council has staff-nominated representatives who participate in the joint bodies and common services in the VIC.



11.1 Joint Advisory Committee on the Child Care Centre

The UNOV/UNODC staff representatives on the Joint Advisory Committee on the Child Care Centre (JAC-CCC) reported that for the calendar year 2022/2023, UNOV/UNODC quota remained the same with eleven places in the creche (0-3 years) and an increase of one more place in the kindergarten group (3-6 years) which results in twenty-two.

On 12 October 2022, the Manager of the VIC Child Care Centre (VIC-CCC) and the representatives of the VBOs held their annual meeting to discuss place allocations and other matters. The representatives concurred that they all face the same shortage of available places, particularly in the creche.

Throughout the year, the Committee reviewed registrations and allocated places in accordance with the established eligible and priority criteria. During the reporting period, VIC-CCC operations remained unaffected despite continued COVID-19 infections.

11.2 Joint Advisory Committee on the VIC Garage

The Committee did not hold any meetings during the reporting period.

11.3 Joint Commissary Advisory Committee

During the reporting period of January through December 2022, the Commissary Advisory Committee (CAC) held three meetings which primarily focused on the financial situation of the Commissary and work towards improving services as per audit recommendations. Downsizing the number of posts at the Commissary as well as streamlining various processes and creating a new website were part of the many actions taken in response to the financial deficit and losses reported during COVID.

The CAC also made several inquiries throughout the year regarding a major change in December 2021 when the IAEA Director General accepted a proposal for the modification of Commissary Rule 6.02, with the agreement of the Executive heads of the VBOs, that a product markup intended for the Staff Welfare funds be used instead towards Commissary losses until the Commissary was stable again, despite the CAC having recommended against this action. At the time of writing this report, an update on the use the above-

mentioned funds and its impact on resolving the Commissary financial situation was expected in June 2023.

Additionally, in early 2023 a new markup has been proposed to further assist with the Commissary's share of energy bills at the VIC which is expected to take effect shortly.

The CAC will continue to monitor and work with Commissary Management in improving the fiscal viability of the Commissary in the coming year.

Concerns about the solvency of the Commissary, particularly the depletion of its strategic reserve have been brought to the attention of the Council. The Council is deeply concerned by the unilateral decision of IAEA management to withhold markups on liquor and tobacco, that is earmarked for the Staff Welfare Boards of the VBOs. While this does not create immediate issues for the UNOV/UNODC Staff Welfare Board, if this practice continues, its long-term sustainability will be damaged and activities funded by the board, such as German language course subsidies, fitness-club subsidies, grants to clubs as well as subsidies towards staff parties and the Inter-agency games, will be rendered impossible.

The Council has actively engaged with senior management of UNOV as well as with the Staff Welfare Board but unfortunately, the problem remains.

11.4 VIC Recreation Committee

The VIC Recreation Committee (VICREC) oversees the activities of the VIC-based clubs and operates under the auspices of the Vienna International Staff Associations Committee (VISAC).

During the reporting period, all activities resumed normally after COVID restrictions were relaxed.

The new club, the VIC Latin Dance Club, was also newly formed.

12 Treasurer's Report 2022

UNITED NATIONS STAFF UNION VIENNA			
Financial Report for the year 1 January - 31 December 2022			
(in Euro)			
Staff Council's main operational account			
INCOME			
1.	UNOV/UNODC Membership dues	€	82,284.52
2.	CTBTO contribution to staff services (1)	€	1,308.12
3.	VAT refund	€	1,120.00
4.	Other income (2)	€	5,616.00
Total Income		€	90,328.64
EXPENDITURE			
1.	UNSCV travel and training expenses (3)	€	44,747.15
2.	CCISUA annual membership fee	€	953.83
3.	Staff services officer	€	10,600.00
4.	Lawyers' fees (professional legal assistance for staff)	€	8,592.00
5.	Business Net (charges for online banking)	€	244.80
7.	Miscellaneous expenses (4)	€	26,116.30
8.	Bank charges	€	256.85
Total Expenditure		€	91,510.93
Excess of income over expenditure		-€	1,182.29
Support Fund			
INCOME			
1.	Portion of the Gift Shop profit 2021 (15%)	€	-
Total Income		€	-
EXPENDITURE			
1.	Legal assistance for staff	€	-
2.	Bank charges	€	179.35
Total Expenditure		€	179.35
Excess of income over expenditure		-€	179.35
ASSETS			
	Main account balance as at 31 December 2022	€	117,182.90
	Dispo account balance as at 31 December 2022	€	778,926.13
	Support Fund account balance as at 31 December 2022	€	14,199.02
Total		€	910,308.05
Prepared by :			
Valter Podgornik			
Treasurer, UN Staff Council at Vienna			

Explanatory notes 2022

United Nations Staff Council at Vienna - Financial Report			
For the period 1 January to 31 December 2022			
(in Euro)			
Explanatory notes 2022			
Remarks			
The Staff Council uses the 'Cash Accounting' principle for its financial operation.			
The Inter Agency Games Account is provided as a free service to the UNOV / UNODC IAG Committee and fully managed by the designated IAG Organizer. The account cannot be overdrawn and any reporting requirements are between the IAG Organizer and his / her transaction partners.			
A deposit of EUR 2,400 was received from the IAEA Staff Council and the UNOV Staff Welfare Board in 2020; the amount is to be used by VICREC for the lockers project (men's changing room on F09)			
Explanations			
1 CTBTO Staff Council contribution of Euro 109.01 per month allows CTBTO staff members to make use of the UNSCV Staff services, including the services provided by the Austrian Tenants' Union			
2 Other income			
2.1. CCISUA reimbursement (hotel cost cancellation, HLCCM session March 2020)		€	616.00
2.2. Subsidy from the Staff Welfare Board, co-funding the expenses for the 2022 VIC Staff Summer Party (50% of the UNOV/UNODC share totalling EUR 10,000.00)		€	5,000.00
			€ 5,616.00
3 UNSCV travel and training expenses			
3.1. CCISUA General Assembly, Geneva, May 2022 - travel expenses for three participants		€	7,946.07
3.2. ACUNS (Academic Council on the UN System) Workshop, Geneva, June 2022 - travel expenses for two participants		€	3,587.20
3.3. 94th Session of the ICSC, Paris, July 2022 - travel expenses for one participant		€	1,584.69
3.4. CCISUA mid-term meeting, New York, November 2022 - travel expenses for four participants incl. additional DSA for the President of the Staff Union to attend the subsequent meeting of the ICSC Working Group on Standards of Conduct		€	21,688.37
3.5. ICSC Workshop on UN compensation system, Muscat, Oman, November 2022 - workshop fees and travel expenses for three participants		€	9,940.82
			€ 44,747.15
4 This consists of the following expenses:			
4.1. Fee for services provided by Tenants' Union ("Mietervereinigung")		€	5,000.00
4.2. Audit of the financial statements of UNSCV and the Gift Shop 2021		€	900.00
4.3. "Simply Voting" invoice - statutes referendum		€	1,566.02
4.4. 2022 VIC Staff Summer Party (50% of the cost being subsidised by the Staff Welfare Board - see note 2.2 above)		€	10,000.00
4.5. UNOV/UNODC Staff Union's contribution to the VIC Nursing Room relocation		€	8,152.58
4.6. Annual subscription to magazine "Konsument"		€	60.00
4.7. SurveyMonkey annual fee		€	420.00
4.8. Holiday raffle vouchers printing		€	17.70
			€ 26,116.30

Gift Shop Financial Report 2022			
INCOME			
1. Income from sales (credit card payments)	€	57,091.57	
2. Income from sales (cash payments)	€	44,522.64	
Total income	€	101,614.21	
EXPENDITURE			
1. Purchases	€	32,141.67	
2. Refund of VAT for purchases	-€	1,860.99	
3. Staff salaries	€	24,416.25	
4. Office supplies and till rolls	€	41.07	
5. Bank Charges	€	486.85	
6. Payone annual fee (credit and debit card payment terminal)	€	416.02	
7. Paper bags	€	5,158.94	
8. Charity donations (1)	€	55,154.55	
9. Other expenses (2)	€	3,993.28	
Total expenditure	€	119,947.64	
Excess of income over expenditure	-€	18,333.43	
Transfer of funds from the Gift Shop account to other UNSCV accounts			
Transfer to Main account (60% of 2021 profit)	€	-	
Transfer to Support Fund (15% of 2021 profit)	€	-	
Total transfers	€	-	
Assets			
Gift Shop account balance on 31 December 2022	€	95,196.73	
Items on stock (average cost method)	€	51,754.97	
Money in hand (one employee)	€	350.00	
Total Assets	€	147,301.70	
Explanatory notes			
(1) Charity donations			
	1	Charity donation - SOS Kinderdorf - Ukraine	€ 10,000.00
	2	Charity donation - Austrian Red Cross	€ 10,000.00
	3	Charity donation - UNHCR	€ 10,000.00
	4	Charity donation - Médecins Sans Frontières	€ 10,000.00
	5	Donation UNODC colleague 1 Ukraine	€ 4,568.30
	6	Donation UNODC colleague 2 Ukraine	€ 4,480.00
	7	Donation family of deceased UNODC colleague Afghanistan*	€ 6,106.25
Total charity donations			€ 55,154.55
(2) Other expenses			
	1	Inventory end of 2021 - salaries	€ 590.00
	2	"epos" annual licence for the cash register	€ 207.96
	3	shipping cost (sending replacement for a damaged item to a customer)	€ 12.90
	4	Annual licence for two work stations: Gift Shop & Staff Services Office	€ 3,182.42
Total other expenses			€ 3,993.28
* The equivalent of additional USD 6,000 (2nd part of the donation) will be donated to the same family in 2023			

13 Audit Report 2022

UNOV STAFF COUNCIL AND GIFT SHOP

AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2022

I have examined the Financial Statements of the UNOV Staff Council and Gift Shop for the 12 months period ended December 31, 2022 and have checked supporting papers and the inventory on a test basis. The accounting system is an accounting on a cash basis. The accounting records are maintained with MS Excel and are comprehensible and transparent.

During the course of the Audit, the matters noted in this report were drawn to the attention of the President of the Staff Council.

FINDINGS AND RECOMMENDATIONS 2021

Statutes of UNOV

The statutes have been amended and updated in 2022.

Activity confirmation

The activity confirmations/time records are connected with the invoices.

To avoid any errors or misunderstandings I recommend to have the confirmations in the future signed by the respective contractor.

The confirmations are now signed by the respective contractor.

Main Account

The main account still includes an amount of € 2.400,— as a deposit by IAEA Staff Council and the UNOV Staff Welfare Board to be used by VICREC for the due to Covid postponed lockers project (men's changing room on F09) and is therefore a liability for the Staff Council.

Gift Shop Account

Due to the Covid situation the sales have been decreased substantially after 2020 also in 2021 and therefore the staff (and staff costs) have been reduced. Especially at the last quarter of 2022 the sales have been increased.

The **inventory** performed by December 31, 2021 and the results of the check on a test basis show differences between stock and purchases/sales.

I strongly recommend to have the next inventory done in-depth and to take ongoing care about the accurate accounting into the epos system.

The **VAT refunds** include VAT from both Gift Shop purchases and other invoices and are completely booked in favor of the Gift Shop Account.

I recommend to split the VAT refunds in the future according to their respective assignment.

The VAT refunds have been splitted according to their respective assignment.

FINDINGS AND RECOMMENDATIONS 2022

The **inventory at the end of 2022** has been performed in detail with the presence of the Auditor.

There were in total 174 different items on stock. In 26 cases (15%) there is no difference between the quantity of the items currently on stock according to „epos“ and the quantity according to the inventory done on 3rd January 2023. In 85% there are differences (range from -221 till +211).

From a total quantity of 12.622 according to „epos“ there is a discrepancy of -284 (2,25%). The total difference in value is € -154,45 (- 0,3%). Although the total differences in quantity and value are very low, there remains the fact that in 85% differences occur between the items in „epos“ and the inventory.

It seems obvious that the differences date back to some previous years. The situation has been discussed between the Auditor, the Treasurer and the Staff Council Assistant.

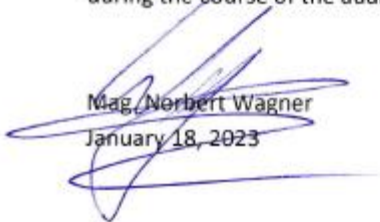
I recommend to book out the differences in “epos” and start with the actual figures according to the physical inventory. Furthermore it is necessary to take ongoing care about the accurate accounting into the “epos”-system including the according corrections in case of aftersale changes of items. Regarding the storage I recommend storing items of same size and color at the same place, stack those items in piles of (5,10) pieces to have a better overview and facilitate the inventory as well as describing the content of packages clearly visible on the outside (goods, color, size, quantity, etc.).

CONCLUSION

The statement of assets and liabilities as at December 31, 2022, present according to my opinion a true and fair view of the UNOV Staff Council and the Gift Shop. The assets show a total amount of € 910.308,05 (including the liability of € 2.400,—) for UNOV Staff Council deposited on the bank accounts (Main account, Dispo account, Support Fund account) and for the Gift Shop € 147.301,70 deposited on the Gift Shop Account, items on stock and money in hand.

ACKNOWLEDGEMENT

I acknowledge with thanks the full co-operation of the Treasurer and the Staff Council Assistant during the course of the audit and emphasize the transparent documentation for all transactions.


Mag. Norbert Wagner
January 18, 2023

Annex I

Staff Representatives and Alternates – Attendance Record

Attendance at meetings of the 28th UNSCV from 7 April 2022 to 6 March 2023				
Unit	Representative	Attendance	Alternate	Attendance
UNICRI	DE BRUIJN, Marian	3	CHENNOUKH, Sara Yasmine	1
OOIS / UNROD	NAHHAS, Fadia	2	STURM, Karin	7
OOSA / UNPA	GINDLER, Patrick	9	ERUWA, Lorretta	8
OLA / UNIS	THOMAS, Anne	6	CANAFIOLIA, Monica	2
UNOV CMS	GOSSAGE, Giovanna	7	Haidar, Samar	3
UNOV CMS	BUDIN, Aban	6	HERNANDEZ, Doris	2
UNOV CMS	PODGORNIK, Valter	9	JOLLY, Helene	3
UNOV SSS	MARHALI, Asher	2	WEISS, Inga	0
UNOV SSS	MISKOVIC, Sandra	0	LOVODUA, Sisilia	0
UNOV SSS	FILIP, Antonin	1	RUIU, Cristi	0
UNOV DM (BPRCM, DM, GSS, FRMS, HRMS, ITS) / ODA ODDHR UODAV / OMS VIENNA	BREZINA, Stefan*	7	SEITZ, Matthew**	1
UNOV DM (BPRCM, DM, GSS, FRMS, HRMS, ITS) / ODA ODDHR UODAV / OMS VIENNA	NUSEIBEH, Ibrahim	5	GRIMM, Ferdinand	1
UNOV DM (BPRCM, DM, GSS, FRMS, HRMS, ITS) / ODA ODDHR UODAV / OMS VIENNA	RUANE, Andrew	7	COELHO, Patricia	1
UNODC DO Field Offices	ERTEN, Mustafa	3	STANLEY, Mark	0
UNODC DO Field Offices	BERTRAND, Sylvie	0	TEMESAVARI, Maria	0
UNODC DO Field Offices	HEMMERLING, Mario	0	HARRIS, Bo Shakira	1
UNODC DO Field Offices	Vacant	-	Vacant	-
OED / UNODC DO / UNODC DPA	GRELLIER, Nina	0	SKIDMORE Jonathan Richard Llywelyn	0
OED / UNODC DO / UNODC DPA	BUSSE, Anja	4	Vacant	-
OED / UNODC DO / UNODC DPA	CHERIANKALAYIL, Mathew	7	RAHMAN, Hasina	1
UNODC DTA (incl. HQ Field Administered Staff)	ESPOSITO, Karin	8	BERTERAME, Stefano	8
UNODC DTA (incl. HQ Field Administered Staff)	NORMAN, Gemma	9	KRAMER, Karen	1
UNODC DTA (incl. HQ Field Administered Staff)	KATKHOUDA, Nabil	9	Vacant	-
<p>There was a total of nine regular meetings from 7 April 2022 to 6 March 2023.</p> <p>Staff representatives from the field were not always able to participate in the meetings because of the different time zones.</p>				
<p>* Ceased to be a member of the Union as per Art. 27.1 of the Statutes and Rules, on 9 January 2023</p> <p>** Assumed the function of <i>member</i> on 9 January 2023, the office of <i>alternate</i> is considered vacant as per Art. 27.1 of the Statutes and Rules</p>				

Annex II

Officers of the Staff Council

Staff Council	Presiding Officer	Aban Budin
	Deputy Presiding Officer	Vacant*

* Ibrahim Nuseibeh served as Deputy Presiding Officer until 9 January 2023

Staff Committee	President	Stefan Brezina Karin Esposito**
	Vice-President	Karin Esposito Ibrahim Nuseibeh***
	Secretary	Giovanna Gossage
	Treasurer	Valter Podgornik
	Rapporteur	Andrew Ruane

** Replacing Stefan Brezina as of 9 January 2023 | *** Replacing Karin Esposito as of 9 January 2023

Polling Officers	Chairperson	Martin Dessart
		Sahar Al Tabbal
		Mohammad Naser Ali

The Polling Officers are appointed for a four-year term (October 2022 – October 2026)

Arbitration Pool		Willetta Tonette Edelsbrunner
		Merfat El-Mansi
		Tatiana Jehl
		Artem Lazarev
		Martin Reggi

The Arbitration Pool members are appointed for a five-year term (11 October 2022 – 10 October 2027)

Annex III

Representation on Joint Bodies

Joint Advisory Committee	Chairperson*	Caroline Nicholas
	Members	Stefan Brezina, replaced by Karin Esposito
		Valter Podgornik
		Mustafa Erten
	Alternates	Karin Esposito, replaced by Ibrahim Nuseibeh
		Andrew Ruane
		Nabil Katkhouda

JAC Working Group on Office Space	Members	Karin Esposito
		Nabil Katkhouda

JAC Working Group on Social Security Contract	Members	Matthew Seitz
		Stefan Brezina
		Ibrahim Nuseibeh
		Stefano Berterame
		Valter Podgornik

Joint UNIDO/UNOV JAC Standing Committee on Health and Life Insurance	Members	Troy Lowe Vargas
		Matthew Seitz

General Service Classification Appeals and Review Committee	Chairperson*	Beate Hammond
	Members	Gemma Norman
		Ibrahim Nuseibeh

Staff Welfare Board	Chairperson	Fakhrulla Azamov
	Members	Monica Canafoglia
		Ferdinand Grimm
		Ibrahim Nuseibeh
		Mohammad Naser Ali

Staff Assistance Committee	Chairperson	Angeline Van Der Waals
	Members	Alexandre Silva
		Giovanna Gossage
		Sahar Al Tabbal
		Ibrahim Nuseibeh
	Alternates	Karen Boshoff
		Sabrina Levissianos
		Mohammad Naser Ali
		Valter Podgornik

Central Review Board	Members	
		Sylvie Bertrand
		Jose Estrella-Faria
		Angela Me
		Tofiq Murshudlu
		Francia Obregon Blasco
		Fariba Soltani
		Justice Tettey
		Alexander Vorobiev

Central Review Committee	Members	
		Aygul Duysenhanova
		Mustafa Erten
		Teymuraz Gogolashvili
		Matthew Howells
		Terrence McElhaney
		Fadia Nahhas
		Silvana Tucci
		Jessica Turner

Central Review Panel	Members	
		Emebet Bizuneh
		Lorretta Eruwa
		Nina Grellier
		Troy Lowe Vargas
		Asja Nedeljkovic
		Ha Fung Ng

		Valter Podgornik
		Georg Rauscher

UNOV/UNODC Rebuttal Panel	Members	Wolfgang Aigner
		Giovanna Gossage
		Nabil Katkhouda
		Andrew Ruane

Departmental Focal Points for Women	Members	Wadih Maalouf
		Hanifa Rebbani
		Antje Reepmeyer
Alternate Departmental Focal Points for Women		Aisser Al-Hafedh
		Eurídice Márquez
		Koen Marquering

Joint Advisory Committee on the Child Care Centre	Member	Nina Grellier
	Alternate	Fadia Nahhas

Joint Advisory Committee on Catering Services	Member	Nabil Katkhouda
	Alternates	Monica Canafoglia
		Helene Jolly

Joint Commissary Advisory Committee	Members	Giovanna Gossage
		Ferdinand Grimm
	Alternates	Monica Canafoglia
		Valter Podgornik

Joint Advisory Committee on the VIC Garage	Chairperson ¹⁹	Ferdinand Grimm
	Member	Ibrahim Nuseibeh
	Alternate	Vacant ²⁰

VIC Recreation Committee	Chairperson	Daniel Bridi
	Member	Shadi Al Abani

Inter-Agency Games Organising Committee	Members	Daniel Bridi
		Mathew Cheriangkalayil

* Jointly nominated by staff and administration.

¹⁹ Elected by the Committee from among its members (one representative each from the staff and the administration of the four participating organisations (UNOV/UNODC, UNIDO, CTBTO & IAEA))

²⁰ Jorge Rios served on the Committee before his recent reassignment

Members of Subsidiary Bodies of the Staff Union

Gift Shop Standing Committee	Chairperson	Valter Podgornik
	Members	Ibrahim Nuseibeh
		Vacant*

* Stefan Brezina served on the Committee until 9 January 2023

Support Fund for the Representation of UN Colleagues	Members of the Staff Committee
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Staff Council Members in the SMC

3x3 Contact Group	Stefan Brezina, now replaced by Karin Esposito
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SMC Working Group on Delegation of Authority	Karin Esposito
	Stefan Brezina

SMC Working Group on Staff Selection and Mobility	Karin Esposito (Co-Chair)
	Stefan Brezina

SMC Working Group on Administration of Justice	Karin Esposito
	Stefan Brezina

SMC Gender Focal Point Group	Karin Esposito
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Focal Point for Recognition and Rewards Framework	Karin Esposito
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Staff Council Members Serving on Behalf of UNISERV

ICSC Working Group on the Standards of Conduct for the International Civil Service	Karin Esposito
ICSC Working Group on HR Framework	Karin Esposito
HLCM Special Dialogue on Value-Based Data Management and Analytics	Karin Esposito

Staff Council Members Who Served within CCISUA

CCISUA Legal Task Force	Karin Esposito
CCISUA Finance Committee	Ferdinand Grimm

Staff Council Members Who Served on Behalf of CCISUA

ICSC Working Group on Parental Leave	Stefan Brezina
ICSC Working Group on GS Salary Survey Methodologies	Stefan Brezina
ICSC Working Group on Code of Conduct	Stefan Brezina
	Karin Esposito

Annex IV

Abbreviations

ACPAQ	Advisory Committee on Post Adjustment Questions
ACUNS	Academic Council on the United Nations System
ASG OHR	Assistant Secretary-General for Human Resources
CAC	Commissary Advisory Committee
CCISUA	Coordinating Committee for International Staff Unions and Associations of the United Nations System
CCS	Committee on Common Services
CEB	UN System Chief Executives Board for Coordination
CRB	Central Review Body
COVID-19	Coronavirus Disease 2019
DHMOSH	Division of Healthcare Management and Occupational Safety and Health
DoA	Delegation of Authority
FWA	Flexible Working Arrangements
GA	General Assembly
GS	General Service and related categories
GSSC	Gift Shop Standing Committee
HLCM	High-Level Committee on Management
HRMS	Human Resources Management Service
HRN	Human Resources Network
IASMN	Inter-Agency Security Management Network
IC	Infrastructure Committee
ICSC	International Civil Service Commission
ILOAT	Administrative Tribunal of the International Labour Organisation
ISAU-UNESCO	International Staff Association of UNESCO
JAC	Joint Advisory Committee
JAC-CCC	Joint Advisory Committee on the Child Care Centre

JACG	Joint Advisory Committee on the VIC Garage
NO	National Officer
OI	Office Instruction
OSH	Occupational Safety and Health
OSLA	Office of Staff Legal Assistance
P	Professional and higher category
PM	Performance management
SMC	Staff-Management Committee
UNAT	UN Appeals Tribunal
UNDT	UN Dispute Tribunal
UNFSU	UN Field Staff Union
UNISERV	United Nations International Civil Servants' Federation
UNJSPF	United Nations Joint Staff Pension Fund
UNSCV	United Nations Staff Council – Vienna
USG	Under-Secretary-General
VBOs	Vienna-based Organisations
VIC	Vienna International Centre
VICREC	Vienna International Centre Recreation Committee
VISAC	Vienna International Staff Associations Committee