

# Annual Report 2019



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## 27<sup>th</sup> Session of the Staff Council - Representatives

Elected for a term of two years, starting February 2019.

Electoral Unit	Representative(s)	Alternate(s)
UNICRI / UNPA / OIOS	Giuseppina Maddaluno	Marina Suprun
UNOV DM (GSS & OD) / UNROD / ODA ODDHR UODAV / OMS VIENNA	Patricia Coelho	Karin Sturm
OOSA / UNIS / OLA	Iris Schaechter	Monica Canafoglia
UNODC Field Staff	(Ester Alavha) <sup>1</sup> Mark Stanley <i>Vacant</i>	Martin Musambai <sup>2</sup> Zorana Markovic <i>Vacant</i>
UNOV DM SSS	Mohammad Naser Ali Asher Marhali Cristi Ruiu	Daniela Witasek Apisai Mule Marius Ioo
UNOV DM (FRMS, HRMS, ITS)	Corrinne Jurenka Ibrahim Nuseibeh Stefan Brezina	Andrew Ruane Ferdinand Grimm Matthew Seitz
UNOV/CMS	Aban Budin Giovanna Gossage Helene Jolly Troy Lowe Vargas Valter Podgornik	Touria El Housni Uros Miloradovic Claire Kono <i>Vacant</i> Nikola Jeremic
UNODC OED, DO & DPA (incl. HQ Field Administered Staff)	Wolfgang Aigner Nina Grellier Fariba Soltani	Claudia Arthur-Flatz Mario Hemmerling Elizabeth Saenz
UNODC DTA (incl. HQ Field Administered Staff)	Stefano Berterame Karen Kramer Nabil Katkhouda	Szilvia Petkov Riikka Puttonen <i>Vacant</i>

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

<sup>1</sup> Seized to be a member of the Union as per Art. 17.1 of the Statutes and Rules, in June 2019

<sup>2</sup> Assumed the function of *member* in June 2019, 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 UN 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 organizations 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's 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 (legal) support to UNOV/UNODC colleagues on individual grievances, **regardless of their contract type**.

### 1.3.2 Staff Union's Role in the Secretariat

Our Union is a member of Staff-Management Committee (SMC), which is the highest-level deliberation and negotiation body between Staff and Management, in the UN Secretariat.

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. Also, the UN Staff Unions must be consulted on any changes to the Staff Rules and Regulations.

Our participation in the SMC is critical as promulgated policies may have far reaching consequences to staff. Not only are we a member of the SMC Plenary but also represented in various working groups as well as the overall steering group (the '3x3').

### 1.3.3 Staff Union's Role in the UN System

While our Union does not have a direct role to play in the UN 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).

Our Union is a member of the Coordinating Committee of International Staff Unions and Associations (CCISUA) and representatives of our Union are participating on behalf of CCISUA in the various ICSC meetings and working groups as well as the HLCM.

## 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 27th 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).

### 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)<sup>3</sup>, 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.

Unfortunately, staff are currently not represented in the following bodies, but we will keep pushing as we believe our participation is both meaningful and necessary, to ensure a proper dialog on issues that affect colleagues directly:

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



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<sup>3</sup> 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.

### **2.3. 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.

### **2.4. Working Groups**

Working Groups are tasked with providing recommendations to the Staff Council on specific topics.

Drawing upon current areas of concern and past plans of action, the 27<sup>th</sup> Staff Council established working groups for different areas of work. A selection of these working groups, including detailed concerns within their purview, are listed below:

#### **1. SMC Working Group**

- Review of draft administrative issuances
- Preparation of papers for the SMC
- Conditions of service (contracts, salaries, benefits)
- Career development and job security
- Staff-management relations
- Global Sourcing and centralization (e.g. GSDM)
- Conditions of work in the field

#### **2. Working Group on Staff Protection**

- Safe and healthy work environment
- Prevention of abuse of authority, discrimination and harassment
- Legal assistance framework for staff

#### **3. Working Group on the Statutes of the Staff Union**

- Revision of the Statutes of the Staff Union of the United Nations at Vienna
- Amendments to election procedure
- Introduction of arbitration body

#### **4. Working Group on the Communication and Outreach**

- Increase the visibility of the Staff Council
- Raising staff awareness on function, responsibility and services of the union

## 2 Conditions of Service

### 2.1 Reforms in the Secretariat, Career Development and Job Security

#### 2.1.1 Delegation of Authority

On 1 January 2019, the Secretary-General introduced a revised framework for delegation of authority (ST/SGB/2019/2)<sup>4</sup>. In his words, he provided department managers with powers in how they manage human resources, finances and procurement in order to strengthen overall ability of the UN to deliver locally. This should have gone hand-in-hand with a clear accountability in return.

While the Staff Unions of the UN system recognize the importance that the Secretary-General attaches to the issue of UN reform including the overall concept of *Delegation of Authority*, they were disappointed that the ST/SGB had not gone through any form of negotiation or deliberation prior to its issuance. Staff furthermore expressed their concerns particularly with the human resources aspect of the ST/SGB (Annex IV) and its associated instruments, clearly impacting staff welfare. They argued that delegating discretionary authority in the interpretation of key areas of human resources policy to the head of entity level<sup>5</sup> could lead to potential abuse of authority, inconsistent treatment of staff between and within single duty stations on issues such as contract renewal, separation, extension beyond retirement age and granting of benefits, aggravated by the lack of a clear accountability framework, key performance indicators and monitoring facilities

In preparation for the SMC VIII meeting in April 2019, our Staff Council contracted a legal study on the ST/SGB to identify the areas in the document that needed to be addressed. It was used as a basis for a joint staff paper presented in the plenary, calling for the suspension and review of the ST/SGB and highlighting the critical issues in the framework.

Management stated that while the ST/SGB and its instruments could not be revoked, they were willing to work with Staff to strengthen accountability and monitoring mechanisms. It was agreed to establish an SMC Working Group to review the implementation of the *Delegation of Authority* and accountability frameworks and to make recommendations as needed.

To date, the working group has finally been established and is scheduled to meet soon for the first time. We are deeply concerned about this delay as the agreement reached during SMC VIII was clear in requiring the WG to be setup *immediately*.

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<sup>4</sup> ST/SGB/2019/2 Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules

<sup>5</sup> The human resources aspect of ST/SGB (Annex IV) authorizes the head of entity to “[...] make exceptions to administrative instructions in the area of human resources”, the only requirement being to report that exception within 24 hours to the DMSPC. Those exceptions to AIs, unless DMSPC objects, would then be legal.

We are already seeing negative effects of the *Delegation of Authority* framework and will do our utmost to get the policy fixed and to ensure that proper measures are in place to safeguard the rights of staff and to avoid any negative implications as a result of the delegated authority, particularly in the area of Human Resources.

### 2.1.2 Global Service Delivery Model

The GA during its Fall Session last November resumed but did not conclude the discussions on the Global Service Delivery Model (GSDM). The project has been under consideration for almost four years now and the selection of the Global Shared Service Centres remains a very contentious issue among Member States. There is also a lack of clarity and transparency on the real cost of the project and the calculations provided are not exhaustive.

Staff Unions fundamentally oppose the GSDM and see it primarily as a cost cutting and downsizing exercise. They believe that there are less invasive ways to improving the collaboration among UN offices, without cutting a single post. Even though the initiative may be called 'post-neutral', it basically includes the abolition and recreation of posts in generally cheaper locations.

If approved by the GA, the GSDM would have a strong impact on staff in Vienna. Selected processes would be shifted to the Service Centres and some of our colleagues would be asked to assist in the knowledge transfer to those Centres. With regards to posts being cut, our administration has been very proactive in minimising the impact. The GSDM exercise, however, would not be concluded with the current proposals, as additional processes would be transferred to the Service Centres in the future.

The measures to mitigate the effect of the GSDM on administrative staff, agreed by the SMC in February 2018 and approved by the Secretary-General, remain in place. Those measures include external recruitment freeze for administrative functions; giving priority consideration to internal candidates affected by the implementation of GSDM when they apply to job openings; and greater possibilities for reassignment, retraining, and enhanced separation packages. In addition, the SMC in its last meeting in April 2019 agreed to work together with the Unions to review the mitigating measures available to staff in the Field Service (FS) Category.

The deliberations on the GSDM are expected to continue in the spring of 2020.

We need to be aware and alert about GSDM potentially being implemented through the back door via the mechanism of *mutual recognition*, that allows organisations to procure services from each other. What this could entail is that, for example, one organisation starts with outsourcing transactional functions and other organisations to make use of this via a *mutual recognition agreement*. A wide-spread use of this would render any discussions on GSDM moot and introduce a system that provides even less safeguards for staff than the GSDM mitigation measures we negotiated with the administration.

### 2.1.3 Downsizing Policy

In view of the ongoing downsizing and restructuring exercise at the UN, Staff believe that a policy on downsizing and workforce reshaping must be in place and promulgated as soon as possible. While there are parts of the Staff Rules and Regulations, as well as jurisprudence to be relied upon, there is no overarching policy that staff, management, indeed the whole of the Secretariat, can rely upon.

An SMC agreement on the downsizing policy, based on the work of a dedicated SMC working group, was reached in November 2016. The first draft administrative instruction (AI) to implement it was circulated by management in 2017, a revised version followed in 2018. When the GSDM mitigation measures were agreed upon in February 2018 it was emphasized that those measures were to be seen in conjunction with the downsizing policy and that the relevant AI should be issued as soon as possible.

Instead of implementing that agreement, Management circulated a new, third draft AI on downsizing that significantly departs from the SMC agreement in several key areas such as contracts, reassignments and mitigating measures. In this draft, essential safeguards protecting staff from unfair and arbitrary treatment and retaliation have been removed, transparency has disappeared and managers' adherence to procedures is now optional (also as a result of the lack of accountability in the *Delegation of Authority framework*).

While Staff understand that amendments were necessary in view of changes to jurisprudence, they have no understanding why the judgements in question should affect the format of the downsizing policy, whereby, for example, the mitigating measures would now be included in the guidelines instead of the AI. Staff have serious concerns about the guidelines, which would not be taken as seriously as the policy and would be interpreted and used by different entities at their discretion.

The departure from the original agreement reached at SMC is a clear breach of SMC procedures. Staff Unions reported the breach to the Secretary-General requesting the implementation of the policy in the form and spirit that was agreed upon by the SMC in 2016. A response from the Under-Secretary-General (USG) Department of Management Strategy, Policy and Compliance (DMSPC) was received, confirming Management's commitment to the issuance of an AI on downsizing, based on a to-be amended SMC agreement, incorporating elements of priority consideration based on *gender* and *nationality* as well as the requirement for affected staff to actively apply for positions they are fully qualified for, incorporating recent judgements by the UN Administrative Tribunal.

Keeping in mind the need to proceed as quickly as practical, staff representatives agree that discussions aimed at finalizing the downsizing policy should be limited to reconciling substantive elements deriving from the Staff Rules as they currently stand with the framework agreed in 2016 to ensure there is no inconsistency.

## 2.1.4 Mobility

In December 2017 the Secretary-General decided to pause the implementation of the staff selection and managed mobility system<sup>6</sup> and to conduct a comprehensive review as requested by the GA. He tasked the SMC with proposing the elements of a new mobility and staff selection policy to feed into his report which was planned to be presented for the consideration at the 74th Session of the GA. The discussion on mobility was postponed and is expected to resume during the Spring Session of the GA.

Our Staff Union was very active in this respect, with both the former and current Presidents serving on the SMC Working Group (WG) on Mobility and Staff Selection. Last year, in preparation for the meeting of the WG, our Staff Union launched a survey to identify the opinion of UNOV/UNODC staff on the topic of mobility. The survey showed that there was no unified position among staff. While there is a strong willingness to be mobile, there is a clear divide on the question of mandatory mobility between the Headquarters Professional (P) staff (66% NO) and Field Professional staff (63% YES). Consequently, the position of the Staff Union during the WG negotiations was a compromise that resonated with other Staff Unions of the Secretariat.

In order to arrive at a common position, the staff-side participants of the WG met in June 2019. Initially it reached a consensus to advocate for starting with voluntary mobility and then identifying domains where managed mobility would be necessary, clearly indicating that staff should be encouraged and incentivized before strict measures, such as mandatory mobility, should be evaluated. Unfortunately, one of the Staff Unions was strictly against a mandatory exercise of mobility in case all other encouraging measures fail and subsequently a fully unified position among the Unions was not reached.

Not having a common position amplifies the risk that the Secretary-General will not take the SMC WG's input into consideration when preparing his report to be presented to the GA and will rather push for a strict mandatory mobility which many staff are not in favour of.

Our Union will continue contributing to the discussions in the WG and advocating for clear accountability and central oversight for the voluntary mobility and vacancy track; mandatory staff representation in the oversight body; close monitoring and periodic re-evaluation of the mobility measures; and the introduction of a Special Measures Board for personal hardship cases where colleagues are stuck in their current duty station, despite their best efforts to move.

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<sup>6</sup> Established under the ST/SGB/2016/2/Rev.1 "Introduction of a new staff selection and managed mobility system"

### **2.1.5 Joint Inspection Unit's Review of Staff Exchange and Similar Inter-agency Mobility Measures in UN System Organisations**

Representatives of staff, including those from our Staff Union, interacted with the Joint Inspection Unit (JIU) during the JIU review of staff exchange and similar inter-agency mobility measures in the UN system organizations.

Staff welcomed the recommendation in the JIU draft report that inter-agency mobility should be integrated into human resources management policies of organisations. Another significant element of the report is that the JIU criticised the fact that the UN Secretariat had been reluctant to apply the 2012 Agreement<sup>7</sup>, in particular to General Service (GS) staff. The JIU will make a recommendation that the Secretary-General and other executive heads who have not yet done so should by the end of 2020 publish an administrative issuance that makes clear that all categories of staff on fixed-term and appointments of unlimited duration are eligible to benefit from the provisions of the 2012 Inter-Agency Mobility Agreement.

The draft report also pointed out a worrying conclusion that a large share (35-40%) of affiliated personnel (consultants and contractors) amongst the overall staffing of the organisation is clear evidence of the need for even more time-limited contracts. Our Union submitted comments to the JIU arguing that it was not evident from the information presented in the report how that conclusion was drawn and adding that it was creating the wrong impression to the detriment of both affiliated personnel as well as colleagues on staff contracts.

### **2.1.6 Removing the G to P Barrier**

UN Staff Unions have been campaigning for our GS colleagues to be able to freely apply for P positions for which they meet the requirements without having to go through the G to P exam. The SMC WG on GS Career Prospects has been working hard the past years to provide compelling reasons including, positive effects on gender parity, equitable geographical representation, ensuring the highest standards of efficiency, competency and integrity, amongst others, to provide strong arguments for the discontinuation of what we feel to be a clearly discriminatory practice in the Secretariat, against colleagues serving in the GS and related categories or as FS Staff.

In 2018 the UN Staff Unions launched an extensive campaign to abolish the G to P barrier. For the very first time, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) recommended that the Secretary-General develop a proposal<sup>8</sup> for a pilot

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<sup>7</sup> "Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the UN Common System of Salaries and Allowances":

[https://hr.un.org/sites/hr.un.org/files/handbook/Mobility%20Agreement\\_2019.pdf](https://hr.un.org/sites/hr.un.org/files/handbook/Mobility%20Agreement_2019.pdf)

<sup>8</sup> A/73/497 Human resources management. Report of the Advisory Committee on Administrative and Budgetary Questions

program regarding this matter. Unfortunately, the proper consideration of the proposal has been continually delayed at the GA. Currently it is unclear whether the topic will be discussed during the resumed Spring Session or even later, in the Fall Session.



Given the importance of the matter in promoting a flexible, dynamic and motivated UN workforce, Staff Unions initiated a petition last December calling on the Secretary-General to consider both the recommendations of the ACABQ as well as the report and recommendations of the SMC WG on GS Career Prospects to promptly

establish, under his direct authority, an internal programme targeted at improving the career opportunities of the GS and related categories as well as those of the FS staff across the Secretariat.

The petition is hoped to make ourselves heard on this very important topic. In the meantime, discussions with GA delegates are ongoing so they understand why we believe in removing this glass ceiling.

## **2.2 Salaries and Benefits**

The International Civil Service Commission (ICSC) is composed of fifteen commissioners elected by the GA. Our staff federation, CCISUA participates in the ICSC sessions and working groups to represent staff interests.

Over the past year discussions have taken place between Staff Federations, organizations and the ICSC on how to improve the ICSC's decision-making process so that staff are equal partners.

Among a number of measures, the ICSC's new Chair has expressed his committed to strive for consensus on all decisions and to provide more clarity in the ICSC's reports on where (dis-)agreements have been reached.

While much of this falls under the prerogative of the Chair, Commissioners requested a separate meeting to discuss this further.

### **2.2.1 Professional Salaries – Post Adjustment**

Salaries for internationally-recruited 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 post adjustment multiplier). Calculating this requires a number of statistical operations.

The ICSC agreed to review the post adjustment system after a number of serious issues negatively affecting the post adjustment multiplier were uncovered and confirmed by various statisticians. The review is currently ongoing.

A statistical task force made up of Staff and Organization statistical experts has recommended significant changes which Staff has asked to be tested for impact. Staff has also requested that the gap closure measure of five percent, which acts as a buffer against potential errors in the calculations and data gathering, be restored.

### **2.2.2 Uncertain consequences of a reversal by the ILO tribunal of the ICSC pay cut**

In July 2019, the ILO Administrative Tribunal (ILOAT) ruled that the ICSC did not have the power to take a decision on the post adjustment amounts, resulting in a pay cut of 5.2 percent for staff in Geneva. Consequently, the original post adjustment multiplier had to be restored and the difference paid to staff members (retroactively since implementation plus interest).

This Tribunal decision only applied to specialized agencies that are members of the ILOAT. The UN is subject to the jurisdiction of the UN Dispute Tribunal, which is still hearing the case.

While the ILOAT noted concerns about the correctness of both the methodology as well as its implementation, the core of the ruling was a technicality: the ICSC should have given a recommendation which required approval by the respective GA prior to its implementation.

The ICSC disagreed with the Tribunal's reasoning and decided not to act on it. It also decided not to reverse the pay cut for UN staff. Upon request by the ICSC, the GA reaffirmed<sup>9</sup> the authority of the ICSC to continue to establish post adjustment multipliers for duty stations in the UN Common System.

### **2.2.3 Compensation Review for Locally-Recruited Staff**

Salaries for locally-recruited colleagues are set according to the best prevailing salaries paid locally for comparable jobs. Key to the process is the methodology establishing how comparator data is collected and measured.

The ICSC began a review of compensation for locally-recruited staff in 2018 and established a WG on the Review of the GS Salary Survey Methodologies. Through its President, our Staff Union actively participates in the WG. It had two meetings in 2019 and a third one has been scheduled to take place from 3 - 7 February 2020.

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<sup>9</sup> Draft resolution I of 20 December 2019 – “Item 142. United Nations common system”

Members of the WG agreed that the Flemming principle<sup>10</sup>, as the foundation of compensation for staff in the GS and related categories, should guide its review of the methodologies.

Staff representatives called for vigilance on several matters, including the risk posed through the purchasing of external data and the automatic implementation of results, the high number of comparators required; rules forcing an unrealistic diversity of comparators; a further increase in the weighting of national civil service (Ministry of Foreign Affairs) as a comparator, since the salaries in this sector are normally lower than in other sectors; the possibility of abolishment of the Local Salary Survey Committees (LSSC), which could affect the transparency and staff's participation in the process. Staff want the role of the LSSCs to be strengthened reinforced as they have a vital role during all phases of the salary survey process.

It is expected that the review of the methodologies will be completed by 2021.

## 2.2.4 Education Grant

The ICSC carried out a review of the education grant reimbursement table - the first since the current scheme was introduced in 2015 - showing that school fees since then had risen globally by fifteen percent in dollar terms.

Staff federations participated in the ICSC 89<sup>th</sup> Session last summer and were able to convince the ICSC to accept a recommendation to increase reimbursements



by fifteen percent, applicable to the school year in progress on 1 January 2020. Boarding assistance would increase by the same amount.

The ICSC submitted those recommendations to the GA for their approval last December but the GA decided to defer the consideration of that matter for a year.

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<sup>10</sup> The basis used for the determination of conditions of service of the GS and other locally recruited categories of staff. Under the application of the Flemming principle, GS conditions of employment are based on best prevailing local conditions.

### **2.2.5 Parental Leave**

Staff strongly support the creation of an ICSC WG that will examine the proposal to increase parental leave (birth, surrogacy or adoption) for both parents to sixteen weeks each, with an additional eight weeks for the birth mother. The President of our Union has been nominated to serve on the WG on behalf of CCISUA.

Closing the leave gap between parents brings the UN common system in line with modern social systems, allowing both parents to bond with their children and addressing discrimination that can occur when hiring managers choose not to select women for positions, as opposed to men, on the basis of the perceived utilization of potential leave entitlements.

Staff has asked that the WG also examine a broader concept of family care that includes looking after elderly parents and disabled children. Further, they asked to address the situation of pregnant women in the field, who are forced to leave their duty stations early in order to avoid airline restrictions on flying in the final month. Currently this is being charged to maternity leave, reducing time with the child post-birth, or to annual leave.

The first meeting of the WG will take place in May 2020 to discuss the proposal, which will then be presented at the ICSC summer session in 2020. If approved by the GA, the new policy would come into effect in 2021.

### **2.2.6 Travel**

In the SMC VIII meeting in April 2019, Management and Staff agreed to have dedicated discussions on travel issues which may need to be changed and which do not require approval of the GA; and to utilize the outcome of the discussions to feed a revised version of ST/AI/2013/3 on Official Travel.

The main elements that shall be incorporated into the revised AI are minimum standards for air travel, aviation safety, travellers with disabilities; rental cars and advance purchase policy for entitlement travel.

In the meantime, the new Information circular on Official Travel<sup>11</sup> has been issued. It addresses some long-standing concerns including expenses not covered by daily subsistence allowance but that may be reimbursed as travel expenses, such early check-in and late check-out fees; meal expenses on the last day of travel and during long airport layovers and self-ticketing.

## **2.3 Contractual Issues**

The President of our Union presented a paper to the SMC during its meeting last April, expressing staff concerns about the inconsistencies regarding contract durations and

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<sup>11</sup> ST/IC/2019/16 "Official travel"

extensions within the Secretariat. The paper proposed issuing fixed-term contracts for a duration of up to five years; the standard granting of five-year contracts to staff members who are eligible for continuing appointments but fall outside the post envelope, as had been encouraged by the GA; an acceleration of the review process for continuing contracts; and the upward alignment of the leave entitlements of staff on temporary contracts with those on fixed-term contracts (2.5 days for both).

Management agreed to revisit the corresponding AIs (temporary, fixed-term and continuing appointments) together with Staff and to recommend to the GA an increase of the leave entitlements for staff on temporary contracts.

Acknowledging that guidelines for the extension of contracts have been developed for UNOV/UNODC since our presentation at the SMC, it is still important to have clear policies for the whole Secretariat that establish a fair system, effectively delinking the duration of a contract extension for the underlying budget line and restrictions.

Further AIs that are up for review by the SMC include the one on the Termination of appointment for unsatisfactory service. In that context three new draft AIs are being introduced and reviewed: Resignation from service; Expiration of appointment; and Termination of appointment.

## 2.4 Performance Management

The SMC Working Group on Performance Management, in which our Union through its President participates, has been reconvened to deal with changes that will need to be made to the performance management system in line with the Management Reform. It will also incorporate lessons learnt from different pilot projects and explore linkages to staff selection and mobility.

Performance management remains a very important issue for staff, especially considering the upcoming changes to policies regarding (ending) appointments. Our top priority is to ensure that the process of performance management is fair and transparent, also pushing for the introduction of mechanisms for *reverse appraisals* where a balance has to be found with regards to anonymity, possible risk of retaliation and fairness towards the recipient of such reverse appraisals.

On a similar issue, concerning the *Staff Engagement Survey(s)*, we remain convinced that the results need to feed into the compact of senior managers, as currently it is only a *pulse survey* with no clear implications unless the respective organisation chooses to act on their own initiative. We would like to emphasize and express our appreciation for the efforts of the UNOV/UNODC staff engagement team and the positive initiatives that have been introduced as a result of the previous survey round.

## 2.5 Pension Issues

In 2019 the UN participant representatives to the Pension Board reported that the backlog in payments of pension benefits had been clearing up. However, there are still too many cases of “write-offs” of contributions made to the Fund by participants who have not claimed their pension benefits upon retirement.

There are currently some 11 million USD of unclaimed benefits i.e. roughly 2000 former participants have been placed on the track of forfeiture. Staff representatives have been urging the Pension Fund to strengthen their efforts and to evaluate options for identifying and reaching out to affected participants. The Staff Unions offered their support in implementing any such measures.

### 3 Participation in Relevant Global Fora

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

#### 3.1 Representation at the Staff-Management Committee

The Staff Council remains fully engaged and highly committed to the SMC, through participating in SMC sessions, video-conferences and by contributing jointly with other Staff Unions to papers and positions.

We are taking a strong and pro-active role in the SMC, not only because we believe this to be of high importance but also thanks to the significant efforts invested by the members of our Staff Council's *SMC working group*, who does all the background work including detailed reviews, position finding, drafting, reviewing and networking required for getting our message across and subsequently considered and implemented.

As any policy changes stemming from the SMC machinery can have massive implications for colleagues, the Staff Council strengthened their capacity through employing external legal capacity to ensure a thorough and high-quality review of draft policies.



The President of our Staff Union was elected a member of the 3x3 Committee in April 2019. This Committee, comprised of three representatives from management and three representatives from staff, coordinates the work of the SMC, closely together with the SMC President, Vice-president and Secretary.

The work of the SMC is conducted through various working groups organized according to topics. The Staff Council currently has representatives in the following working groups:

- Delegation of Authority
- Part Time Employment
- Staff Selection and Mobility
- Performance Management.

We are aiming to be also represented in the upcoming working groups on Downsizing, Whistleblower Protection and Administration of Justice.

### 3.2 Representation through our Federation, the Coordinating Committee for International Staff Unions and Associations

Our Staff Council remains active in the federation to which it belongs, namely the Coordinating Committee for International Staff Unions and Associations (CCISUA). A delegation from our Staff Council participated in the 34<sup>th</sup> CCISUA General Assembly in Beirut from 21 to 24 May 2019 as well as in its mid-term meeting held in New York from 5 to 7 November 2019.

Items discussed during CCISUA meetings included dealing with organisational offshoring initiatives (e.g. GSDM); handling restructuring and downsizing; addressing the growth in non-regular staff and other forms of precarious contracts; Pension Fund; promoting work-life balance and reforming parental leave; safety and security; the ICSC reform; post-adjustment review and margin management; locally recruited staff compensation review; use of testing in selection procedures; review of hardship duty station classification; and disabilities in the work place.



The meetings provided an opportunity to discuss and exchange views with other members of the federation and to meet with representatives of substantive offices. CCISUA members met with representatives of the UN leadership, including Under-Secretary-General for Management Strategy, Policy, Compliance, Ms Catherine Pollard; Assistant Secretary General, Ms. Marta Helena Lopez (Office of Human Resources Management); Assistant Secretary-General for UN Development Coordination Office, Mr. Robert Piper; and UN Deputy Ombudsman, Mr Louis Germain. Meetings were also held with the Office of Staff Legal Assistance (OSLA) and with representatives of the ICSC.

The President of our Staff Union was elected as the Vice-President for Communication & Outreach at the 32nd CCISUA General Assembly held in Bangkok in May 2018. He was re-elected for the same role during the last CCISUA General Assembly in Beirut.

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

By being members of CCISUA's Bureau and CCISUA Finance Committee, our Union is able to better contribute to defending staff interests in various areas.

Our Union is also represented in several CCISUA internal WGs: WG on Amendments to the CCISUA Statutes; and WG on Contributions Structure for CCISUA Members.

Furthermore, the President of our Union represents CCISUA in the ICSC WG on Parental Leave, the ICSC WG on GS Salary Survey Methodologies and the High-Level Committee on Management (HLCM).

### 3.3 Global Staff Engagement Survey Team

The President of the Staff Union was nominated by the SMC Staff Unions to serve as the global focal point for staff for the re-run of the Staff Engagement Survey in 2019.

While remaining sceptical about the aims of the Staff Engagement survey including the (lack of) accountability stemming from its results, being the global focal person presents an excellent opportunity to move this initiative into a direction that is more meaningful. Concerns stemming from the previous round included:

- Cryptic methodology that was applied by the external consultancy company
- Lack of detailed data
- Comparison with public sector (which traditionally has a lower 'engagement') – important to compare with realistic comparators (and not the *public sector* norm) and aim that UN needs to perform above others and not just *on-par*.
- The survey results must have an impact on managers who have to be held accountable for unfavourable results
- And finally, objecting to the concept of *staff engagement* in principle, as the target is to have a *happy workforce* that is *willing* to go above and beyond what

they are being paid for. While this sounds noble, the concept however goes in the direction of pushing for doing even more with even less (for as long as colleagues don't resign).

Unfortunately, the UN is still bound by contract to the external consultancy company but significant pushes in the direction of increasing accountability and having meaningful data, were made.

## 4 Training of Staff Representatives

### ***ICSC Workshop on the Post Adjustment System***

Two members of the Staff Council participated in a two-day workshop on the post adjustment system, which took place in Vienna in February 2019. It was conducted by experts from the ICSC.

### ***Working Under Pressure - Emotional Intelligence in the Workplace***

Staff representatives attended a two-day training Emotional Intelligence in the Workplace in March 2019. The IAEA Staff Council kindly offered free seats to our Union.

Participants learned how to better manage stress and pressure in the workplace and how to improve their working relationships.

### ***Induction and Harassment Training for Staff Representatives***

Members of the newly constituted Staff Council, including those from the field, participated in a two-day induction training, followed by a one-day training on harassment issues in May 2019.



The training helped them better understand the purpose of the staff union and the role of the staff union representatives. It taught them how to develop representational skills and identify best practices in staff representation.

### ***Sessions on the Duty of Care***

On 31 May 2019 Staff Union representatives attended a Session on the Duty of Care obligation incumbent on international organizations, hosted by the OSCE. Current developments evolving around the Duty of Care obligation as well as selected cases of international jurisprudence were presented.

On 13 December 2019 staff representatives attended a follow-up event with Duty of Care experts that provided an opportunity for interactive discussion and inspiration about Duty of Care demands in the context of Human Resources management.

### ***Legal Workshop***

In June 2019 the Staff Council organized a one-day legal workshop conducted by two lawyers specialised in the internal law of international organisations and employment

disputes within those organisations. Participation in the workshop was open to both staff representatives and any interested staff member.

The topics covered in the workshop included an introduction on international administrative law, the main tribunals and their jurisprudence, informal and formal dispute resolution mechanisms; duty of care; freedom of speech and participation in marches, with an overview of prohibited/allowed outside activities; and the applicability of the ICSC code of conduct for staff members leaving the Organisation.

### ***Reporting harassment and other forms of prohibited conduct***

In close cooperation with its WG on Staff Protection, the Staff Council organised a workshop on reporting harassment and other forms of prohibited conduct. It took place on 26 September 2019 and was open to all UNOV/UNODC Vienna-based staff as well as staff on precarious contracts.

### ***Pilot talk on "How to initiate self-help when faced with prohibited conduct"***

In September 2019 the Staff Council's Working Group on Staff Protection facilitated a pilot talk about "How to Initiate Self-Help when faced with Prohibited Conduct" for staff representatives from all four Vienna-based Staff Unions and Associations. It was conducted by a human rights lawyer who, as a former UN Legal Officer and staff representative, has represented staff in UN legal proceedings and currently focuses her work on prohibited conduct (harassment, sexual harassment, discrimination and abuse of authority).

## 5 Staff Protection and Legal Assistance

### 5.1 New Policy on Discrimination, Harassment, Including Sexual Harassment, and Abuse of Authority

In early 2018 an SMC WG was established to revise the policy on discrimination, harassment, sexual harassment, and abuse of authority (ST/SGB/2008/5). Numerous meetings were held in order to identify issues that required update.

The WG was also requested to consider the results of the two surveys, conducted at the end of 2018: the system-wide survey commissioned by the Secretary-General focusing on sexual harassment and the CCISUA survey which covered a broader range of prohibited conduct.

[The CCISUA survey](#) pointed to a lack of trust in the Organization's ability to deal with all types of misconduct. Staff reported high levels of abuse of authority, discrimination, harassment and sexual harassment, in that order. The overwhelming majority of staff are reluctant to report misconduct, largely because they do not trust the system and fear reprisals, particularly when such reprisals have been made by senior staff. Further, a large majority of those who filed complaints were unhappy with the manner in which investigations were carried out and with their final outcomes.

The Secretary General's survey drew similar conclusions. The results of both surveys indicated that a third of all staff had experienced sexual harassment in the UN context, and that only a minority of victims chose to take action as a result. The surveys also demonstrated that the UN's current culture and redress mechanisms were in urgent need of repair.

The SMC WG took into consideration the concerns identified by the two surveys and agreed on the revised policy. In September 2019 the new ST/SGB/2019/8 "Addressing discrimination, harassment, including sexual harassment, and abuse of authority" was promulgated.

The next step for the SMC members is to revise the policies under ST/AI/2017/1 and ST/SGB/2017/2/Rev.1<sup>12</sup> as they are strongly linked to the policy on discrimination, harassment, sexual harassment, and abuse of authority.

At the local level, Staff Council representatives participated in the review of the preventive measures and actions taken by UNOV/UNODC in accordance with the zero-tolerance policy against prohibited conduct. In a meeting with the consultant<sup>13</sup> engaged by HRMS

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<sup>12</sup> ST/AI/2017/1 on "Unsatisfactory conduct, investigations and the disciplinary process" ST/SGB/2017/2/Rev.1 "Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations"

<sup>13</sup> HRMS has engaged Ms. Mona Khalil, a public international lawyer with over 25 years of experience in various senior legal positions in the UN System including the Office of Legal Affairs, as a consultant to undertake a review of the current practices and the implementation of the Organization's policy

they provided extensive comments and recommendations with regards to prohibited conduct and relevant policies, many of which were taken on board in the consultant's final report.

## 5.2 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 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 legal consultations per year from English speaking lawyers on both work-related and non-work-related matters.

### 5.2.1 Lawyers available for work-related issues

The legal services for dues-paying members of the Staff Union have been expanded this year. In addition to the two lawyers available weekly in room C0341, a third one, Mr Timothy Lemay, is available via phone consultations on work-related issues:

#### (1) **Ludovica Moro** ("Bretton Woods Law")

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

Schwarzenbergplatz 7 (c/o TaylorWessing GmbH), 1030 Vienna

Tel. +43 676 685 5658

Email: [contact@ludovicamoro.eu](mailto:contact@ludovicamoro.eu)

#### (2) **Laurence C. Fauth**

**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](mailto:info@unattorney.com) Web: [www.unattorney.com](http://www.unattorney.com)

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

Available by phone: +43 699 11666067 or email: [tlemay1090@gmail.com](mailto:tlemay1090@gmail.com)

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(ST/SGB/2019/8 (former ST/SGB/2008/5) at UNOV/UNODC with regard to addressing and tackling prohibited conduct (including harassment, especially sexual harassment, abuse of authority and discrimination).

A fourth lawyer, Mr Jeffrey Dahl, who is an expert in UN rules and regulations, continues advising staff on general legal issues. His services include 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 has provided legal advice and extensive consultation to eight staff members concerning their grievances. He has also been assisting the Staff Council with the ongoing revision of the Staff Union's Statutes.

In order to access this service at no extra cost, a staff member needs to have been a dues-paying member for at least six months. Staff in the organization for less than six months, need to have joined immediately upon arrival. The Staff Committee determines whether a case warrants being forwarded to the lawyer. Depending on the lawyer's opinion on the chances of success of the case, the Staff Union legal representation costs for Mr. Dahl.

To further strengthen its legal assistance, the Staff Council has established the 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 membership dues will be 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.

## **5.2.2 Lawyers available for non-work-related issues**

Five lawyers are now 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: [office@svlaw.at](mailto:office@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 2:00 to 4:00 pm (by appointment only)**

Moellwaldplatz 5 / Mezzanin, 1040 Vienna

Tel: +43 1 890 6607

Email: [office@apeslaw.com](mailto:office@apeslaw.com)

[www.apeslaw.com/](http://www.apeslaw.com/)

Ms Posch offers two free consultations per year for non-work-related matters.

**(3) Paar and Zwanzger, Rechtsanwalte-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](mailto: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)**

**Thursdays, from 12:00 - 2:00 pm (by appointment only)**

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

Email: [office@ra-nagler.at](mailto:office@ra-nagler.at)

[www.ra-nagler.at](http://www.ra-nagler.at)

Mr Nagler offers two free legal consultations (30 minutes each) per year and 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@rglegal.at](mailto:roland.gewessler@rglegal.at)

Dr. Gewessler offers two free consultations per year for non-work-related matters.

## 6 Statutes of the Staff Union of the United Nations at Vienna

It has been noted that the Statutes of the Staff Union are not up-to-date in certain areas, warranting a comprehensive review and reissuance. Therefore, the Staff Council established a Working Group whose members have been tasked with reviewing the Statutes and exploring possibilities to revise them with a view to including provisions that may be necessary due to changes that have occurred.

Areas that have been pointed out as being of particular concern include the following:

- functions of the Staff Committee members;
- composition of the Electoral Units;
- the role of the Polling Officers;
- the role of staff nominated representatives on joint bodies;
- lack of an arbitration mechanism to resolve disputes that may arise in the work of the Staff Council and the Polling Officers.

Once the review of the Statutes is completed, the new version will be presented to staff and subsequently subjected to a referendum. The changes to the Statutes would then become applicable as of the following Session of the United Nations Staff Council at Vienna.

It is envisaged to complete this process prior to the elections of the 28<sup>th</sup> session of the Staff Council (tentatively scheduled for February 2021).

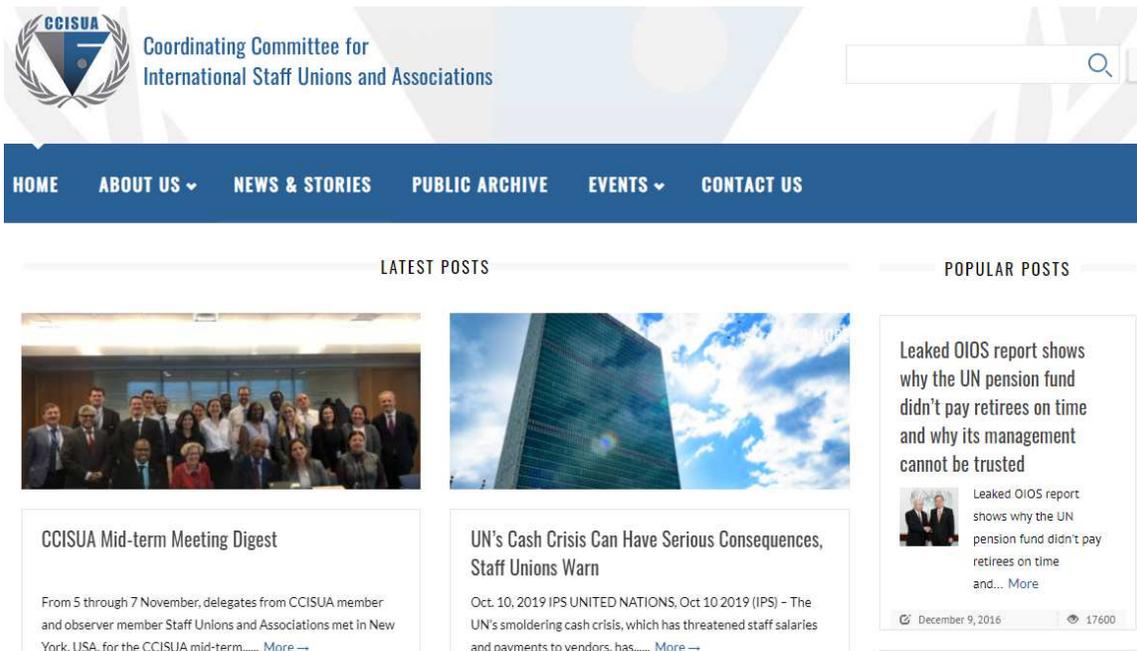
## 7 Communication and Outreach

One of the Staff Union's endeavours is to further increase its visibility and raise staff awareness. To this end, a number of activities have been continued, including those referred to below.



The website of the United Nations Staff Union at Vienna <http://staffunion.unov.org> is updated with information on news, the activities of the Union, important documents, contacts, information on meetings and the services the Union provides.

Another useful source of information is the website of our staff federation, CCISUA: <http://www.ccisua.org/>. This website displays regularly updated articles, providing coverage of issues pertaining to common system staff and putting forward CCISUA members positions on a variety of topics.



Further upgrades to the website and a possible comprehensive overhaul are being investigated. The President of our Staff Union has been taking the lead on this task since his election as CCISUA's Vice-President for Communication and Outreach at its 33<sup>rd</sup> General Assembly in June 2018.

One major project that has been completed is the introduction of a *Virtual Office* accessible to members and alternates of the Staff Council. It acts as

- A document repository
- Outreach platform to members of the Staff Council including discussion board
- Repository for tracking all decisions taken by the Council and its subsidiary bodies
- Primary source of information regarding the work of the Council

Similar systems have been introduced under the leadership of the Staff Council for

- CCISUA members (CCISUA Virtual Office)
- SMC staff-side wiki
- SMC 3x3 wiki and *agreements tracker* (now the official agreements repository of the SMC)

All these initiatives are driven by the need to increase transparency and to introduce *single sources of truth* for relevant information.

During the reporting period the President and the Staff Committee have sent you broadcasts and newsletters informing you of developments.



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 policies and conditions that protect and benefit you.

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

## 8 Services to Staff

### 8.1 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 form available from the Staff Union's office or on our website: <http://staffunion.unov.org/su/en/your-union.html>



By becoming a dues-paying member, not only are you claiming a real stake in the Union, you are also showing 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.

### 8.2 Utilization of Union Funds

#### 8.2.1 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 of EUR 65.- and immediate service fee of EUR 165.- and only have to pay the regular membership fee of EUR 65.-

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

### **8.2.2 Charity Donations**

The Staff Council decided to donate the ten per cent of the 2018 profit generated from the sales of the Gift Shop to "SOS Kinderdorf", an international children's charity that offers family homes to orphaned and abandoned children. The donated amount of EUR 5,095.- will be used to buy furniture for a new group home for eight children.

### **8.2.3 Joint VIC Staff Summer Party**

The Staff Union joined the IAEA, UNIDO and CTBTO Staff Unions / Councils on 14 June 2019 for the VIC Staff Summer Party. The UNOV/UNODC Staff Council contributed EUR 6,000.- to the costs. Half of the cost was generously subsidised by the Staff Welfare Board.

### **8.2.4 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 percent 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%) as well as adding funds to the *Support Fund* of the Staff Council.

All purchases for the Gift Shop are subject to the value added tax (VAT). Thanks to the kind assistance of the Financial Resources and Management Service (FRMS), the Staff Council can now claim back the VAT for all purchases made as of January 2019.

## 8.3 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: <http://staffunion.unov.org/su/en/staff-union-services.html>

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

<http://staffunion.unov.org/su/en/your-discounts.html>



All the information on staff services and discounts available to staff are shared among all Vienna-based organisations (VBOs) in the Vienna International Centre (VIC) resulting in more staff members having access to more services. Dues-paying members of all the VIC Staff Associations and Unions are welcome to take advantage of the offers provided in E1114 and C0341.

The VIC Staff Associations and Unions organised the third Staff Services Open House Day, held in the Rotunda on 9 April 2019. More than thirty companies and service providers attended the event, answering staff's inquiries and presenting their special offers to dues-paying members of the VIC Staff Associations and Unions.

The Staff Services Office is also responsible for organizing the popular holiday raffle. In 2019, the holiday raffle included 76 prizes from various sponsors.

## 9 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.

### 9.1 Report of the Joint Commissary Advisory Committee

The UNOV/UNODC staff representatives on the Joint Commissary Advisory Committee (CAC) have reported that this year the Commissary has focused on increasing its selection of bio/organic food. Many staff members would like to see more organic food and, thanks to the initiative of the CAC staff representatives, the Commissary started to look for new suppliers with the aim of offering more organic products.

The Commissary also changed, for a one-year trial period, its policy on access for recognized dependent children and young adults (aged 12 to 25 years) of staff members. Previously they could enter the Commissary on Wednesdays only, whereas now they can enter on all days, providing they are accompanied by a parent / cardholder. The Commissary has also introduced periodic trainings of staff on the use of beauty products, and these trainings are carried out directly by the vendors.

As every year, one meeting of the CAC focused on the previous year's financial report. In other meetings members were briefed on the customer suggestion process (why some were taken into consideration i.e. why some items make it to the shelves and why some do not) and they discussed advertising strategies, how advertising in the Commissary worked, and the revenue made from it. The distribution of Commissary profits was also explained. It needs to be closely monitored as parts of the profit subsidize the Staff Welfare Boards.

The Commissary now also holds Orientation sessions for all customers (VBOs as well as permanent missions) in order to inform them about rights and privileges, as well as the customers' responsibilities. These sessions are held regularly, and the information is also conveyed to new staff during induction seminars.

### 9.2 Joint Advisory Committee on the VIC Garage

The Committee did not hold any meetings in 2019.

The increase in the parking fee which was implemented by the administration in May 2018, without the endorsement of the UNOV/UNODC staff representatives, has led to an increase of the income. The expenses to run the garage administration also include salaries for Security Officers. The staff representatives are of the opinion that the cost for security should be paid by the Organisation and not by the garage users. Unfortunately, the administration does not share this view.

### **9.3 Report of the 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).

VICREC organised another VIC Clubs' Day held in the Rotunda in July 2019. It was again a great occasion for the Clubs to advertise their services, which helps them attract new members.

During the reporting period several Clubs were either dissolved or stripped of their status for having failed to submit the mandatory annual reports on their activities, along with their financial accounts for the past two reporting years.

The 46th Inter-Agency Games were successfully held in Lisbon, Portugal this year. They were hosted by UNESCO. Next year's Games will take place in Copenhagen, Denmark and will be hosted by UN New York and the UN City Copenhagen.

### **9.4 Report of the 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) have reported that for the calendar year 2019/2020, UNODC/UNOV quota remained the same with 12 places in the crèche (0-3 years), and 22 places in the older age group (3-6 years).

The interim Manager of the VIC Child Care Centre invited the focal points for place allocation of each Vienna-based organization to its annual meeting in March 2019. Among the important issues discussed were the new places available, the movement of children from the crèche to the older kindergarten group, and the situation of currently registered children.

The Committee reviewed a total of 55 eligible applications in order to allocate 6 places in the crèche and another 6 places in older age group for September 2019. The trend continues to reflect a higher demand for the younger age group (0-3 years).

## 10 Treasurer's Report



**UNITED NATIONS STAFF UNION VIENNA**  
**Financial Report for the year 1 January - 31 December 2018**  
 All accounts but Gift Shop  
 (in Euro)

<b>INCOME</b>		
1. UNOV/UNODC Membership dues		73,609.87
2. NOMIK (T-Mobile) monthly payments for Staff Services Officer		1,500.00
3. Bank interest <sup>1</sup>		0.00
4. CTBTO contribution to staff services <sup>2</sup>		1,308.12
5. Miscellaneous income <sup>3</sup>		3,485.00
<b>Total Income</b>		<b>79,902.99</b>
<b>EXPENDITURE</b>		
1. UNSCV travel and training expenses <sup>4</sup>		40,863.23
2. CCISUA annual membership		7,714.73
3. Staff services officer		11,750.00
4. Lawyer fees (professional legal assistance for staff)		10,500.00
5. Business Net (charges for online banking)		244.80
6. Miscellaneous expenses <sup>5</sup>		13,764.27
8. Bank Charges		273.23
<b>Total Expenditure</b>		<b>85,110.26</b>
<b>Excess of income over expenditure</b>		<b>-5,207.27</b>
<b>ASSETS</b>		
Current account balance as at 31 December 2018		24,911.41
Dispo account balance as at 31 December 2018		778,926.13
<b>Total</b>		<b>803,837.54</b>
Prepared by :		
Valter Podgornik		
Treasurer, UN Staff Council at Vienna		

**For the period 1 January to 31 December 2018**
*(in Euro)*

## Explanatory notes 2018

Remarks		
	<ul style="list-style-type: none"> <li>The Staff Council uses the 'Cash Accounting' principle for its financial operation.</li> </ul>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>Explanations</b>		
2	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	
3	Miscellaneous income	
	3.1. SWB 50% contribution to UN Staff Day gifts 2017 (anticipated in full by UNSCV in November 2017)	985.00
	3.2. SWB subsidy towards 2018 Staff Summer Party	2,500.00
4	UNSCV travel and training expenses	
	4.1. FICSA Workshop job classification, Geneva - participation fee for three participants	767.33
	4.2. FICSA Workshop job classification, Geneva - travel expenses 1st	1,331.18
	4.3. FICSA Workshop job classification, Geneva - travel expenses 2nd	1,355.78
	4.4. FICSA Workshop job classification, Geneva - travel expenses 2nd	1,380.78
	4.5. CCISUA General Assembly 2018, Bangkok - travel expenses 1st participant	3,495.22
	4.6. CCISUA General Assembly 2018, Bangkok - travel expenses 2nd participant	3,495.22
	4.7. SMC VII meeting, New York - travel expenses 3rd delegate (other two paid by the administration)	3,613.36
	4.8. Legal workshop for staff representatives - airfare 1st facilitator	287.09
	4.9. Legal workshop for staff representatives - 2nd facilitator's fees	1,833.99
	4.10. Legal workshop for staff representatives - 1st facilitator's fees	2,168.27
	4.11. CCISUA mid-term meeting, New York - travel expenses 1st participant (less reimbursement)	4,041.22
	4.12. CCISUA mid-term meeting, New York - travel expenses 2nd participant (less reimbursement)	3,930.47
	4.13. CCISUA mid-term meeting, New York - travel expenses 3rd participant	4,071.62
	4.14. CCISUA mid-term meeting, New York - reimbursement 1st participant	
	4.15. IAL conference London - travel expenses 1st participant	1,118.83
	4.16. IAL conference London - travel expenses 2nd participant	1,118.83
	4.17. FICSA workshop on Mediation and Occupational Health & Safety, Vienna - participation fee for three participants	445.00
	4.18. ICSC WG methodology review - travel advance for CCISUA representative (to be reimbursed by CCISUA)	6,409.04

5	Miscellaneous expenses		
	5.1. Cupcakes for International Women's Day (Focal Points for Women initiative)		350.00
	5.2. UNOV Staff Union website - domain payment		114.78
	5.3. 2018 Staff Summer Party - UNOV share		5,000.00
	5.4. Posters for 2018 Staff Summer Party		97.91
	5.5. Muffins for the VIC event "Dads matter" (Focal Points for Women initiative)		349.58
	5.6. Annual subscription "Konsument" magazine		52.00
	5.7. Tenants' Union service fee		6,000.00
	5.8. Survey Monkey annual subscription		360.00
	5.9. External auditor (audit of UNSU 2017 accounts)		1,440.00

# 11 Audit Report

**ALBL & Partner**  
**Steuerberatung OG**  
GF.: Mag. Wolfgang Albl



Herrn  
Stefan Brezina  
President of the Staff Council

Vienna International Center  
PO Box 500  
1400 Vienna

Vienna, 11. December 2019

Audit of the United Nations Staff Council and Gift-Shop 2018

Dear Mr. Brezina,

we have examined the balance sheet as of 31 December 2018 and the related statement of income and expenditure of the United Nations Staff Council and Gift-Shop.

We conducted the audit by examining evidence supporting the amounts and the disclosures.

In this regard, we would like to submit to you the following suggestions and statements:

1. As for 2018 you didn't get any interests from your bank, we strongly recommend to start negotiations with other banking institutions in order to increase the level of credit interest (at least 50 % of the total assets should be tied longer).

Thank you for the information about the reimbursement of VAT as of 2019.

To our opinion, the financial statements of 2018 present a true and fair view of the United Nations Staff Council and Gift-Shop.

Yours faithfully

Mag. Wolfgang Albl

ALBL & Partner Steuerberatung OG

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HG Wien, FB-Nr. 29 36 20w, UID: ATU63504666

## Annex I

### Staff Representatives and Alternates – Attendance Record

<b>Attendance at meetings of the 27<sup>th</sup> UNSCV from 15 January 2019 to 17 February 2020</b>				
<b>Unit</b>	<b>Representative</b>	<b>Attendance</b>	<b>Alternate</b>	<b>Attendance</b>
UNICRI / UNPA / OIOS	MADDALUNO, Giuseppina	6	SUPRUN, Marina	4
UNOV DM (GSS & OD) / UNROD / ODA ODDHR UODAV / OMS VIENNA	COELHO, Patricia	9	STURM, Karin	9
OOSA / UNIS / OLA	SCHAECHTER, Iris	9	CANAFOLIA, Monica	3
UNODC Field	ALAVHA, Esther*	5	MUSAMBAI, Martin**	9
UNODC Field	STANLEY, Mark	4	MARKOVIC, Zorana	0
UNODC Field	Vacant	-	Vacant	-
UNOV/SSS	ALI, Mohammad Naser	6	WITASEK Daniela	0
UNOV/SSS	MARHALI, Asher	5	MULE Apisai	0
UNOV/SSS	RUIU, Cristi	7	IOO, Marius	0
UNOV DM (FRMS, HRMS, ITS)	JURENKA, Corrinne	13	RUANE, Andrew	12
UNOV DM (FRMS, HRMS, ITS)	NUSEIBEH, Ibrahim	10	GRIMM, Ferdinand	9
UNOV DM (FRMS, HRMS, ITS)	BREZINA, Stefan	13	SEITZ, Matthew	2
UNOV CMS	BUDIN, Aban	10	EL HOUSNI, Touria	0
UNOV CMS	GOSSAGE, Giovanna	10	MILORADOVIC, Uros	13
UNOV CMS	JOLLY, Helene	10	KONO, Claire	1
UNOV CMS	LOWE VARGAS Troy	10	Vacant	-
UNOV CMS	PODGORNIK, Valter	12	JEREMIC, Nikola	0
UNODC OED, DO & DPA (incl. HQ Field Administered Staff)	AIGNER, Wolfgang***	8	ARTHUR-FLATZ, Claudia	1
UNODC OED, DO & DPA (incl. HQ Field Administered Staff)	GRELLIER, Nina	7	HEMMERLING, Mario***	1
UNODC OED, DO & DPA (incl. HQ Field Administered Staff)	FARIBA, Soltani	8	SAENZ, Elizabeth	2
UNODC DTA (incl. HQ Field Administered Staff)	KRAMER, Karen	7	PUTTONEN, Riikka	3
UNODC DTA (incl. HQ Field Administered Staff)	BERTERAME, Stefano	9	PETKOV, Szilvia	10
UNODC DTA (incl. HQ Field Administered Staff)	KATKHOUDA, Nabil	11	Vacant	-
There was a total of 14 regular meetings from 15 January 2019 to 17 February 2020.				
<p>* Seized to be a member of the Union as per Art. 17.1 of the Statutes and Rules, in June 2019</p> <p>** Assumed the function of <i>member</i> in June 2019, the office of <i>alternate</i> is considered <i>vacant</i></p> <p>*** Temporarily transferred to other duty station</p> <p><i>Note: Staff representatives from the field are not always able to participate in the meetings because of the different time zones.</i></p>				

## Annex II

### Officers of the Staff Council

<b>Staff Council</b>	Presiding Officer	Aban Budin
	Deputy Presiding Officer	Fariba Soltani
<b>Staff Committee</b>	President	Stefan Brezina
	Vice-President	Karen Kramer
	Secretary	Corrinne Jurenka
	Treasurer	Valter Podgornik
	Rapporteur	Patricia Coelho
<b>Polling Officers</b>		Angelika Engl, Chairperson
		Sébastien Chikhi
		Gert Eidherr
		Mohamad Mardini
		Maherul Haque

## Annex III

### Staff Representatives on Joint Bodies

<b>Joint Advisory Committee</b>	Chairperson*	Caroline Nicholas
	Members	Stefan Brezina
		Stefano Berterame
		Andrew Ruane
	Alternates	Karen Kramer
		Valter Podgornik
Nabil Katkhouda		
<b>General Service Classification Appeals and Review Committee</b>	Chairperson*	Beate Hammond
	Members	Valter Podgornik
		Corenne Hammond-Agboraw
<b>Staff Welfare Board</b>	Chairperson*	Michiel van Dyk
	Members	Monica Canafoglia
		Ferdinand Grimm
		Ibrahim Nuseibeh
		Mohammad Naser Ali
<b>Staff Assistance Committee</b>	Chairperson	Ibrahim Nuseibeh
	Members	Alexandre Silva
		Stefan Brezina
		Sabine Lehner
	Alternates	Giovanna Gossage
	Angeline Van Der Waals	

Corrinne Jurenka  
Elwood Graham

**Central Review Board**

Chairperson\*

Martin Nesirky

Members

John Brandolino

Mark Colhoun

Andres Finguerut

Gilberto Gerra

Masood Karimipour

Fariba Soltani

(Alternate Chairperson)

Oliver Stolpe

**Central Review Committee**

Chairperson\*

Bonnie Adkins

Members

Azucena Bajo

Claudia Baroni

Beate Hammond

(Alternate Chairperson)

Alejandro Matta Maya

Reiner Pungs

Martin Raithelhuber

Melvina Slim

Candice Welsch

<b>Central Review Panel</b>	Chairperson*	Viktorija Sankouskaya
	Members	Tania Banuelos Mejia
		Stefan Brezina
		(Alternate Chairperson)
		Clarissa Fuernsinn
		Ferdinand Grimm
		Sean Hyland
		Andrew Ruane
		Jennifer Sarvary Bradford
		Iris Shaechter
<b>UNOV/UNODC Rebuttal Panel</b>	Members	Karen Kramer
		Daniel Bridi
		Simonetta Grassi
		Fariba Soltani
<b>Departmental Focal Points for Women</b>		Anne Thomas
		Ricarda Amberg
<b>Alternate Departmental Focal Points for Women</b>		Wadih Maalouf
		Michele Rogat
<b>Joint Harassment Prevention Board</b>	Member	Simonetta Grassi
	Alternate	Claudia Arthur-Flatz

<b>Joint Advisory Committee on the Child Care Centre</b>	Member	Sana Sarrouh
	Alternate	Nabil Katkhouda
<b>Joint Commissary Advisory Committee</b>	Members	Giovanna Gossage
		Ferdinand Grimm
	Alternates	Valter Podgornik Mohammad Naser Ali
<b>Joint Advisory Committee on Catering Service</b>	Member	Nabil Katkhouda
	Alternates	Monica Canafoglia
		Helene Jolly
<b>Joint Advisory Committee on the VIC Garage</b>	Chairperson <sup>14</sup>	Ferdinand Grimm
	Member	Ibrahim Nuseibeh
	Alternate	Jorge Rios
<b>VIC Recreation Committee</b>	Chairperson	Daniel Bridi
	Member	Shadi Al Abani Uros Miloradovic
<b>Inter-Agency Games Organising Committee</b>		Daniel Bridi Shadi Al Abani

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\* Jointly nominated by staff and administration.

<sup>14</sup> Elected by the Committee from among its members (one representative each from the staff and the administration of the four participating organizations (UNOV/UNODC, UNIDO, CTBTO & IAEA))

**JAC Working Group on Social Security Contract**

Uros Miloradovic  
Matthew Seitz  
Stefan Brezina  
Ibrahim Nuseibeh  
Stefano Berterame  
Valter Podgornik

**Members of Subsidiary Bodies of the Staff Union**

**Gift Shop Standing Committee**

Valter Podgornik  
(Chairperson)  
Stefan Brezina  
Ibrahim Nuseibeh

**Support Fund for the Representation of UN Colleagues**

Members of the Staff Committee

**Staff Council Members in the SMC**

**3x3 Contact Group**

Stefan Brezina

**SMC Working Group on Delegation of Authority**

Stefan Brezina  
Szilvia Petkov

**SMC Working Group on Part-Time Employment**

Stefan Brezina (Co-Chair)  
Szilvia Petkov

**SMC Working Group on Staff Selection and Mobility**

Stefan Brezina

**SMC Working Group on Performance Management**

Stefan Brezina

**Global Staff Engagement Survey Team**

Stefan Brezina (global focal point)

### **Staff Council Members within CCISUA**

**CCISUA Vice-President for Communication and Outreach**

Stefan Brezina

**CCISUA Finance Committee**

Ferdinand Grimm

**Working Group on Amendments of CCISUA Statutes**

Stefan Brezina

**Working Group on Contributions Structure for CCISUA Members**

Stefan Brezina

### **Staff Council Members Serving on Behalf of CCISUA**

**ICSC Working Group on Parental Leave**

Stefan Brezina

**ICSC Working Group on GS Salary Survey Methodologies**

Stefan Brezina

**High Level Committee on Management**

Stefan Brezina (CCISUA representative)

**ICSC Contact Group**

Stefan Brezina

## Annex IV

### Abbreviations

<b>ACABQ</b>	Advisory Committee on Administrative and Budgetary Questions
<b>ASHI</b>	After Service Health Insurance
<b>CAC</b>	Commissary Advisory Committee
<b>CCISUA</b>	Coordinating Committee for International Staff Unions and Associations of the United Nations System
<b>CCS</b>	Committee on Common Services
<b>CEB</b>	UN System Chief Executives Board for Coordination
<b>DMSPC</b>	Department of Management Strategy, Policy and Compliance
<b>FICSA</b>	Federation of International Civil Servant's Association
<b>FS</b>	Field Service category
<b>GS</b>	General Service and related categories
<b>GSSC</b>	Gift Shop Standing Committee
<b>GSDM</b>	Global Service Delivery Model
<b>HLCM</b>	High-Level Committee on Management
<b>IC</b>	Infrastructure Committee
<b>ICSC</b>	International Civil Service Commission
<b>JAC-CCC</b>	Joint Advisory Committee on the Child Care Centre
<b>JACG</b>	Joint Advisory Committee on the VIC Garage
<b>LSSC</b>	Local Salary Survey Committee
<b>OICT</b>	Office of Information and Communications Technology
<b>OIOS</b>	Office of Internal Oversight Services

<b>OSLA</b>	Office of Staff Legal Assistance
<b>P</b>	Professional category
<b>SMC</b>	Staff-Management Committee
<b>UNSCV</b>	United Nations Staff Council - Vienna
<b>VBOs</b>	Vienna-based Organizations
<b>VIC</b>	Vienna International Centre
<b>VICREC</b>	Vienna International Centre Recreation Committee
<b>VISAC</b>	Vienna International Staff Associations Committee
<b>WG</b>	Working Group