



Annual Report **2024-2025**

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1st Session of the Staff Council - Representatives

Elected for a term of two years, starting 18 May 2023.

Electoral Unit	Representative(s)	Alternate(s)
OLA (ITLD / UNCITRAL) / UNIS	Leisa Burrell	Monica Canafoglia
UNICRI / ODA	Marian De Bruijn	Duccio Carlo Mazarese
OIOS / UNROD	Fadia Nahhas	Karin Sturm
OOSA / OMS / UNPA	Patrick Gindler	Lorretta Eruwa
UNODC DPA / OED	Nina Grellier Mathew Cheriankalayil	Jonathan Richard Llywelyn Skidmore Hexin Liu
UNODC DTA	Euridice Marquez Cristina Dalmau Vilella* Karin Esposito Stefano Berterame	Ashenafi Gebreegziabher Tania Navarro** Stefan Vukotic Claudia Baroni
UNODC DO (Field Offices in Asia, Europe, and Oceania)	Esteban De La Torre Himal Ojha	Marion Ehalt*** <i>Vacant</i>
UNOV DM (CMS)	Samar Haidar Aban Budin Valter Podgornik	Nikola Jeremic Alfonso Ferrer Amich Helene Jolly
UNOV DM (OD / FRMS / GSS / HRMS / ITS)	Ana-Marija Jelincic Ibrahim Nuseibeh Saurabh Luthra	Mohamad Mardini Ferdinand Grimm Patricia Coelho
UNOV DM (SSS)	Asher Marhali Lynda Plange Mihai Ruginescu	Daniela Henry Kubiha Ramadhani Dan-Andrei Stanescu

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

* Ceased to be a member of the Union on 31 July 2023

** Assumed the function of member on 31 July 2023, the office of alternate is considered vacant.

*** Ceased to be a member of the Union on 1 April 2024. The office of alternate is considered vacant.

The seats for Electoral Unit 5 (UNODC DO - BMB / DHB / OD / RSAME / RSEWCA / RSLAC / RSSAEAP) and Electoral Unit 8 (UNODC DO (Field Offices in Africa and the Americas)) were removed from the 1st Session of the Staff Council subject to article 24 (8) of the [Statutes and Rules](#) ("Should one or more electoral units choose not to nominate a representative(s), subject to article 25, paragraph 9, the Council shall consist of the number of members as provided in paragraph 1 above, less the number of representatives from those units that did not put forth nominations.").

1 Our Operating Framework

1.1 Vision Statement

The UNOV/UNODC Staff Council works to ensure that all UNOV/UNODC colleagues, working both in Vienna and globally 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 UNOV/UNODC Staff Council - Vienna fulfils its mission by working to:

- Engage with staff and personnel, treating every person equally;
- Inform personnel of their rights and obligations;
- Promote an environment of trust, accountability, integrity, and civility;
- Provide guidance in cases of unfair or unjust treatment;
- Advocate for job security and career development;
- Promote job protection measures and meaningful, yet sensible internal changes over cost-efficiency driven reforms;
- Represent staff rights and interests particularly through policy development;
- Cooperate with UN staff unions, Vienna-based organisations, system-wide staff federations, 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 staff is our Union's core responsibility.

We work together with the UNOV/UNODC administration on issues affecting staff welfare and conditions of service. The communication channels include our participation in various [Joint Bodies](#) as well as direct interaction with management.

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 primary consultative mechanism between staff and management for 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 **review and provide comments on all changes to policies proposed by management** that affect staff, within the limits established by the General Assembly Resolutions. Changes to policies may also be suggested by 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

Our Union's interests are represented at the system-wide level through the staff federations. Staff federations have a formal role in a variety of high-level bodies and common system mechanisms. These include the International Civil Service Commission (ICSC), which makes recommendations on our pay and conditions of service; observer status at the High-Level Committee on Management (HLCM) and on certain matters at the Human Resources Network (HRN); the United Nations Joint Staff Pension Fund (UNJSPF); and the Inter-Agency Security Management Network (IASMN).

Our Union has been a member of the United Nations International Civil Servants Federation (UNISERV) since December 2022, with the President and Vice-President of our Union serving as UNISERV executive members.

Furthermore, the current Vice-President of our Union was elected to serve as the President of UNISERV for a two-year term starting 15 September 2023. On behalf of UNISERV, she has been participating in ICSC sessions, meetings and its working groups on the Standards of Conduct and the Compensation Package Review, as well as observing HLCM sessions and select HRN meetings.

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 1st session,¹ 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 may choose not to be dues-paying members).

1.4.2 Joint Bodies

Joint bodies bring together management and staff representatives to develop recommendations on entity-specific topics. The Staff Council appoints members to these bodies, to serve on their behalf.

Examples of joint bodies are the Joint Advisory Committee (JAC),² the Central Review Bodies (CRBs) 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.

Despite our repeated requests, **staff remain unrepresented** in the following local bodies:

- Committee on Common Services (CCS)
- Infrastructure Committee (IC)
- Executive Committee of UNOV/UNODC

Staff representation in these governing bodies is essential, and we repeat our call for inclusion to ensure the voices of staff are heard, our concerns considered, and sensible solutions found.

Our Union continues its efforts to develop a local Occupational Health and Safety (OHS) Committee to advise on workplace health and safety issues.

¹ In January 2022, new statutes were adopted through referendum. Following the Staff Council elections in the spring of 2023, the name of the Staff Union changed from UN Staff Union at Vienna to UNOV/UNODC Staff Union, and the first session of the new Council started operating under the new statutes.

² The 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.



While the International Atomic Energy Agency (IAEA) has a specific committee, our Union has advocated for a broad OHS Committee for the Vienna International Centre (VIC) that would cover all entities sharing the premises, while also separately addressing entity-specific needs. To that effect, it would be appropriate that the staff associations and unions of all Vienna-based Organisations (VBOs) should be directly represented on the OHS Committee.

1.4.3 Sub-Committees of the Staff Council

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

Currently there are two Sub-Committees:

- **Gift Shop Standing Committee (GSSC)**, the governing body of the Gift Shop, and
- **Support Fund** for the Representation of UN Colleagues, which allows for the possibility of the Council to extend legal support to all UNOV/UNODC colleagues, regardless of their contract type.

2 Funding and Liquidity Crises

2.1 Stop Work Order and Donor Cuts

Since the onset of the funding challenges arising from the “Stop Work Order” received for US-funded projects and other expected cuts from certain donors, your Staff Union has been doing its utmost to ensure that your rights and interests are protected.

We have been following up closely since day one and frequently engaging with the administration, seeking full information, inclusion as your union representatives, as well as direct and transparent communication with all personnel.

Your Staff Union has requested strict adherence to existing policies and staff rules, including the policy and guidelines on downsizing or restructuring resulting in termination of appointments ([ST/AI/2023/1](#) and [OHR/PG/2023/1](#)), which have the clear purpose of maximizing staff retention according to established criteria. At the time this report was drafted in April 2025, the full consequences of the funding crisis remained uncertain, and we continued to hope that solutions would be found to limit or reverse its effect on the organization and its personnel.



Given the duties incumbent upon us as staff representatives, and the role specifically foreseen for unions in the Policy, the Council voted on 13 February 2025 to call on the Executive Director to establish a Staff-Management Group (SMG), as per section 2.1 of the Policy, to advise her on all aspects of retention.

An Inter-Office Memorandum containing the request was transmitted to Ms. Waly on 14 February. The Council’s decision to proceed that way was not based on assumptions regarding the certainty or imminence of terminations, but

on its position that only by establishing the SMG could our entity guarantee the appropriate levels of transparency, direct staff representative engagement, and oversight, in a manner that would allow both staff and management to navigate the critical financial situation with optimal results.

Because of the magnitude of the situation, we argued that ad-hoc solutions were not a suitable option, no matter how fluid the situation appeared. We still contend, at the end of April 2025, that only a formal mechanism, such as the SMG, can properly ensure that mitigation measures are in line with rules and policies.

The policy is clear that the establishment of an **SMG is preparatory and advisory in nature in the first stages**, and that should mitigation measures undertaken by the Head of Entity in the preliminary assessment (2.1) or based on the advice of the SMG (3.1) suffice to avoid terminations, the SMG can be dissolved by the Head of Entity.

Because this crisis is unprecedented and impacts UNOV/UNODC disproportionately, we frequently engaged in emergency meetings at the level of the UN Secretariat and system-wide, including through your Staff Federation UNISERV.

The downsizing policy and the funding crises were discussed at length during the SMC XIII (April 2025) meeting, held in Vienna. We rejected management's position that the policy, which had been successfully applied to peacekeeping mission closures, was not timely (even at the end of April 2025) and should not be fully activated in situations that would merit its application, such as funding cuts or "stop-work" orders.

Concern was expressed about the impacts of bypassing the downsizing policy, particularly when determining the order of staff retention through comparative review, which may call into question the transparency and fairness of workforce reductions or other ad hoc mitigation measures to reassign staff from abolished to vacant positions or that use reserves/resources to extend contracts of certain categories of personnel.

We asked for clarification on the timeline, criteria and the conditions which would trigger full application of the policy, and the steps to take before, during and after the application of the policy, particularly the formation of an SMG. The policy, we argued, would be defeated if it were only activated after the restructuring or downsizing decisions determined the extent of terminations.

Although the downsizing policy allows staff representatives to call upon Heads of Entities to establish a SMG, when staff unions have done so, they were told, based on Office of Human Resources (OHR) guidance, that their request was premature because the assessment phase was still underway. Unions voiced concern that this ongoing assessment of the staffing tables for months had not allowed them to be fully informed or involved from the start. At SMC XIII we called for effective inclusion in the assessment phase and in determination of possible mitigating measures so that we can discharge our duties as unions towards staff effectively.

We further asked for inclusion of staff representatives in the pre-activation phase and sought clarification on which staff-management consultative body should be used if the SMG was not created, despite likely terminations and non-renewals. We requested a revision of the policy guidelines to clarify the processes through which staff representatives should be consulted.

Finally, we asked for greater use of mitigation measures, including agreed termination packages and part-time employment. We also asked management to consider offering the possibility of special leave without pay (SLWOP) for interested staff members, as this has been a modality used in the past by some entities under similar circumstances. This may



be of assistance in their job searches as well as for matters such as the extension of legal residency, pension continuity and health insurance coverage.

We believe that the current crisis justifies exceptional measures of solidarity across the UN, and we will keep tirelessly working to protect staff.

2.2 Liquidity Crisis

The UNOV/UNODC funding situation is further exacerbated by the general liquidity crisis affecting the UN regular budget and sweeping cost cuts due to low cash inflow expectations for 2025. The financial ceiling has broadly been reduced to about 80 per cent of approved budgets, resulting in substantial spending restrictions, including a freeze on hiring under the regular budget.

Staff are deeply anxious in the face of prolonged uncertainty and far-reaching restrictions by the UN to avoid running out of cash in the coming months. Restructuring initiatives, such as UN 80, which may fundamentally reshape the UN system to cut costs, are adding to the uncertainty. In the past several months, financial pressures and strains on the Secretariat have increased, causing a loss in staff morale, and a great deal of exhaustion and distress.

Some sections of UNOV/UNODC face extremely high vacancy rates, with the suspension of hiring resulting in some staff taking on the added responsibilities of up to three vacant posts themselves. Prolonged hiring freezes and restrictions are unsustainable and causing serious cases of staff burnout. We have regularly called on management to pay close attention to vacancy rates (including at the level of teams and sections) that go well above the established levels, and stress that they should never reach inexplicable levels of 30 to 50 per cent.

Those newly emerging and deepening funding challenges, in addition to considerations regarding the level of participation in the multilateral system and international organisations, may lead to structural changes and adoption of efficiency measures that could threaten the nature and values of the international civil service in the name of so-called sustainability.

At the level of the common system, during the ICSC 99th Session in March 2025, our staff federation UNISERV called on the Commission to conduct the session in full recognition of the current context, including the apparent threats to multilateralism and unprecedented responses to the constant refrain of worsening funding crises.

UNISERV highlighted that leadership and decision-makers needed to also hear directly from staff, but specifically from their staff representative bodies. Any processes of reform or revisions to our conditions of service, which are embarked upon now in a time of financial urgency, must demonstrate to Member States the added value of the single, unified common system and respect for the nature of an impartial international civil service.

At the level of the Secretariat, we also urged management during SMC XIII to prioritize consultation with staff representatives and to foster transparent communication about the

implications of funding cuts and how the financial spending ceiling will impact the actual conditions of work.

Key requests included proactive updates on the financial situation, clarity on vacancy-filling exceptions, and staff representative consultations on any workforce reductions or restructuring. Additionally, we emphasized the need for contingency plans to mitigate funding reductions, opportunities for adequate learning, competence development and job recognition, and clarity on policies regarding potential office closures or relocations.

We expressed concerns about recruitments against frozen vacancies that create false expectations among applicants and frustration when the posts are later cancelled. We stressed that alternate working arrangements (AWA) should be applied when any buildings are fully or partially closed due to liquidity issues.

In a special session during SMC XIII, the UN Controller updated unions on the Organization's financial situation, affirming management's commitment to meeting existing staff salary obligations despite severe budget constraints. The SMC agreed to convene regular briefing sessions throughout the year with the UN Controller to receive ongoing updates on the financial situation.

SMC XIII also agreed that in the context of financial constraints and possible workforce reductions, guidance would be provided to Heads of Entity on the critical importance of communicating regularly with staff, as well as of holding timely meetings with staff representatives to consult on all issues related to potential workforce reductions or working conditions, including mitigating measures.

3 UN80 Initiative

In March 2025, staff were informed about the launch of the [UN80 Initiative](#) and the Secretary-General's efforts to assess UN fitness for purpose in carrying out its goals efficiently. An internal Task Force has been formed with the objective of presenting to Member States proposals in three areas: efficiencies and improvements; mandates implementation; and programme realignment.



The workstream on efficiencies involves a working group led by the Under-Secretary-general (USG) Catherine Pollard. That working group, in its weekly meetings, has been developing proposals to improve service delivery, create cost-efficiencies and optimizations, as well as to foster more consistent application of policies. Proposals will be finalized by the end of June 2025 and will be subject to Member States consideration in the fall. Cost reduction is a primary driver of the initiative, but at this stage it is too early to determine the details concerning expected impacts of the efficiency proposals.

Regretfully, staff representatives will not be directly included in the Task Force and were informed that the Task Force was only a managerial body. On 19 March 2025, we sent a [letter to the Secretary-General](#) arguing that effective consultation between staff unions and management was critical for the success of any proposals to improve the way the UN worked. The absence of staff representation not only undermines the inclusivity of the process but also risks overlooking critical considerations that could enhance the effectiveness and acceptance of the Task Force outcomes.

During the SMC XIII meeting, we reiterated to management that given the potential impacts of the UN80 Initiatives on both staff and the Organisation, we should be included in the design phase of the proposals. We expressed concern that union involvement was

being limited to only providing management with advice on how to implement the proposals or how to mitigate the final impacts on staff.

We called for robust consultation and effective dialogue with staff representatives, including establishing a focus group dedicated to the themes of UN80. It was emphasized that staff were the backbone of the Organization and had firsthand knowledge of areas where efficiencies could be gained.

Staff cautioned against recycling previous reform ideas, such as the Global Service Delivery Model (GSDM), that were not implemented or rejected by stakeholders; encouraged the application of learning and good practice from previous change management processes; and pointed out that the Organisation had become 'top heavy'.



Secretary-General welcoming SMC XIII participants through a video message, Vienna, 12 April 2025

We raised questions on the timeline, scope and sequence of the changes; the details on the proposals being put forward; the potential for and the extent of reductions to the workforce; the potential for mitigating measures to support affected staff, including agreed termination packages or SLWOP; the future of delegation of authority; and the theory of change, as well as the evidence or data that would be used by management to underpin decisions and to measure success. Caution was expressed about the need to ensure the Organisation's ability to deliver on its mandates and to not use cost savings as the only basis from which to make decisions on the future of the Organisation.

Taking note of the management position that staff representatives will not be part of the Task Force, we stressed the need for efficient and meaningful consultation within SMC.

As a result of our strong advocacy during SMC XIII, the unions will take part in an "extraordinary supplemental" in-person SMC at the end of June 2025 to discuss the UN 80 Initiatives.

As of early May, we have been following closely the media reports of instructions from the Secretary-General concerning internal reviews on relocating certain staff functions from supposedly high-cost (New York and Geneva) to existing lower-cost Secretariat locations. Such a review includes also an analysis of office space availability and costs.

At the ad hoc SMC meeting on 30 April 2025, your representatives stated that any mandatory mobility imposed on large groups of staff needs to be fully consulted with unions prior to the completion of the functional reviews. We also stated that it is unacceptable for unions to receive information from [media sources](#)³ or social media leaks, in place of timely and effective consultation through the SMC.

³ [U.N. Orders Agencies to Find Budget Cuts, Including via Staff Moves From N.Y. - The New York Times](#)

4 Conditions of Service

4.1 UN Common System Issues

Last December, the General Assembly, having reviewed the [ICSC report for the year 2024 \(A/79/30\)](#), adopted resolution 79/252 under agenda item “United Nations Common System”.

Our Staff Federation UNISERV, addressed the Assembly on this essential item and raised matters of concern to staff serving in the common system. UNISERV reiterated those concerns during the 99th Session of the ICSC in March 2025.

UNISERV regretted the perpetuation of the ongoing freeze on the children’s and secondary dependents’ allowances. These allowances are essential elements of the compensation package, and they have not been revised for over a decade. We hope that their consideration within the ongoing compensation package review will help convince Member States that staff members need this increase, and that an allowance for children is not merely “symbolic”.



ICSC 99th Session participants, New York, March 2025

Multilingualism of the workforce has been included in the programme of work of the Commission. In that context, UNISERV welcomed the potential support of a language incentive, which would foster a more inclusive work environment and enhance staff engagement. UNISERV highlighted this issue in the first meeting of the Working Group 1 of the compensation package review⁴ and believes appropriate incentives would go a long way to enhancing uptake of languages by professionals.

UNISERV also welcomed the decision on the continuation of the pilot programme for the payment of an amount in lieu of a settling-in grant at category D and E duty stations that were not designated as non-family until the conclusion of the comprehensive review. We would welcome expansion of this pilot to make it applicable more broadly and to other category duty stations, as it provides much needed flexibility for both staff and the organizations.

UNISERV took note of the General Assembly’s request to the ICSC to provide information on the policies of the common system organizations on flexible working arrangements (FWAs). Such arrangements are now frequently afforded to staff, and prospective

⁴ Three Working Groups were established in order to complete the review: WG1 was tasked with conducting a general overview of the structure of the current compensation package. WG 2 and WG3 were tasked to undertake a comprehensive review of the dependency-related allowances and the education grant, and the field package, respectively.

candidates for positions in the common system expect to be able to benefit from them. Making such arrangements part of the working conditions of international civil servants, specifically for the professions that allow for such flexibility, are a necessity if the organisations of the common system want to be an employer of choice.

For the information gathering and research on this topic, UNISERV requested that due regard be given to the intricate relationship between the international civil service and its values on the one hand, and expatriation on the other. Expatriation is an essential and defining feature of the international civil service.

UNISERV takes the position that international civil servants are made, not born, and that they cannot acquire the international-mindedness and perspectives that are at the heart of the mandate of our common system and its standards of conduct, without going through years of formative expatriation and of interaction and collective work with fellow colleagues from across the globe. Therefore, contracts without a specified duty station and security of tenure are incompatible with the special calling of the international civil service. We have also cautioned that we all stand to inadvertently lose a great deal if we indulge in artificial intelligence (AI) and techno-optimism and disregard for how human beings learn and socialize.

Regarding the General Assembly's request to the ICSC to explore options for non-financial incentives, UNISERV recognised that the competitiveness of the compensation package might be bolstered by the inclusion of non-financial incentives, especially when such incentives are commonplace in comparable employers. However, UNISERV cautioned against any replacement or erosion of the existing financial elements that staff rely on, as the last compensation review already concluded that our package is fit for purpose and without any overlaps.

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

As requested by the General Assembly⁵, the ICSC launched a comprehensive review of the compensation package for staff in the Professional and higher categories at its ninety-fifth session. The Assembly also requested that the review should include a detailed analysis of the package's cost-effectiveness, attractiveness, and impact on the workforce.



ICSC 98th Session participants, Rome, July 2024

⁵ General Assembly resolutions 76/240 of 24 December 2021 and 77/256 A of 30 December 2022

In their address to the Fifth Committee in November 2024, our staff federation UNISERV took the opportunity to emphasize that, overall, after the revisions and substantial cost cutting in the last compensation review of 2015, the package was already *and adequately* simple and streamlined, fit for purpose, without any overlapping elements, and well-attuned to the needs of a global staff population that often serves in difficult, hardship locations far from their homes, families and communities of origin.

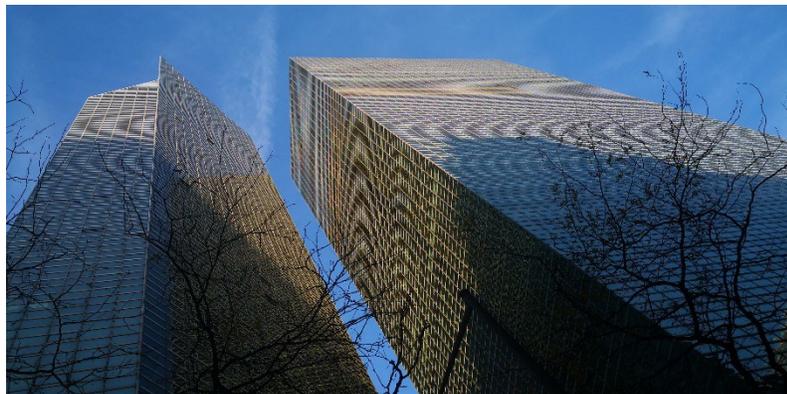
As a federation of staff unions, representing the staff in receipt of this compensation package, UNISERV called for the current review of the package to retain the status quo elements and levels.

UNISERV argued that the impact that the review's outcome would have on the competitiveness of the common system in recruiting and retaining qualified staff, and moreover, on the well-being of the individuals who dedicate their lives in service to the system's organizations, could not be underestimated. The package is not just about the livelihoods of staff and their families but is directly tied to the fulfilment of organizational mandates and achievements.

UNISERV recognized the prevailing financial environment and funding concerns in which this compensation package review was taking place. They lamented that staff and personnel were already working in situations characterized by mental and physical stress, particularly when faced with extensive or imminent downsizing and liquidity crises. UNISERV appealed in that context for the prioritization of staff well-being and organizational duty of care as foundational premises for the review of staff compensation.

Our President, on behalf of UNISERV, has represented our Union in the ICSC Working Group 1 of the comprehensive review of the compensation package (WG1). Its second meeting took place in February 2025, during which the WG1 reiterated that the current compensation package and the general ICSC methodologies by design had contributed significantly to cost containment and financial sustainability.

It also noted that the current compensation package, while generally competitive, did not allow organizations to successfully recruit or retain staff of certain nationalities, in certain jobs and at certain locations.



Acknowledging that a reasonable accommodation fund had been established in some organisations to ensure that the needs of staff with disabilities in the workplace were met, WG1 decided to request the Commission to recommend to common system organisations to standardize the use of the fund. It furthermore decided to explore a possible modification of the rental subsidy scheme to account for the needs of staff and family members with disabilities, and to recommend that WG2 explore the possibility of

introducing an allowance for dependent spouses with a disability; and to review the amount of the allowance for children with disabilities, as well as the maximum reimbursement amount for special education grant.

WG1 also discussed the implications of remote working arrangements on compensation and concluded that while the specific provisions of any teleworking policies should be left to the common system organisations in order to meet their particular needs, the Commission should recommend a common framework for any adjustments to the compensation-related elements.

It was also recommended that a period of telework outside of the duty station should be established after which various compensation elements would be adjusted to account for telework. Most participants agreed that a period of 60 continuous or cumulative working days would be appropriate.

4.1.2 Compensation for Locally Recruited Staff

The next salary survey⁶ in Vienna is anticipated to take place in 2027.

Until then, the salary scales for staff in the General Service and related categories (GS) 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.



In January 2025, the salaries of GS staff in Vienna were adjusted (effective 1 November 2024), reflecting a 3.1 % increase in net salaries across-the-board. The increase was based on the movement of the applicable local consumer price index and wage index for office employees in industry.

⁶ The survey schedule is available on the OneHR new website for local salary scales and related information: https://onehr.un.org/salary-survey/#/survey_schedule

The next interim adjustment will be applied in November 2025, unless the 5.0 % threshold (measured from November 2024) is exceeded before November 2025.

4.1.3 Professional Salaries

Salaries for P staff are made up of two main elements: a base or floor (minimum) salary and post adjustment. Post adjustment is an amount added to net base salary, in order to ensure that no matter what UN common system duty station staff work in, their net remuneration has a purchasing power equivalent to that of their counterparts in New York City, the base of the post adjustment system. Adding post adjustment to the net base salary yields “net take-home-pay”.

Effective 1 January 2025, the General Assembly approved a 9.5 percent adjustment of the unified base/floor salary scale for P staff. This increase was implemented on a no-loss/no-gain basis, meaning that the post adjustment multiplier was decreased, resulting in no change to the net take-home pay.

4.1.4 Education Grant and Special Education Grant

Your Staff Union, through its federation UNISERV, in its efforts to defend your conditions of service, has been participating in the ICSC working groups relevant to this topic. Our Vice-President has been active on the ICSC Working Group 2 (WG2) which is tasked with reviewing family/dependency-related elements, including the education grant.

In preparation for the WG2 meeting, we organized a focus group discussion with interested UNOV/UNODC staff members. Participants shared their views on why the education grant was essential for them and their families. Some twenty staff narratives were collected and summarised in a paper presented to WG2, showing the



critical need for and reliance on the education grant, at least at the current levels. Specifically, because staff only get around $\frac{3}{4}$ of the tuition paid at primary and secondary levels, they are often unable to save for tertiary education in the way they might otherwise, if secondary tuition were free or reimbursed at the 100% rate (the approach of many foreign services is to provide 100% reimbursement for compulsory schooling levels).

Early childhood education and care (ECEC) was a major topic of discussion. It was noted that that the cost of a crèche for children before the age of mandatory schooling went beyond affordable levels for staff at the lower Professional grades in certain duty stations, resulting in staff resigning.⁷

⁷ Geneva and New York, but also in Vienna if parents want to receive the ECEC in English.

Federations strongly rejected the notion that staff should be given an impossible “choice” for what type of educational service they want to pay for out of pocket, meaning a choice between early childcare (ages 1-4) or tertiary education. Such an approach would effectively force staff members, who cannot easily afford early childhood care to sacrifice the educational prospects of their children, later on. UNISERV has insisted that university coverage must be maintained and that trade-offs of benefits should not be an option.

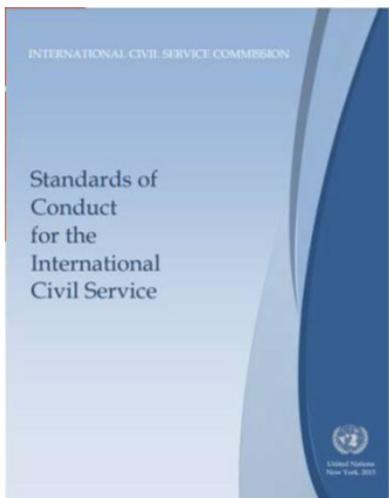
Regarding the special education grant (SEG), our Vice-President reported to the WG2 that potentially dozens of staff across the Secretariat were being forced to pay out of pocket upwards of 30-40,000 to cover the special education needs of their children at international schools. She strongly argued that further analysis and support was critically and imminently needed on the SEG.

The UN salary is not commensurate to generate extra savings to keep up with the costs of international tuition and special education needs. Staff members, including those who have moved/relocated for UN posts, have an expectation that the UN, as an employer, will cover the costs of living with a disability. Not doing so may expose staff members to extreme financial hardship, which would undermine their ability to perform their duties to the Organisation to the best of their ability and commitment. WG2 requested the ICSC secretariat, in coordination with the Chief Executive Board (CEB) secretariat, to collect updated data for further analysis and consideration.

Staff federations will continue to do everything they can to ensure that the current allowances are not reduced.

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

The intention of the Standards of Conduct for the International Civil Service (Standards) 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 in 2012 there has been a number of emerging ethical challenges such as those related to the use of social media. Thus, the ICSC formed a Working Group on Standards of Conduct (WG). Our Vice-President, on behalf of our staff federation UNISERV, took an active role in the dynamic and complex discussions of the WG.

Tremendous work has gone into this review process and, after five meetings of the WG, its report containing the proposed revised Standards was presented at the 99th ICSC Session in March 2025.

UNISERV welcomed several additions and revisions of language of the Standards:

- recognition that international civil servants should have opportunities to express their views within the organizations and within appropriate internal mechanisms, including for the purpose of respectfully expressing dissenting views;

- strengthening of language on accountability, including on racism and racial discrimination as violating the basic principles of the Charter and their fundamental incompatibility with the Standards;
- additionally strengthening and expanding the provisions concerning sexual harassment and sexual exploitation and abuse;
- under the provisions concerning working relations, the role of managers and supervisors is more clearly defined, including ensuring harmonious workplaces that are free from all forms of discrimination;
- distinguishing reprisals from retaliation. Reprisals that do not constitute retaliation under an organization’s framework should also be separately prohibited and addressed under relevant policies. While international civil servants have a right to due process and protection against retaliation, the right to due process must translate in practice into an enforceable right, with full application of a victim-centred approach; and
- updates concerning the ethical use of emerging technologies and the application of the Standards in the context of social media use.

A new version of the Standards of Conduct is expected to be promulgated in 2026.

4.2 Secretariat Issues

4.2.1 Global Mobility Exercise

The first annual global mobility exercise was launched in November 2023 and completed in September 2024.

The second, 2024/2025 mobility exercise, however, has been put on hold due to the significant financial constraints currently facing the Secretariat. The Managed Reassignment Programme was expected to proceed as planned.

4.2.1.1 SMC Working Group on Staff Selection and Mobility

Your Staff Union continues to play a very active role in the SMC Working Group on Staff Selection and Mobility (WG), with our Vice-President co-chairing the Group.

The WG is expected to reconvene soon and consider issues of staff selection and mobility in the context of Staff Selection 2.0.

The WG also created a sub-working group with inclusion of the mobility implementation team and specialists, focusing on identifying possible non-financial incentives to encourage staff mobility.



The Group explored possible incentives that would benefit both geographical moves through annual staff mobility exercises and through lateral (sometimes geographic) moves through the staff selection system.

In addition to studying lessons learned from the mobility policy implementation thus far, the incentives proposed include family support, better usage of FWA; linking mobility to training programmes that would enhance career and professional development opportunities; peer support; closing gaps in health insurance coverage that can occur when moving between duty stations; and enhanced communication.

4.2.2 Roster Memberships Expiration Dates and Immediate Discontinuation

The Secretary-General's decision after SMC XI to accelerate the discontinuation of all existing roster memberships older than four years (for men) or six years (for women), and the expected staff selection policy revisions whereby roster memberships will no longer be granted via position-specific job openings have deeply alarmed many staff.

The negative impacts on mandate implementation of immediately discontinuing current roster memberships will be real, as this decision severely affects ongoing recruitment, as well as career progression and staff morale. At a time of financial crises and major donors terminating their funding of projects across the UN, staff are not only facing non-extensions, terminations, and downsizing, but now the arbitrary removal of their previously earned roster memberships.



Staff Unions continue to argue that the decision to retroactively undo past roster placements under ST/AI/2010/3 conflicts with organizational values and goals and violates prior agreements and acquired rights. It is additionally a waste of human and financial resources, creating an undue and unnecessary administrative burden in the

coming years to re-roster candidates. Due to extensive discussions on liquidity crisis and UN80, SMC XIII had to defer many topics including the one on roster management to a later, ad-hoc SMC meeting.

Your Union will continue highlighting our requests to management to revisit the new roster management system (including time limits on roster membership that is gender discriminatory); to re-examine the legality of the retroactive application; and, in case the conclusion is reached that a time limit on roster membership is to be enacted going forward, that this is not instituted retroactively but instead starts with the date of the promulgation of the new rules to avoid unnecessary staff challenge in a time of downsizing and funding cuts.

4.2.3 Step Determination upon Promotion

Over the past few years, the UN Secretariat has undergone several changes to the calculation of steps upon promotion and appointment. Before 2023, the two-step formula

for "promotions" was in place⁸, while external candidates could receive up to a maximum step six if they had more years of recognized work experience. Staff Rule 3.4(b) was replaced by provisional Staff Rule 3.3 on 1 January 2023 (ST/SGB/2023/1). Provisional Staff Rule 3.3 permitted higher step levels based on experience, up to a maximum of step 12, allowing both internal and external candidates to achieve the same step level if they had the same additional years of experience. OHR recognized at the time that the old framework prior to 2023 created a disadvantage for internal candidates and violated the equal pay for equal work principle.

Unfortunately, in April 2024, the General Assembly directed the UN to withdraw the provisional amendments to Rule 3.3 through its Resolution 78/275 of 24 April 2024.

In SMC XIII staff unions noted that the Resolution (RES/78/275, para. 5) had resulted in the unequal treatment of internal candidates selected for higher level positions, while the policy guidance in force (OHR/PG/2024/4/Rev.3) meant lower steps being granted to external candidates and leading to pay cuts for staff on temporary appointments. They further noted that the General Assembly had requested revisions to the policy guidance and that the nature of this request had been further clarified by the Fifth Committee. Stressing that the new guidance was supposed to have retroactive effect and that temporary staff whose contracts were due to expire were relying on its timely issuance to have their pay cuts reversed, they requested an update on the time frame and process.



Management reassured staff that they were prioritizing the drafting of a new policy guideline to implement the GA instructions, following which the HR community will be briefed.

Staff Council has been supporting a Vienna-based UNODC Staff Member in pursuing a UN Dispute Tribunal case with legal support. The case argues that the two-step formula disadvantaged them compared to other external candidates, reflecting the principle of **equal pay for equal work under Article 23(2) of the Universal Declaration of Human Rights**. The case also raises concerns about practices during a transitional period between compensation rules.

4.2.4 Flexible Working Arrangements

Since the COVID-19 pandemic, a diversity of experience and approved practices have proliferated with respect to hybrid work and Flexible Working Arrangements (FWA). While recognizing that some staff due to their specialized functions or exigencies of service may

⁸ Staff Rule 3.4 (B): On promotion, a staff member who holds a fixed-term or a continuing appointment shall be placed on the lowest step of the level to which he or she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.

be constrained with respect to availing of all types of FWA, the key aspect of “flexibility” is fundamental to contributing to equity at the workplace and overall enhanced productivity.

FWA offers particular advantages for staff with disabilities, pregnant women, parents with infants and young children, staff looking after family members with disabilities and/or older parents, and staff with long commutes to/from work.

The [Joint Inspection Union report of 2023](#) recommended: “...that the emerging commitment towards FWA should be acknowledged in the organisations’ human resources management strategies and that the reporting to legislative organs and governing bodies on the utilization of FWA and the associated impacts needs to be optimized.”

Staff unions have continuously been raising concerns about the lack of coherence and



consistency with the Organisation’s established FWA policies, including the pervasive approach of some Directors and Executives unilaterally deciding, without just cause, that entire entities or divisions of entities should not be allowed the flexibility foreseen in ST/SGB/2019/3.

It is important to note the [new guidance](#) regarding the requesting and reviewing of FWA measures, with paragraph 21 clearly indicating that **“First Reporting Officers**

(FROs) are considered to be best placed to assess the functions and performance of staff members, and therefore to approve FWA.” We therefore call upon the Organisation to adhere to the “forward-thinking culture” it lauds, through greater attention to making FWA a viable option.

We will continue to seek clarification about the circumstances that may lead a Head of Entity to “determine that requests for FWA should be reviewed at the level of a service or a division or any other relevant organizational unit”, as written in the same paragraph 21 of the new guidance. Requests for the review of FWA are different than the Heads of Entities or Heads of Divisions issuing rules that reinterpret the applicability of the SGB to a division or even the whole entity.

In SMC, we will continue pushing for measures to increase manager awareness on FWA and related issues that would foster a shift in mentalities and practices regarding FWA. A shared commitment to productivity and well-being – along with the evolving circumstances of staff related to age, gender, and life course factors - highlights the value of flexibility. When the Organisation and managers are more adaptable, staff are more likely to reciprocate - while inflexibility can have the opposite effect and be detrimental to harmonious working environments.

At the local, i.e. UNOV/UNODC JAC level, we have been raising the same concerns, in particular about the level of managerial discretion in approving FWA requests, with some staff only submitting requests they are certain will be approved. This discretion causes confusion and frustration and negatively impacts staff morale. Staff sometimes feel uneasy about requesting telecommuting and may be afraid to initiate a compact, especially given the current crises and greater insecurity of contract funding.

We are concerned about the existence of internal, informal rules regarding FWAs that are applied across divisions, not based on the FRO's discretion. The lack of transparency in how FWAs are being granted remain a core issue. We wish to highlight that blanket decisions in some parts of the organisation to not allow or renew FWAs for large groups of staff, at one time. are not in line with the concept of discretion.

We have suggested that HR gather information from managers, including from country offices, about any informal or formal telecommuting guidelines they have implemented (e.g., restrictions on days or duration), and that the data be shared with the JAC to better understand if informal directives are impacting staff access to FWA. We have received preliminary information and sought additional data points. We will keep working to ensure fairness in the granting of FWA requests.

We strongly encourage all staff in UNOV/UNODC, where responsibilities can be carried out remotely and who wish to have FWA, to submit a formal compact request, as per their preferences, in order for HRMS to monitor all requests and any potential rejections. The policy requires that managers shall provide the basis for any non-approval in writing.

Your Union will continue raising staff concerns related to the application of FWA in all the relevant fora.

4.2.5 Performance Management

In SMC XIII (2025) your Union representatives raised concerns about the fairness and consistency of the performance evaluation system across the Secretariat. We highlighted the unclear criteria for awarding "exceeds expectations" ratings and raised concerns about arbitrary limits and inconsistent practices.

Some entities and managers reportedly limit the number of "exceeds expectations" ratings, thus defeating the purpose and meaningfulness of the rating system, which is to accurately reflect staff and team performance, both for the sake of staff development and for the purposes of retention under the downsizing policy and attribution of continuing contracts. We stressed



the importance of transparent governance of performance management in the current context of workforce reductions, given that these ratings may unfairly affect job security and retention.

While management has provided tools, training sessions, and guidance to ensure fairness in evaluations, complaints received from staff suggest that there is still a high level of inconsistent or unfair application of ratings across the Secretariat.

We have, therefore, requested management to continue raising awareness, and to providing training, guidance and resources on this important subject matter. Any staff member, who believes that they have been subject to unfair performance management practices are encouraged to reach out to their staff council representatives for support and guidance.

4.2.6 Artificial Intelligence

In December 2024, HLCM adopted the Framework for a Model Policy on the Responsible Use of Artificial Intelligence (AI) in UN System Organizations, noting that the Framework should allow for periodic review and updates to keep up with the pace of AI innovation and deployment. Entities like UNOV/UNODC are now working to localise this framework into their own policies.

Your Union has been highlighting the need for a staff-inclusive conversation on how AI will be implemented, and on the development of any guidelines or instructions concerning AI usage in the workplace, both at the global (HLCM) and at the local levels (JAC),

The introduction of AI tools will directly affect staff conditions of service, including job security and data protection. We have been expressing concerns about potential risks to the standards of work quality, various ethical issues, and concerns about the impacts of AI use cases on staff performance and underperformance, especially if staff use AI tools without proper oversight and expertise.

We have also emphasized the importance of considering data privacy concerns surrounding AI and digital tools, particularly in the context of generative AI, suggesting that clear guidelines should be provided on where AI should and should not be used within the Organisation.

Technological innovation, particularly disruptive general-purpose technology, will always advance at speeds exceeding those of even the quickest attempts to govern it. However, this rapid advancement shall not lead to forgetting about consultative mechanisms that have been long established and that have a clear value and purpose in protecting the interests of staff and the value of their labour. These necessary consultations can help reduce potential



unintended negative consequences that may risk the employment status of staff but also create risks for the Organisation related to its reputation and ability to serve.

It is therefore important for management to engage in meaningful consultations to establish mechanisms that are well-suited for the UN-context and that further safeguard AI governance and use, namely to be *safe, secure, trustworthy, understandable, transparent, predictable, reliable and human-centric*, in line with the *Recommendation on the Ethics of Artificial Intelligence* (UNESCO, 2021), A/RES/78/265, and the Framework put forward by HLCM.

4.2.7 Removing the G to P Barrier and GS career opportunities

For a very long time, UN staff unions have been campaigning for our colleagues in the GS and related categories to be able to freely apply for positions in P categories, for which they meet the requirements and *without* having to go through the G-to-P exam.



Unfortunately, the General Assembly has been continually delaying full consideration of the proposal to remove the G-to-P barrier that had been imposed in 1978 and runs counter to the principle of equal and fair treatment for all applicants.

In 2023, an SMC Working Group on GS Career Prospects presented a report, outlining a proposal to end the G-to-P

barrier. Their report was included in the Secretary-General's "Proposal on the movement of Secretariat staff from the General Service category to the Professional category" and was discussed by the General Assembly during its resumed 78th session. Unfortunately, no final decision was taken, and the topic continues to be deferred.

In the SMC XIII (2025) meeting, our Union underscored that GS staff were the backbone of the Organisation but that their talent and skills have not been sufficiently harnessed. Our Union called for action to be taken to provide GS staff with more career opportunities. While removing the G-to-P barrier remains an essential goal, it should not be considered the only avenue for improving GS career development and satisfaction. An agreement was reached to (re)establish an SMC working group to further explore and enhance options available to GS staff.

Your Union closely monitors and directly contributes to this issue and will provide you with updates as soon as they are available.

4.2.8 Keeping Your Email Beyond Separation

We would like to remind you that in April 2023 SMC XI agreed to the staff unions' proposal that email access be maintained for **three months** after separation of staff members.

Staff unions had noted that the previous strict practice of the immediate expiration of access to UN IT systems for separating staff members was unrealistic and detrimental, considering the lengthy checkout procedures and the connectivity issues in some locations. This was especially affecting retirees, who were expected to follow up on matters related to the Pension Fund.

In response to our request, management agreed to maintain active email accounts for three months after separation, with the provision that it could not be used to conduct any official business. Access to other organisational ICT resources, such as those using the UniteID, however, are curtailed immediately. If the separation is for disciplinary grounds, access would also be cut off immediately.



In order to keep the email access beyond your separation date, you have to obtain the approval from your supervisor (FRO) and, subsequently from the [UNODC-ITS Governance Risk Compliance team](#). Once obtained, the two approvals should be sent to your HR partner, asking them to cancel the Work Order in your separation request which is assigned to the Unite Service Desk to delete your Unite ID.

4.2.9 Knowledge Crisis

The Organisation and its staff are currently facing a knowledge crisis. Liquidity issues and the de-funding of some regular-budget related services and functions have led to a situation where UN personnel are deprived of access to up-to-date literature and information.

The de-prioritization and de-funding of UN-libraries and the information sources they facilitate, can lead to

- a) Lowered productivity and efficiency of staff,
- b) Reputational risks through being inter-alia 'out-of-touch',
- c) De-professionalization of the work outputs and products through undervaluing the importance of solid and high-quality research, critical reflection, analysis and proper citation,
- d) Underappreciation of the need for high-quality literature and information as well as nudging a shift towards potentially less reputable sources,
- e) Shifting expenditures for research, as well as staying up-to-date onto the staff members, without organizational recognition that staff are dedicating their own personal time and expenses.

The access to and provisioning of high-quality information and knowledge, facilitated by the network of UN libraries, should be a pillar for any work produced by the United Nations and its staff. De-funding the libraries, restricting access to books and subscription services does a massive disservice to UN personnel, who rely on such offerings to produce the

best possible work, in line with the values and behaviours framework. We urge the Organisation to ensure that UN personnel can access all necessary books, magazines, resources and subscriptions they need to do their jobs, as well as to further the mandates and evolution of the United Nations.

Our Union will address this issue in one of the upcoming SMC meetings, requesting:

- 1) Provision of data on library services that have been cut in the past two years;
- 2) Research and citation standards that staff must adhere to for all UN publications;
- 3) Evaluation of staff needs across the Secretariat concerning their access to information, documentation and library services; and
- 4) Shadow library and information services funded through projects.



5 Administration of Justice

5.1 Assessment of the System of Administration of Justice

The report of the Secretary-General on administration of justice, A/79/127 includes a comprehensive assessment of the functioning of the system of administration of justice from 2009-2023. Unfortunately, this “comprehensive assessment” was not consulted or discussed with staff unions and was only “prepared on the basis of available data and using the tools and resources available to the participating Secretariat departments and the funds, programmes and entities.”

We believe that such an assessment should have taken into consideration the views of staff unions, which provide direct assistance to staff throughout both the formal and informal conflict resolution processes.

At SMC XII, during the update on the Working Group on Administration of Justice, staff representatives specifically requested information about the General Assembly resolution seeking the provision of the comprehensive assessment and offered to provide inputs and assistance to the assessment process.

Unions are a ‘first stop’ for staff, who wish to participate in formal and informal processes to challenge administrative decisions or who are considering reporting possible misconduct. The support of unions to staff includes the provision of advisory services or private lawyers. Through this continued role assisting staff through legal processes, our experiences with the formal system of administration of justice should be adequately (and proactively) taken into account during any periodic comprehensive evaluations or reviews.

A/79/650 requests that the Secretary-General undertake comprehensive assessments and reviews of the system of administration of justice on a five-year cycle and to submit cost-efficient proposals on establishing a single database for collecting and analysing data from various justice system mechanisms, entities, funds and programmes in the context of the next report. A comprehensive assessment cannot simply be a data analysis exercise on the disposition or filtering out of staff cases at each level of the administration of justice system, from management evaluation to the Tribunals.

Staff unions will continue to insist that they be offered adequate opportunity to provide inputs into the next or any other evaluation / assessment of the administration of justice system.



5.2 Sexual Harassment and Victims' Rights

The Secretariat has undertaken extensive efforts to prevent and respond to sexual harassment within the UN system, including within system-wide efforts led by the UN Executive Group.

Within the key areas that were designated as potentially needing improvement, our Union has been making efforts to initiate discussions with management on the informal reporting mechanism, victim-centred approach and confidentiality, and the victim's right to be informed on the discipline imposed on their harasser.

5.2.1 Informal Reporting Mechanism

There are persistent questions concerning the different channels of reporting and what constitutes formal versus informal reporting. We have initiated a discussion with management about the nature, extent and treatment of informal reporting for possible prohibited conduct.

We consider that given the obligation of staff members to report possible prohibited conduct, there needs to be greater clarity on the distinctions between formal and informal reporting. This is particularly the case when staff approach 'conduct and discipline focal points' with what the staff member would consider their reports of possible prohibited conduct.

Informal reporting and informal resolution of possible prohibited conduct should not be confused. Appropriate corrective action can only be taken when the needs of the victim/survivor are clearly established. There should be immediate clarity on whether they are seeking informal resolution or choosing to report to focal points as third parties due to their own reasons or concerns.

5.2.2 Victim-Centred Approach and Confidentiality

Your Union has been stressing the need for an enhancement of the support for victims.



One of the primary areas required to protect and support victims is adherence to full confidentiality. Victims/survivors of sexual harassment need to have absolute confidence that their names will not be exposed in investigation reports/correspondence/documents or be shared with perpetrators, management or external entities. Anonymizing the names of victims of sexual harassment ensures their well-being, safety and dignity. Without anonymization, a victim's situation can be exacerbated if their case is brought before a UN Tribunal, and their name is further included in Tribunal orders or decisions.

6 UNOV/UNODC issues

6.1 Office Space in Vienna

While the issue of office space shortages in the VIC for UNOV/UNODC has been paused due to multiple funding crises, the Council continues to request full adherence to and implementation of the Office Space Policy.⁹

Different sections still need to submit the required data, including staffing lists and organisational charts. A **master plan** that will determine space allocations, accommodate staff, and address specific office needs like meeting rooms, can only be finalised once the requested information has been received from all divisions and sections. Only at that point will it be possible to assess if any surplus space remains or how to effectively and **fairly** implement the minimum space requirements in the policy.

Your Union representatives have been consistently and regularly raising staff questions and concerns relating to office space allocations in the context of the JAC. We have emphasized the importance of communicating the minimum allocations and the procedures required by the policy. Some divisions and branches have unfortunately tried to implement office space changes without following the full process and before the agreement on the master plan, resulting in staff complaints and challenges.



We have also been insisting that FWA should not impact office space allocation, as staff on FWA still require a dedicated workspace when they are in the office and return from remote work.

Staff representatives will continue monitoring the implementation of the Vienna local policy and raise any issues of staff concerns with management.

6.2 Visa and Legitimation Card Challenges

The Council had been repeatedly approached by staff members from non-Western countries who had reported substantial difficulties in obtaining or renewing visas for close family members.

Colleagues were going months without being able to see their adult children or elderly parents at a great cost to their welfare and well-being. All UN staff serve under the same

⁹ The UNOV/UNODC office space policy came into effect on 3 May 2023. The new default minimum space allocation and configuration for all staff at the GS level and at the P level up to P-4 is a four window-module sitting two occupants. Office space for staff at levels higher than P-4 has been reduced by one window but not shared.

flag and yet this situation was creating a de facto inequality between those staff who require a visa to enter Austria and those who do not.



Being fully aware that this matter relates to sovereign decisions by the host country, the Council felt it was their duty to alert the Executive Director to this problem that had far-reaching consequences for some of our colleagues.

In a letter of 5 October 2024, the Staff Council informed her about the

severity of the visa problems and requested that she raise the issue with the Austrian authorities to facilitate an adequate solution. As communicated during the UNOV/UNODC town hall in October 2024, the Executive Director successfully addressed the issue with the Austrian authorities, with an understanding reached with regards to the processing and facilitation of UN staff applications for legitimation cards and visas for their immediate family members.

7 Participation in Global Fora of the UN Secretariat and Common System

Within the UN Secretariat and across the common system, there are multiple fora where the UNOV/UNODC Union has a seat at the table, either as a member or observer. We take the responsibility of making your views heard and protecting your working conditions with utmost seriousness of purpose.

7.1 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, working groups, and by contributing jointly with other staff unions to drafting and presenting policy papers and positions.

We are committed to taking a pro-active role in the SMC because it is the primary consultative body for discussing management proposals for the purpose of advising the Secretary-General on human resources policies and questions of staff welfare.

The Vice-President of our Union has been serving as a member of the Steering Group (the “3x3 Contact Group”) since early 2023. 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.



SMC XII participants, UN Protected Area and Old Nicosia Airport, April 2024

She has also been co-chairing the SMC Working Group on Staff Selection and Mobility, and the SMC Working Group on the Administration of Justice, whereas the President has been serving on the SMC Working Group on Staff Representation Facilities and Resources, and on the SMC gender focal point group.

Your Staff Council representatives actively participated in both SMC XII and SMC XIII. The SMC XII took place in Nicosia, Cyprus from 16 to 21 April 2024. SMC XIII took place

in Vienna, from 7 to 12 April 2025. Both were preceded by one day of preparatory meetings for staff representatives to help them find common positions on various SMC agenda items.

The topics discussed in Nicosia included roster memberships, special measures for equitable geographic distribution, continuing appointments, special post allowance, appendix D, and step determination.

Our Union submitted papers on the following topics: approaches to abrasive managerial behaviours in the workplace; flexible working arrangements and the use of discretion; learning and training - efficiency, fairness, and value; fair and equitable reporting lines and correct organigrams; the flag code and international civil service; and legal support for the staff side of the SMC.

Staff unions were extremely disappointed that the paper “Conditions of work for translators in DGACM” was not accepted by the SMC President, even though the issue remains ongoing and involves many duty stations.

Staff were also disappointed that Management disagreed with the proposal put forward by our Union to amend the Flag Code to lower the UN flag at half-mast when a staff member is killed in the line of duty.

The Secretary-General endorsed the management position that it would not be appropriate to amend the Flag Code, but he noted with appreciation that the SMC agreed that alternate ways to honour colleagues who die in the line of duty would be explored and further discussed by SMC.



SMC XIII, Vienna, April 2025, Secretariat Staff Unions and Associations preparatory meeting

At SMC XIII in Vienna, our Union again drafted and contributed to several meeting papers including those on the current financial crisis and its impact on staff, implementation of the

downsizing policy, the importance of SMC, reporting and investigations, fair and equitable performance ratings, mobility, and roster management.

The SMC addressed a comprehensive agenda focused on multiple issues affecting staff welfare and your conditions of service.

Three critical issues dominated the agenda and led to rich and thorough discussions: (1) the UN80 Initiative, (2) Funding Crises, and (3) Implementation of the Downsizing Policy. The discussions on these important matters extended beyond their allotted time due to their significance and resulted in other topics being deferred, including on the use of AI; administration of justice; part-time employment; and roster management.

Consultation on the reform efforts and efficiency proposals expected under UN80 will take place through additional SMC meetings, starting in May 2025 and extending through June with an extraordinary supplemental SMC.

7.2 Representation through our Federation

Since December 2022, our Union has elected to be a member of the United Nations International Civil Servants Federation (UNISERV). The federation also hosts the New York Staff Union (UNSU), the UN Field Staff Union (UNFSU), UNDP/UNFPA/UNOPS/UN-



UNISERV

Women, as well as the International Staff Association of UNESCO (ISAU-UNESCO).

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

Our current Vice-President has been serving as the President of UNISERV since September 2023. On behalf of the staff federation, she has been participating in ICSC sessions, several ICSC working groups, as well as in HLCM and select HRN meetings.

7.2.1 UNISERV Annual General Meeting

UNISERV held its Annual General Meeting from 9 - 11 October 2024 in Trieste, at the International Centre for Theoretical Physics.

Various matters of importance for the Federation's member unions and its joint constituencies were discussed in an informal setting. Particular focus was placed on the review of the compensation package, administration of justice, AI, mental health, pensions issues, UNISERV communications strategies, and cooperation with the other two staff federations, Coordinating Committee of International Staff Unions and Associations of the United Nations System (CCISUA) and Federation of International Civil Servants' Associations (FICSA).

Meetings were held virtually with key stakeholders and senior management, including Ms. Martha Helena Lopez, Assistant Secretary-General (ASG) for Human Resources; Mr. Christian Saunders, Special Coordinator on UN Response to Sexual Exploitation and Abuse; Mr. Pedro Guazo, Representative of the Secretary-General for the investment of the UNJSPF assets; and Ms. Rosemarie McClean, Chief Executive of Pension Administration.



UNISERV Executive with ICSC Chair, UNISERV annual general meeting, Trieste, October 2024

UNISERV was particularly honoured that Mr. Larbi Djacta, Chair of the ICSC and Mr. Yuri Orlov, ICSC Secretariat, as well as the Presidents of FICSA and CCISUA joined the AGM in person.

7.2.2 UNISERV Workshop on the State of the International Civil Service

Ahead of its Annual General Meeting, UNISERV held an innovative two-day Workshop on the State of the International Civil Service. It was held under the Chatham house rule and included staff representatives as well as internal and external experts. The President of our Union played a pivotal role in developing the workshop concept and ensuring participation of several renowned academics and external experts.

During the workshop, nine presentations were given, each of which was followed by a specific discussion/question-and-answer session. In addition, thematic discussions were held on the main themes addressed in the presentations: managerial practices and ethics, dispute resolution and administration of justice, and contractual modalities and current challenges in the international civil service.

The workshop enhanced collective knowledge and understanding not only within UNISERV but also among those external speakers and participants who were interested in the UN system. It contributed to building bridges among UNISERV members and to creating connections with external counterparts and internal specialists. We hope it contributed to raising academic interest in the topic of the international civil service, which is underserved in the field of UN studies in general.

We were very pleased with the enthusiastic and positive feedback that we received through a subsequent survey of all participants and intend to build on the experience to

organize similar workshops on other topics of relevance to the work of the Union and its staff federation UNISERV.

8 Staff Protection and Legal Assistance

8.1 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. Guidance is provided on options available to them, and assistance is given in seeking justice, whether through informal or formal channels, such as through facilitating 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 respective English-speaking lawyers on both work-related and non-work-related matters.

8.1.1 Lawyers Available for Work-related Issues

The [Office of Staff Legal Assistance \(OSLA\)](#) is able to provide legal advice and possible 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 may 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

Mondays, 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.

Available by phone: +43 (0) 664 205 84 58 or 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 continues advising staff on general legal issues. Since 2011, Mr Dahl has been retained to provide legal services to our Union, including assistance in the submission, representation, and management of individual dues-paying Staff Union members' cases.



During the reporting period, Mr Dahl provided legal advice on work-related grievances to ten staff members. He assisted one with a request submission to the Management Advice and Evaluation Section (MAES), three with their submissions to the UN Dispute Tribunal (UNDT), and five through all the stages of the formal process, including in their submissions to the UN Appeals Tribunal (UNAT).

He also provided his legal opinion to the Staff Council on topics related to various policies.

The Council supported the legal representation, through other external lawyers, of five more staff members. Several others have been referred to OSLA.

The grievances during this reporting period related to harassment, contractual issues, parental leave, mobility policy, education grant and other benefits and entitlements, outside activities, and disciplinary processes/investigations. The Council has taken note of an increase in staff complaints relating to the performance management system and performance improvement plans.

8.1.2 Support Fund

The Staff Council has a Support Fund for the representation of more vulnerable groups of personnel, including colleagues on precarious contracts (the so-called “non-staff” / “affiliate staff”). The Gift Shop is the only funding source for the representation of those colleagues, and 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.

8.1.3 Lawyers Available for Non-work-related Issues

Six lawyers are normally available weekly in room C0341 to advise staff on non-work-related issues. Most of them provide two free legal consultations per year to dues-paying members of VIC Staff Associations/Unions. Some of them also offer preferential rates to UN staff if you decide to engage them.



As one needs to present their Staff Union membership card, staff members who no longer have their card may contact the Staff Union for a replacement.

A full list of the lawyers and their contact details is [available on the Staff Union’s website](#).

9 Communication and Outreach

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

The Council has initiated a series of outreach meetings at the level of each electoral unit in order to better inform constituents about the nature of Council's work, various activities that we undertake, the forms of support we are able to provide and, most importantly, how you can be involved.

The website of the Staff Union <https://staffunion.unov.org> keeps 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

The UN Secretariat has approved the adjustment to salaries of GS staff in Vienna, effective 1 November 2024, which incorporates the movement of the applicable index for the purposes of adjusting salaries in-between comprehensive salary surveys.

The new salary scale reflects an across-the board increase in net salaries of 3.1 %. All allowances remain the same. The retroactive implementation of the revised salary scale will be reflected in the January 2025 payroll.

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

If you want to know more about the GS salaries, you can visit the [website](#) for local salary scales and related information, launched by the Office of Human Resources.

It includes all the currently applicable salary scales, a searchable map of the world, a list of the latest salary scale announcements, the survey schedule with the status of pending surveys, a list of current special measures, and answers to frequently asked questions.

[Our staff federation's statement to the Fifth Committee](#) [SMC Report Approved by the Secretary-General](#) [Humanitarian crisis and conflict in Gaza](#) [Other news and events](#)

JOIN THE STAFF UNION

THE UNION IS US
JOIN THE UNION

CONTACT US

[Our Vision and Mission Statements](#)

Our staff federation UNISERV

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 and your concerns, the better it can 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 a grant to pay for professional legal support, as well as to a whole range of other [services and discounts](#) provided to dues-paying members.

Kindly 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.

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 only the Office of Staff Legal Assistance (OSLA). Kindly note that this is a different (also voluntary) deduction, unrelated to active membership in the Staff Union.

At the time of writing the report, 660 staff were dues-paying members of the UNOV/UNODC Staff Union, corresponding to 36 per cent of UNOV/UNODC staff (1811).

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, 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.



For questions and assistance please contact the [office of the Staff Union](#).

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 (60 per cent), whereas smaller portions are allocated for charity donations (10 per cent) as well as adding funds to the Support Fund of the Staff Council (15 per cent).

Following the decrease in revenues during the COVID-19 pandemic, the sales in 2024 finally fully reached the profit levels comparable to those from the pre-pandemic times.

10.2.3 Trainings for Staff Representatives

The Staff Council organised a training on harassment which took place in October 2024.

It started with a short presentation on the topic harassment, with references to applicable rules and policies, which was then followed by several practical exercises and discussions on case scenarios.

The training equipped the Council members with skills necessary to assist colleagues who believe to be victims of prohibited conduct.

The Staff Council furthermore funded the participation of three members in the ICSC Regional Workshop on the UN Compensation System, which took place in Algiers from 26 to 30 January 2025.



ICSC Regional Workshop participants, Algiers, January 2025

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.

10.2.4 Joint VIC Staff Summer Party

The Staff Union joined the IAEA, UNIDO and CTBTO Staff Unions / Councils on 7 June 2024 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 UNOV/UNODC 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 [Staff Union services](#) and the [list of shops with discounts and special offers](#) are available on the Staff Union website.

All the information on staff services and discounts 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. In 2024 the holiday raffle took place again and included over a hundred prizes from various sponsors and the Gift Shop.



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 2024/2025, UNOV/UNODC quota increased by one to result in thirteen places in the creche (0-3 years) and an increase of two more places in the kindergarten group (3-6 years) which results in twenty-six.

Throughout the year, the Committee reviewed registrations and allocated places in accordance with the established eligible and priority criteria.

11.2 Joint Advisory Committee on Catering Services

During the reporting period the Joint Advisory Committee on Catering Services (JACCS) addressed several catering issues of pertinent concern to staff members.

The Committee has been informed that the bidding preparation for the catering contract is expected to start by the fourth quarter of 2025.

Furthermore, some changes have been implemented namely:

- Costa coffee has been successfully introduced in the cafeteria, and at the CO7 and MOE Coffee Corners. A different, premium coffee blend is available at the CO4 Coffee Corner, the VIC Bar/Lounge, and the Restaurant;
- “Espresso Mobil” is now available at Gate 1, in addition to the one on level -3;
- The bar opening hours were reduced to 4 pm on Mondays and Tuesdays as requested by the CCS;
- Deposit for bottles has been launched, and it is refunded on return of the bottles (up to three bottles per person);
- It has been suggested to have reservation of time slots in the restaurant in order to prevent empty tables;
- Due to shortage of dishes and cutlery, efforts were made to go around and collect these items from the kitchens. Additionally, collection boxes were put in common kitchens to facilitate this process. Staff are reminded to return cutlery and dishes to the cafeteria;

- Catering survey was done in 2024 with a response rate of 33%. Results were circulated to staff at large;
- Issues of cleanliness and hygiene were raised, hence new cleaning procedures have been put in place including maintenance of the cafeteria.

To reduce waiting times during the busiest periods in the cafeteria, it is recommended to download and use the EUREST WIRT:UAL app so as to be timely informed about the cafeteria's actual capacity.

New vending/coffee machines have been installed in designated locations within the VIC. There are three types of machines offering hot beverages, cold drinks and snacks.

11.3 VIC Recreation Committee

The VIC Recreation Committee (VICREC), operating under the auspices of the Vienna International Staff Associations Committee (VISAC), is entrusted with supervising the activities of the VIC-based clubs.



During the reporting period, Jorge Rios and Sahar Al Tabbal joined the VICREC Committee representing UNOV/UNODC.

The VICREC is currently composed of representatives of CTBTO (2), IAEA (2), UNIDO (2), and UNOV/UNODC (2).

Continuing the tradition, VICREC celebrated Clubs' Day in the rotunda with 20 clubs participating in October 2024 and 32 clubs participating in March 2025. The events provided staff members the opportunity to get informed and to engage in the recreational clubs, thereby promoting overall well-being.

Additionally, VICREC welcomed five new clubs during this period: Awethu Club, Padel Club, Pickleball Club, UN Vienna Wing Foil Club and Writers Club.

VICREC did not reject any applications in 2024.

VICREC remains committed to managing the club facilities and liaising with various entities within the VIC to address any issues that may arise due to club activities.

11.4 Inter-Agency Games 2026

The annual United Nations Inter-Agency Games (IAG) is the largest social congregation of UN staff and their family members, and a highlight for all those who participate.



Next year, the event will be held for the 51st time. For the first time, however, it will be hosted by the UNOV/UNODC Staff Union.

The realization of such an event with strong support from the organisation aligns with our focus on Staff Mental Health and Well-Being. The Staff Council, as the executive organ of the Staff Union and organizer of next year's IAG Games, views this event as a leading initiative in promoting a family-friendly and healthy work-life balance.

12 Treasurer's Report 2024

UNITED NATIONS STAFF UNION VIENNA			
Financial Report for the year 1 January - 31 December 2024			
(in Euro)			
Staff Council's main operational account			
INCOME			
1. UNOV/UNODC Membership dues		€	97,222.55
2. CTBTO contribution to staff services (1)		€	1,308.12
3. Other income (2)		€	5,000.00
Total Income		€	103,530.67
EXPENDITURE			
1. UNSCV travel and training expenses (3)		€	44,876.35
2. UNISERV annual membership fee		€	1,875.47
3. Staff services officer		€	16,698.38
4. Lawyers' fees (professional legal assistance for staff)		€	25,308.47
5. Business Net (charges for online banking)		€	244.80
6. Miscellaneous expenses (4)		€	21,453.14
7. Bank charges		€	313.07
8. VAT refund		-€	1,813.14
Total Expenditure		€	108,956.54
Excess of income over expenditure		-€	5,425.87
Support Fund			
INCOME			
1. Portion of the Gift Shop profit (15%) - none in 2023		€	-
Total Income		€	-
EXPENDITURE			
1. Legal assistance for staff		€	4,056.00
2. Bank charges		€	216.00
Total Expenditure		€	4,272.00
Excess of income over expenditure		-€	4,272.00
Dispo/saving account			
INCOME			
1. Credit interest		€	1,400.01
Total Income		€	1,400.01
EXPENDITURE			
1. None		€	-
Total Expenditure		€	-
Excess of income over expenditure		€	1,400.01
ASSETS			
Main account balance as at 31 December 2024		€	110,167.36
Dispo account balance as at 31 December 2024		€	781,094.57
Support Fund account balance as at 31 December 2024		€	7,630.79
Total		€	898,892.72

Explanatory notes 2024

United Nations Staff Council at Vienna - Financial Report			
For the period 1 January to 31 December 2024			
<i>(in Euro)</i>			
Explanatory notes 2024			
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.			
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.	Subsidy from the Staff Welfare Board, co-funding the expenses for the 2024 VIC Staff Summer Party (50% of the UNOV/UNODC share totalling EUR 10,000.00)	€	5,000.00
3	UNSCV travel and training expenses		
3.1.	UNISERV related trip: ICSC WG1 Compensation Package Review - New York, Jan/Feb 2024 - expenses for the President	€	4,755.62
3.2.	UNISERV related trip: 97th Session of the ICSC, New York, March 2024 - travel expenses for the President	€	7,582.94
3.3.	HLCM 47th Session, Nairobi, April 2024 - travel expenses for the President	€	3,481.92
3.4.	UNISERV related trip: ICSC WG2 Compensation Package Review, Malaga, Spain, May 2024 - travel expenses for the President	€	2,246.81
3.5.	UNISERV related trip: 98th Session of the ICSC, Rome, Italy, July 2024 - travel expenses for the President	€	5,857.74
3.6.	UNISERV related trip: 48th Session of HLCM, Bern, Switzerland, October 2024 - travel expenses for the President	€	2,339.41
3.7.	Staff-Management Committee (SMC) meeting, Nicosia, Cyprus, April 2024 - travel expenses for two participants	€	4,757.21
3.8.	UNISERV workshop, Trieste, Italy, October 2024 - travel expenses for three participants	€	4,122.64
3.9.	UNISERV workshop and UNISERV annual general meeting, Trieste, Italy, October 2024 - travel expenses for three participants	€	6,439.78
3.10.	Training for Staff Council members: Informal briefings on staff-management mechanism and general administration, January 2024 - travel expenses for the training facilitator (the other 50% of the expenses were funded by the UN Field Staff Union)	€	1,292.28
3.10.	Harassment training for Staff Council members, October 2024 - facilitator's fee	€	2,000.00
4	This consists of the following expenses:		
4.1.	Fee for services provided by Tenants' Union ("Mietervereinigung")	€	5,000.00
4.2.	Coffee break - Staff Council training January 2024	€	262.56
4.3.	Audit of the financial statements of UNSCV and the Gift Shop 2023	€	900.00
4.4.	2022 Holiday Raffle vouchers redeemed in 2023 - transfer to the Gift Shop account	€	2,038.00
4.5.	2023 VIC Staff Summer Party (50% of the cost being subsidised by the Staff Welfare Board - see note 2.1 above)	€	10,000.00
4.6.	Batteries for IC recorder	€	29.99
4.7.	Annual subscription "Konsument" magazine	€	65.00
4.8.	SurveyMonkey annual fee	€	420.00
4.9.	Coffee machine Staff Union office	€	169.89
4.10.	Hospitality (farewell Director, Division for Management)	€	189.20
4.12.	UNIDO (BMS) invoice for the VICREC lockers project (men's changing room on F09)*	€	2,378.50
* A deposit of EUR 2,400 was received from the IAEA Staff Council and the UNOV Staff Welfare Board in October 2000; the amount was to be used by VICREC for the lockers project (men's changing room on F09); the deposit has now been transferred to UNIDO (BMS); the remaining EUR 21.50 will be returned to the IAEA Staff Council and the UNOV Staff Welfare Board, pending their instructions			

Gift Shop Financial Report 2024		
INCOME		
1. Income from sales (credit card payments)	€	134,526.79
2. Income from sales (cash payments)	€	59,300.90
3. Other income (1)	€	5,530.57
Total income	€	199,358.26
EXPENDITURE		
1. Purchases	€	116,140.39
2. Refund of VAT for purchases	-€	22,289.33
3. Staff salaries	€	56,295.00
4. Office supplies and till rolls	€	122.88
5. Bank Charges	€	658.81
6. Payone annual fee (credit and debit card payment terminal)	€	416.26
8. Other expenses (2)	€	11,368.86
Total expenditure	€	162,712.87
Excess of income over expenditure	€	36,645.39
Assets		
Gift Shop account balance on 31 December 2024	€	114,560.05
Items on stock (average cost method)	€	56,200.52
Money in hand (one employee)	€	350.00
Total Assets	€	171,110.57
Explanatory notes		
(1) Other income		
1.1	Insurance (Wiener Staedtische Versicherung) reimbursement for damaged items (water leakage storage room, gate 1, November 2020)	€ 3,492.57
1.2	2022 Holiday Raffle vouchers redeemed in 2023 - transfer from main account	€ 2,038.00
Total other income		€ 5,530.57
(2) Other expenditure		
1.1	"Epos" annual software license fee for the cash register	€ 205.76
1.2	"Epos" license related payment	€ 0.55
1.3	VIC Disability Inclusion Network event (coffee breaks)	€ 264.00
1.4	Water dispensers purchased by the Staff Welfare Board - UNOV/UNODC Staff Union contribution	€ 10,000.00
1.5	New "Epos" terminal / cash register	€ 898.55
Total other expenditure		€ 11,368.86

13 Audit Report 2024

UNOV STAFF COUNCIL AND GIFT SHOP

AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2024

I have examined the Financial Statements of the UNOV Staff Council and Gift Shop for the 12 months period ended December 31, 2024 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

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.

Completed; the deposit has now been transferred to UNIDO (BMS); the remaining € 21,50 will be returned to IAEA Staff Council and the UNOV Staff Welfare Board, pending their instructions.

FINDINGS AND RECOMMENDATIONS 2023

Dispo Savings Account

The deposit on the Dispo Savings account shows an amount of close to € 780.000,—.

As now the interest rates have been increased substantially (after a long period of practically no interests) I recommend to discuss with the bank the possibilities of gaining an adequate interest rate.

Completed for 2024!

Gift Shop Account

The inventory at the end of 2023 has been performed in detail with the presence of the Auditor.

In a substantial number of items on stock there are differences between the quantity of the items currently on stock according to „epos“ and the quantity according to the inventory done on 2nd January 2024. A significant number of the differences occur within the same sort of items (but mismatched to different sizes or colours).

It seems that the differences can be ascribed by the following operations:

- The storage facilities are not ideal, the items can not be clearly arranged
- The items are partially not unequivocally labelled
- In case of exchanges of goods after sale (due to wrong sizes, colours, etc.) the necessary corrections in epos were sometimes not made or not made properly.

The situation has been discussed between the Auditor, the Treasurer and the Staff Council Assistant.

In any case the start into the new business year has to be done with the actual figures according to the physical inventory. Furthermore I recommend – as I did also last year - to improve the storage of the items (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 - to avoid mistakes - describing the content of packages clearly visible on the outside (goods, color, size, quantity, etc.)).

Moreover 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.

Partially completed! *Some less popular products have been removed from the product list. There are still differences between the sales and stocks recorded in the epos system and the stocks according to the inventory. The reasons for this are probably still the exchange of goods after sales (due to incorrect sizes, colors, etc.) and the corresponding correction in epos was sometimes not made or not made thoroughly enough.*

The storage facilities are still not ideal, but improvements have been made regarding the grouping and labeling of products.

FINDINGS AND RECOMMENDATIONS 2024

The **inventory at the end of 2024** has been performed in detail with the presence of the Auditor.

There are still a number of items on stock which show differences between the quantity of the items currently on stock according to „epos“ and the quantity according to the inventory done on 3rd January 2025.

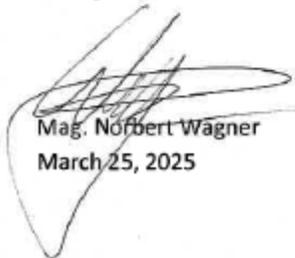
See the above mentioned comments and recommendations for 2023!

CONCLUSION

The statement of assets and liabilities as at December 31, 2024, 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 € 898.892,72 for UNOV Staff Council deposited on the bank accounts (Main account, Dispo account, Support Fund account) and for the Gift Shop an amount of € 171.110,57 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
March 25, 2025

Annex I

Staff Representatives and Alternates – Attendance Record

Attendance at meetings of the 1st Session of the Staff Council from 2 May 2024 to 8 May 2025				
Unit	Representative	Attendance	Alternate	Attendance
EU1 OLA (ITLD/UNCITRAL) / UNIS	BURRELL Leisa	9	CANAFONGLIA Monica	3
EU2 UNICRI / ODA	DE BRUIJN Marian	5	MAZARESE Duccio Carlo	1
EU3 OIOS / UNROD	NAHHAS Fadia	7	STURM Karin	9
EU4 OOSA / OMS / UNPA	GINDLER Patrick	11	ERUWA Lorretta	14
EU6 UNODC DPA / OED	GRELLIER Nina	9	SKIDMORE Jonathan Richard Llywelyn	0
EU6 UNODC DPA / OED	CHERIANKALAYIL Mathew	10	LIU Hexin*	0
EU7 UNODC DTA	MARQUEZ Euridice	11	GEBREEGZIABHER Ashenafi	10
EU7 UNODC DTA	DALMAU VILELLA Cristina**	0	NAVARRO PEREZ DEL PULGAR Tania***	12
EU7 UNODC DTA	ESPOSITO Karin	14	VUKOTIC Stefan	10
EU7 UNODC DTA	BERTERAME, Stefano	12	BARONI Claudia	3
EU9 UNODC DO (Field Offices in Asia, Europe, and Oceania)	DE LA TORRE Esteban Felipe	10	EHALT Marion****	0
EU9 UNODC DO (Field Offices in Asia, Europe, and Oceania)	OJHA Himal	13	Vacant	-
EU10 UNOV DM (CMS)	H Aidar Samar	14	JEREMIC Nikola	4
EU10 UNOV DM (CMS)	BUDIN, Aban	10	FERRER AMICH Alfonso	10
EU10 UNOV DM (CMS)	PODGORNIK, Valter	12	JOLLY Helene	8
EU11 UNOV DM (OD / FRMS / GSS / HRMS / ITS)	JELINCIC Ana-Marija	14	MARDINI Mohamad	11
EU11 UNOV DM (OD / FRMS / GSS / HRMS / ITS)	NUSEIBEH Ibrahim	9	GRIMM Ferdinand	0
EU11 UNOV DM (OD / FRMS / GSS / HRMS / ITS)	LUTHRA Saurabh	11	COELHO Patricia	4
EU12 UNOV DM SSS	MARHALI, Asher	0	HENRY Daniela	0
EU12 UNOV DM SSS	PLANGE Lynda	4	RAMADHANI Kubiha	0
EU12 UNOV DM SSS	RUGINESCU Mihai	9	STANESCU Dan-Andrei	0
<p>There was a total of one special and ten regular and four special meetings from 2 May 2024 to 8 May 2025. 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 29 July 2024 ** Ceased to be a member of the Union as per Art. 27.1 of the Statutes and Rules, on 31 July 2023 *** Assumed the function of <i>member</i> on 31 July 2023, the office of <i>alternate</i> is considered vacant as per Art. 27.1 of the Statutes and Rules **** Ceased to be a member of the Union as per Art. 27.1 of the Statutes and Rules, on 1 April 2024</p>				

Annex II

Officers of the Staff Council

Staff Council	Presiding Officer	Aban Budin
	Deputy Presiding Officer	Euridice Marquez

Staff Committee	President	Samar Haidar
	Vice-President	Karin Esposito
	Secretary	Valter Podgornik
	Treasurer	Patrick Gindler
	Rapporteur	Ana-Marija Jelincic

Polling Officers	Chairperson	Aitor Arauz
		Mohammad Naser Ali
		Sven Pfeiffer

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

Arbitration Pool		Valentine Deville-Fradin
		Willetta Tonette Edelsbrunner
		Merfat El-Mansi
		Tatiana Jehl
		Artem Lazarev
		Ludovic Martin
		Matthew Nice

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	Celso Faria Coracini
	Members	Karin Esposito
		Samar Haidar
		Valter Podgornik
	Alternates	Stefano Berterame
		Mohamad Mardini
		Euridice Marquez

Joint UNIDO/UNOV JAC Standing Committee on Health and Life Insurance	Members	Stefan Vukotic
		Vacant

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

Staff Welfare Board	Chairperson	Fakhrulla Azamov
	Members	Ferdinand Grimm
		Tania Navarro
		Ibrahim Nuseibeh
		Valter Podgornik

Staff Assistance Committee	Chairperson	Angeline Van Der Waals
	Executive Secretary	Inbar Braiden
	Members	Selvam Puttelaye
		Giovanna Gossage
		Sahar Al Tabbal
		Ibrahim Nuseibeh
	Alternates	Sabrina Levissianos
		Sandor Szabo
		Mohammad Naser Ali
		Valter Podgornik

Central Review Board	Members	Sylvie Bertrand
		Mark Colhoun
		Hanny Cueva Beteta
		Francia Obregon Blasco
		Fariba Soltani
		Justice Tetey
		Joan Josep Trujillo Parra
		Stephane Wohlfahrt

Central Review Committee	Members	Aitor Arauz
		Aygul Duysenhanova

		Teymuraz Gogolashvili
		Mercy Mayebo
		Fadia Nahhas
		Reiner Pungs
		Rajesh Srivastava
		Silvana Tucci

Central Review Panel	Members	Emebet Bizuneh
		Stefan Brezina
		Mariflor Goti Valdes
		Jee Aei Lee
		Mohamed Mardini
		Catherine Muganga
		Asja Nedeljkovic
		Georg Rauscher

UNOV/UNODC Rebuttal Panel	Members	Giovanna Campello
		Aimee Comrie
		Aygul Duysenhanova
		Euridice Marquez

Departmental Focal Points for Women	Members	Wadih Maalouf
		Hanifa Rebbani

		Antje Reepmeyer
Alternate Departmental Focal Points for Women		Nargiza Abdukadirova
		Wolfgang Aigner
		Ajuma Echikwu

Joint Advisory Committee on the Child Care Centre	Member	Franziska Lotz
	Alternate	Tamas Nichter

Joint Advisory Committee on Catering Services	Member	Lorretta Eruwa
	Alternates	Nikola Jeremic
		Ibrahim Nuseibeh

Joint Commissary Advisory Committee	Members	Ferdinand Grimm
		Saurabh Luthra
	Alternates	Monica Canafoglia
		Valter Podgornik

Joint Advisory Committee on the VIC Garage	Chairperson	Ferdinand Grimm
	Member	Ibrahim Nuseibeh
	Alternate	Jorge Rios

VIC Recreation Committee	Members	Sahar Al Tabbal
		Jorge Rios

Inter-Agency Games Organising Committee	Members	Mohamad Mardini
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Members of Subsidiary Bodies of the Staff Union

Gift Shop Standing Committee	Chairperson	Patrick Gindler
	Members	Ibrahim Nuseibeh
		Valter Podgornik

Support Fund for the Representation of UN Colleagues	Members of the Staff Committee
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Staff Council Members in 2024-2025 SMC Mechanisms

3x3 Contact Group	Karin Esposito
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SMC Working Group on Administration of Justice	Karin Esposito (Co-Chair)
	Samar Haidar

SMC Working Group on Staff Selection and Mobility	Karin Esposito (Co-Chair)
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SMC Gender Focal Point Group	Samar Haidar
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Staff Council Members Serving on Behalf of UNISERV (2024-2025)

ICSC Working Group on the Standards of Conduct for the International Civil Service	Karin Esposito
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ICSC Working Groups on the Review of the Compensation Package	Karin Esposito
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HLCM	Karin Esposito (observer status)
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HLCM cross-functional Task Force on the use of AI in the UN system	Samar Haidar (observer status)
Pension Board of the UN Joint Staff Pension Fund	Karin Esposito (observer status)
Mental Health Strategy Board	Samar Haidar (observer status)

Annex IV

Abbreviations

AI	Artificial intelligence
ASG	Assistant Secretary-General
CCISUA	Coordinating Committee of International Staff Unions and Associations of the United Nations System
CCS	Committee on Common Services
CRB	Central Review Body
DGACM	Department for General Assembly and Conference Management
ECEC	Early childhood education and care
FICSA	Federation of International Civil Servants' Associations
FRO	First reporting officer
FWA	Flexible Working Arrangements
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
IAG	United Nations Inter-Agency Games
IASMN	Inter-Agency Security Management Network
IC	Infrastructure Committee
ICSC	International Civil Service Commission
ISAU-UNESCO	International Staff Association of UNESCO
JAC	Joint Advisory Committee
JAC-CCC	Joint Advisory Committee on the Child Care Centre
MAES	Management Advice and Evaluation Section
OHR	Office of Human Resources
OHS	Occupational Health and Safety
OIOS	Office of Internal Oversight Services
OSLA	Office of Staff Legal Assistance)
SEG	Special education grant
SGB	Secretary-General's Bulletin
SLWOP	Special leave without pay
SMG	Staff-Management Group
SMC	Staff-Management Committee
SWB	Staff Welfare Board
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
VBOs	Vienna-based Organisations
VIC	Vienna International Centre
VICREC	Vienna International Centre Recreation Committee
VISAC	Vienna International Staff Associations Committee