

# ILO STAFF UNION

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## ANNUAL GENERAL MEETING FIRST SESSION

11 February 2016

### Draft budget for the financial period 1 January - 31 December 2016

The purpose of this note is to provide some additional information to the headings in the draft budget 2016.

**Secretariat salaries.** The secretariat consists of one 80% post financed by the Staff Union, and a full-time post financed by the ILO, the cost of which is not included in the budget. A provision is recorded in case of extra work.

**Salary of the legal adviser.** The financing of this post at the P4 level is estimated at CHF 165,000.

**Missions (headquarters and field).** This item covers missions by Committee members or other persons nominated by the Committee to represent the Staff Union.

**Regional meetings.** This year a regional meeting will be organized in Africa and Latin America with all Staff Union representatives from the field offices. The cost estimate is CHF 90,000.

**Missions, training and operating expenses (regional titular members).** This item covers only the expenses incurred by titular members of the Committee in the context of their functions at the regional level. It also covers the production of training materials and costs of training in seminars, salary surveys and other matters which might need to be addressed.

**Training (amount centralized at Headquarters).** This item covers the costs of training (production of training materials and the training itself). The training involves both Committee members and any other colleagues whose skills we might wish to use in order to better protect the interests of the staff.

**Field retentions.** Of the total amount of contributions received by the Staff Union from the field offices, 75 per cent of the contributions from local members are kept by the local sections of the Staff Union to cover their costs.

**Russian Solidarity Fund.** This item corresponds to the solidarity allocation which the Staff Union and the Administration (each contributing an equivalent amount) pay to a small group of Russian ILO retirees who are without a decent pension following the dissolution of the USSR.

**External collaboration.** This item covers costs incurred for the Staff Union's web site and any specific tasks or studies which may be needed.

**UNION magazine.** This item covers fees for an intended review of UNION magazine, in view of making it more attractive and increasing its circulation potential.

**Translations/interpretation.** This item represents payments for translation of Staff Union documents into the three working languages, as well as interpretation fees linked to the two sessions of the Annual General Meeting.

**Hospitality.** This amount covers expenses related to the celebration of certain events (International Women's Day, United Nations Day, etc.), promotional and awareness-raising activities of the Staff Union (information sessions, banners, etc.), and hospitality for Union delegations.

**Bank charges.** Management of accounts and reserve funds.

**International affiliation.** Cost of membership of the Coordinating Committee for International Staff Unions and Associations (CCISUA) and of the Public Services International (PSI).

**Miscellaneous.** This amount includes postage, communication costs and purchases of small equipment and supplies.

**DRAFT BUDGET**  
**For the period 1 January – 31 December 2016**  
**(Swiss Francs)**

ITEM	AMOUNT	TOTAL
<b>A. INCOME</b>		
Membership dues:		
Centralized Payroll HQ	600,000.00	
ILO Turin Centre	20,000.00	
Investment and bank interest	5,000.00	
		<b>625,000.00</b>
<b>EXPENDITURE</b>		
Salary secretariat	110,000.00	
<b>B. Salary legal adviser</b>	165,000.00	275,000.00
Missions (HQ and field)	60,000.00	60,000.00
<b>Regions</b>		
<i>Africa</i>		
Titular: missions, training and operational costs	5,500.00	
<i>Americas</i>		
Titular: missions, training and operational costs	5,500.00	
<i>Asia</i>		
Titular: missions, training and operational costs	5,500.00	
<i>Europe and Arab States</i>		
Titular: missions, training and operational costs	5,500.00	
Field retention	85,000.00	
Regional Meeting in Africa	40,000.00	
Regional Meeting in Latin America	50,000.00	192,000.00
Training (centralized at HQ)	10,000.00	
UNION magazine	3,000.00	
Staff Union Assistance Fund	16,000.00	
Russian Solidarity Fund	8,500.00	
External collaboration	10,000.00	
Translation/Interpretation	25,000.00	
Hospitality	5,000.00	
Bank charges	1,000.00	
International affiliation	14,500.00	
Miscellaneous	5,000.00	
		98,000.00
		<b>625,000.00</b>
Difference Expenditure surplus	0.00	

**Rate of contribution 2015:** 4.5 per thousand (Article 14(b)(ii) of the Staff Union Rules).