

ILO STAFF UNION

Publication:

<http://www.ilostaffunion.org/?p=2379>

SU/AGM/2017/1/D.2

16 February 2017

ANNUAL GENERAL MEETING **FIRST SESSION**

23 February 2017

Programme and Strategy of the Staff Union **for the year 2017**

The first session of the Annual General Meeting will be requested to examine the attached proposal as per article 14(b) of the Staff Union Rules.

The attached Programme and Strategy of the Staff Union for 2017 will be open for discussion, modification and adoption.



Staff Union
of the International Labour Organization
Syndicat du personnel
de l'Organisation internationale du Travail
Sindicato del personal
de la Organización Internacional del Trabajo

Programme and Strategy of the Staff Union for the year 2017



Staff Union Committee members at Headquarters
(for the full list please visit our website at <http://www.ilostaffunion.org/?lang=en>)



Titular members from the regions (Europe and the Arab States, Africa, America and the Caribbean, and Asia (missing photo: Turin))

The Staff Union Committee is pleased to present its Programme and Strategy for 2017.

Staying on course: Storm-clouds ahead

It looks as if the Staff Union Committee will this year once again be up against a range of challenges. The fact is that the ILO is not living in a bubble of its own and that every year, like every other institution in the United Nations system, the ILO's staff are increasingly exposed to the negative effects of restructuring programmes and to the decline in contributions to development cooperation, all of which translates into more and more precarious employment for some, dismissal for others and a heavier workload for those that remain. Meanwhile of course, the labour situation and social justice in the world being what they are, the UN organizations' goals and activities remain basically the same and show every sign of growing exponentially.

Backed by the invaluable support of its members, the ILO Staff Union will therefore continue to defend the interests of the staff as a whole. True to the five-year vision and mission it adopted in 2015, and in a bid to achieve tangible results, it has accordingly opted to focus on a number of very specific objectives.

**OUR VISION, OUR MISSION,
OUR OBJECTIVES AND MEANS OF ACTION
2015-2020**

VISION

A global Staff Union that leads the process of transforming the ILO into a better workplace, by representing all staff as an equal and strong partner in social dialogue.

MISSION

We promote social justice and equality for all staff in order to have ONE ILO

by:

- mobilizing and organizing for an even stronger Staff Union;
- safeguarding and improving working and employment conditions for all ILO staff;
- negotiating fair and effective collective agreements.

Part 1 – Objectives and priority areas of action

Objective No. 1: **Improve industrial relations:**

- ✓ *Ensure effective implementation of the 2000 Recognition and Procedural Agreement,*
- ✓ *Improve the existing institutional framework to promote healthy and effective negotiations, and in transparency.*

Objective No. 2: **Job security:**

- ✓ *End precarious work,*
- ✓ *A fair contracts policy, including a redeployment mechanism.*

Objective No. 3: **Full social protection:**

- ✓ *Effective and efficient health care and pension funds,*
- ✓ *Unemployment insurance.*

Objective No. 4: **Fair and equal conditions of employment for all staff,** *without discrimination based on gender, type of contracts, grades, personal and/or family status and duty station.*

Objective No. 5: **A career development path for all:**

- ✓ *A fair and transparent performance appraisal system,*
- ✓ *A negotiated and adequate job classification process,*
- ✓ *A fair recruitment and mobility system,*
- ✓ *A transparent rewarding mechanism.*

Objective No. 6: **An even stronger Union:**

- ✓ *Maintaining and expanding our membership,*
- ✓ *Strengthening solidarity,*
- ✓ *Strengthening capacities,*
- ✓ *Improving operations, communication and coherence,*
- ✓ *Strengthening existing alliances with the international trade union federations.*

Objective No. 7: **Enhancing staff security, safety and health:**

- ✓ *Enhancing staff security, safety and health with particular focus on crisis response and conflict-affected countries.*

Part 2 – Means of action, by objective

I – Improve industrial relations

Objective: To improve industrial relations in order to give full effect to the Recognition and Procedural Agreement.

Means of action

- Ensuring, from within the Joint Negotiating Committee (JNC), that every decision or proposal presented by the administration is backed by the relevant data and, if necessary, has been the subject of consultation and/or negotiation;
- Establishing internal procedural rules setting out the lead time, deadline and terms of reference for each negotiation;
- Upgrading the negotiating skills of the staff's representatives.

II – Job security

A – Recruitment and selection

Objective: Sound implementation of the collective agreement on recruitment and selection, in the context of a mobility and career development approach, as well as a greater motivation and job satisfaction of staff.

Means of action

- For confirmed vacancies, the Staff Union Committee (SUC), in collaboration with HRD, plays an important role in the review of vacancy announcements. The SUC aims at ensuring fair job descriptions and real opportunities of career development.
- The coordinator of the recruitment and selection working group is currently participating in the Recruitment, Assignment and Mobility Committee (RAMC), in an advisory capacity. In terms of filling the vacancies, the action of the SUC will be reinforced by the presence of two SUC representatives in the RAMC, and it will be based on a sound implementation of the recruitment and selection procedure and the principles of transparency, due process, fairness and equity. Particular emphasis is placed on: recruiting internal candidates for career development positions; of TC+5 so that they can have job security; and the diversity of languages in order to promote French and Spanish in the interest of the organization and its effective multiculturalism.
- The SUC also aims at ensuring a good communication to staff on matters related to the new agreement on recruitment and selection procedures.
- Good relationships with the newly appointed independent members of the technical panels are important for the success of this critical new role. The SUC's purpose in this matter is to

share the working group's experience, provide practical guidance and develop materials to support fulfilling their new responsibility.

B – Contracts and employment security

Objectives:

- To pursue the negotiation of a contracts policy that maintains an international civil service of the highest standard, while ensuring that access to the service is on the basis of equal opportunity and treatment and guaranteeing that working and employment conditions are equitable and career development opportunities are adequate.
- To further the implementation of the short- and medium-term findings of the joint SUC-HRD Survey on Technical Cooperation (TC) staff.
- To ensure that the situation of as many precarious staff as possible is regularized and is genuinely improved.
- To raise the awareness of precarious staff of their basic rights and entitlements, based on the premise that the ILO Staff Regulations apply equally to all staff.
- To defend the eligibility of staff in the titularization process and to make it a permanent feature of the Organization.
- To support the claims of ILO interns, by enhancing their representation in the field and arranging for regular performance feedback throughout the internship cycle and for the periodical revision of the stipend.

Means of action

- Engaging in collective bargaining on the new contracts policy;
- Continuing to use legal action strategically to ensure equal conditions of employment for all staff and the managerial accountability of the administration, as well as the integration of different types of contracts in the ILO Regular Budget;
- Obtaining concrete data from the administration on the types of contracts given to ILO staff, broken down by gender, grade and source of funding;
- Encouraging the administration in the publication of leaflets and the organization of workshops, seminars and information sessions on the rights of TC staff;
- Strengthening coordination with other thematic groups on cross-cutting subjects, such as the rehiring of retired officials and intergenerational solidarity, security of employment and performance management, the regularization of staff through the recruitment and selection process and the implications of the new mobility policy.

III – Full social protection

Objective: To have health care and pension funds that are effective and efficient; although there have been improvements in both cases, the situation must not be allowed to deteriorate again and the two funds must continue making improvements until they are on a firm foundation.

Means of action

Staff Health Insurance Fund

- Requesting and insisting on publication of the report of the working group on the SHIF; although it contains important information which the Staff Union believes needs to be

shared with the persons covered by the Fund, especially on the Fund's governance, the report has still not been published;

- Monitoring the external audit requested by the Director-General; following the discovery of fraudulent claims on the SHIF, the Director-General requested an external consultant to carry out an audit in order to optimize the way the Fund is run and to prevent such a situation occurring again; the Staff Union will make sure that the audit's terms of reference are respected and that the steps taken really do provide a solution to the problems for which it was commissioned;
- Maintaining close contact with the insured persons and with the Former Officials' Section on every issue relating to the Fund.

Pension Fund

- Ensuring that participants' recommendations are taken into account in relevant decisions;
- Monitoring the proper conduct of elections to the Management Committee;
- Putting pressure on the administrations (ILO, UNJSPF) so that the payment of pensions is assured from the date of retirement; although the delay in the payment of some pensions has been reduced, more needs to be done;
- Monitoring closely the implementation of the UN General Assembly's decision regarding the age of retirement;
- Maintaining close contact with the representatives of the Fund's participants on all relevant issues.

IV – Fair and equal conditions of employment for all staff, without discrimination based on gender, grade, type of contract, personal and/or family status and duty station

We all bring with us diverse perspectives, work experiences, life styles and cultures, which should be valued, respected and supported. The Staff Union Committee is committed to working to create a working environment where diversity and equality is respected and leveraged to improve organizational performance and work-life balance.

Objective: To contribute to the improvement of the working environment for all ILO officials through combating discrimination and promoting equality and diversity whilst facilitating the pursuit of a healthy work-life balance.

Means of action

Building upon the success of the previous year and learning from the challenges faced, the Staff Union proposes continuing to work on special mechanisms/initiatives to facilitate inclusion and work-life balance, focusing on gender, equality and diversity.

More specifically, the working group will:

- Train and work with the ILO Staff Union Committee and its working groups to integrate and mainstream diversity and equality into the work of the SUC;
- Design and implement the March for Diversity Campaign;
- Develop Frequently Asked Questions (FAQs) and information notes with regards to:
 - disability issues at the ILO;
 - entitlements and services available under parental leave and return to work, including child and other care responsibilities;
 - stress and burnout;
 - harassment.

- Conduct disability equality trainings for staff working on selection and recruitment (SU officials, HR and job panellists);
- Assess current application forms to enhance accessibility for job applicants with disabilities (this will ensure including information on reasonable accommodation);
- Develop a fact sheet for ILO recruiters on how to ensure a disability-inclusive recruitment process;
- Review of the Collective Bargaining Agreement on Harassment and work with Staff Welfare Officer to examine how it can be translated into a zero tolerance towards harassment.

V – A career development path for all

A – Personal promotions and reclassification

Objectives:

- To ensure that the personal promotion machinery is transparent and equitable. Push for clarification regarding the eligibility of staff who are being unlawfully excluded from the exercise, such as colleagues in the ILO Administrative Tribunal, former precarious colleagues, and all others who, according to the applicable rules and GB decisions should be eligible.
- To ensure that the global reclassification exercise in the field is executed, and Independent Review Groups are established and active in all regions for the examination of job grade review appeals.
- To negotiate a mechanism to validate work experience for educational requirements in applying for new posts.

Means of action

- Participating in the joint group on personal promotions, and legal action where appropriate; also, to assist the JNC when needed.

B – Training policy and performance management

Objectives:

- To ensure that staff concerns are taken into account in the ILO training policy and in the performance management system of the ILO and that policies are implemented in a fair and transparent manner.
- To ensure that the review of job descriptions in the field and headquarters is fair to the staff.

Means of action

Training policy

- Negotiating a training policy in line with the needs of staff at all levels and categories, in the context of the JNC;
- Reactivating the Joint Training Council under its terms of reference and the Collective Agreement on Personal Development Plans, so that the Staff Union has a voice in the use of

staff development funds, the impact of training expenditure and the assessment of how proposed training programmes satisfy staff members' needs and requests;

Performance management

- Surveying the staff regarding the implementation of the performance management system and assessing how the introduction of a new system has responded to staff needs;
- Negotiating improvements suggested as a result of this consultation process with staff, through the JNC;
- Negotiating specific performance management procedures for staff working under TC projects and programmes, through the JNC.

VI – An even stronger Union

A – Communication

Objective: To increase communication with staff on both current issues and progress achieved by the Staff Union, in close coordination with the thematic working groups.

Means of action

- Issuing regular updates to staff via the website and social media and by other means;
- Using creative and inclusive channels of communication, such as the posting of weekly bulletins on latest developments;
- Developing new marketing materials for various campaigns, including member recruitment.

B – Membership, staff representation and training

Objectives:

- To strengthen the capacity of the Union Stewards and new SUC members in Geneva to carry out their representative roles.
- To expand the membership base of the ILO Staff Union, and activate staff to become involved in the work of the ILO Staff Union.
- To strengthen the voice of ILO Staff in the midst of restructuring/change processes.

Means of action

Objective 1

- Organizing basic Induction training (Module 1) for union stewards and new SUC members on the key aspects of their work in defending the rights and interests of ILO Staff (two half-day training sessions for stewards and new SUC members were held on 19 December 2016 and 30 January 2017);
- Providing induction training (Module 2) for union stewards and new SUC members on active listening and union organizing skills (recruitment and preparation for meetings);
- Providing Know Your Rights Guidance for staff representatives, beginning with the recruitment and selection process for RB (RAMC) and TC staff, performance management and reclassification (RB and TC); each guideline will form the basis for monthly brown-bag

discussions or mini-training sessions with union stewards at ILO headquarters and will be made available to staff representatives in the field;

- Providing coaching support for union stewards in their work (each member of the coordinating group will be asked to work with four or five stewards, to check in with them on their work and to be a sounding board for challenges that come up; this will include joining union stewards at meetings with departmental management).

Objective 2

- Developing union recruitment campaign for 2017 that targets those regional offices and ILO HQ units with fewer members for focused organizing efforts;
- Organizing a minimum of 5 café croissant information sessions with ILO departments in HQ in 2017, in cooperation with union stewards, including Employment Policy, Fundamentals, and SOCPRO;
- Providing training to staff union representatives in at least two regions in the field on organizing skills and targeting of specific demographic groups.

Objective 3

- Identifying departments where restructuring is going on or planned for 2017, through regular communication with HRD;
- Organizing a half-day strategy session in January 2017 with Committee members and stewards in target departments on change management guidelines and mobilization of staff to participate in transition processes;
- Monitoring developments and escalate to JNC as needed, including in the context of Contract Policy Negotiations.

VII – Enhancing staff security, safety and health

Objective: To strengthen the network of union representatives knowledgeable and equipped with the means to defend the rights of staff concerning safety and health and well-being in the ILO.

Means of action

- Supporting the implementation of the occupational safety and health (OSH) policy and procedure through active participation in the Committee on Safety and Health (COSH), and contribute to the timely implementation of the COSH action plan;
- Participating in the COSH working group on stress at work and contributing to advancing the implementation of the recommendations adopted by the Joint Negotiating Committee (JNC) in 2016;
- Expanding and supporting the network of Staff Union OSH representatives in the field offices and at headquarters through information and advocacy activities and technical assistance;
- Contributing to capacity-building among SU representatives by developing user-friendly guidance for OSH representatives on how to fulfil their OSH duties, and by contributing to the development of training materials and implementation of training activities;
- Ensuring a staff voice in the Steering Committee for the building renovation so that the highest standards on staff safety and health and well-being apply during the renovation of the headquarters building, in consultation with Staff Union representatives, union stewards and focal points;
- Ensuring that staff are kept informed of developments through communications and/or information sessions;
- Promoting and supporting active participation in security measures.

Part 3 – Periodic or regular action

I – Resolving the problems facing non-headquarters staff

Objectives:

To continue and broaden information sharing and coordination between the various regions and headquarters, regarding:

- the continuation and development of information sharing;
- coordination between the different regions and headquarters in the following areas:
 - the effective implementation of the new field structure;
 - recruitment and selection procedures through the implementation of the Recruitment, Assignment and Mobility Committee (RAMC);
 - the reclassification of positions in the field;
 - the establishment and effectiveness of independent review groups (IRG) for use in the field reclassification. This objective should be effective this year;
 - career prospects through the new mobility policy;
 - staff security in the field for all categories, from both the standpoint of harassment of health and physical security;
 - the fight against discrimination between international and local staff in terms of the safety and evacuation policies, including the rights and benefits linked to high-risk duty stations.

Means of action

- The new system of monthly discussions via Skype held regularly with all the regional representatives is now an effective reality that facilitates the sharing of experiences on the implementation modalities of the above priorities. In order to plan the monthly meetings, there is now a quarterly planning.
- Continuation of the census approach and sharing of good practices while pointing out irregularities, to enhance the participation and action of the Union in the negotiations in the various decision-making at headquarters.

II – Use of financial resources

Objective: To ensure maximum transparency in the use of financial resources

Means of action

- Examining the monitoring and follow-up process for all financial transactions;
- Pursuing discussions with the Administration on the opening of bank accounts at duty stations where Union dues are deposited locally;
- Issuing a Staff Union circular clarifying the financial powers and responsibilities of staff representatives in the field;
- Setting up a new Solidarity account for ad-hoc fund collections after a natural or human disasters.

III – Support for ILO staff in the prevention and resolution of disputes

Objective: To increase the transparency and consistency of the Office's procedures, especially with regard to responsible governance.

Means of action

- Providing the Staff Union Committee and individual members of the staff at headquarters and in the field with legal advice on the application and interpretation of the Staff Regulations, the collective agreements and the IGDS's, as well as on the policies and procedures currently in force;
- Providing technical assistance as part of the Staff Union Committee's activities in connection with the disputes resolution bodies (Mediator, Study Group, JAAB, ILO Administrative Tribunal, etc.);
- Organizing information meetings on legal issues at headquarters and in the field;
- Preparing proposals aimed at enhancing governance, transparency and responsible management for submission to the JNC.

IV – International

Objective: To strengthen alliances at the international level and promote collective bargaining in the United Nations system worldwide.

Means of action

- Pooling know-how and resources for mobilization campaigns aimed at international federations of international civil servants;
- Pursuing activities within the "Geneva Group" so as to induce international organizations to be more responsive to the interests and needs of their staff;
- Encouraging staff representatives to join or establish local federations of UN staff associations (FUNSAs).

V – Miscellaneous

IRIS “Users” Forum

Objective: The IRIS roll-out in the ILO field offices is implemented in 2016 as follows:

Africa:

FULL IRIS: RO Abidjan and CO-Addis

PARTIAL IRIS: Dakar, Abuja, Dar-es-Salaam, Lusaka, Cairo, Algiers, Pretoria, Antananarivo, Harare, Yaoundé and Kinshasa

Asia:

FULL IRIS: RO/DWT/CO-Bangkok and Cambodia (Project Office), ILO-Tokyo

PARTIAL IRIS: CO-Beijing, CO-Colombo, CO-Dhaka, CO-Hanoi, CO-Islamabad, CO-Jakarta, CO-Kathmandu, CO-Manila, DWT/CO-New Delhi, CO-Suva

America:

FULL IRIS: RO/DWT-Lima, ILO-Washington, ILO-New York

PARTIAL IRIS: CO-Brasilia, CO-Buenos Aires, ILO-Cinterfor, CO-Mexico, DWT/CO-Port of Spain, DWT/CO-San Jose, DWT/CO-Santiago

Europe and Arab states:

FULL IRIS: DWT/CO-Budapest, CO-Brussels, CO-Rome, CO-Paris, CO-Berlin, ILO-Madrid, ILO-Lisbon, RO/DWT-Beirut

PARTIAL IRIS: DWT/CO-Moscow, CO-Ankara

Means of action

- The Staff Union will continue to participate as observer in all reviews of business processes resulting from the IRIS implementation. It remains also a focal point in case of some potential difficulties faced by staff during this phase of implementation.
 - The Union will insist on its demand that ongoing IRIS training be put in place at Headquarters and in external offices in order to provide adequate career development opportunities to General Service staff and stop the re-employment of retired officials.
-