

# ILO STAFF UNION

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14 February 2019

## **ANNUAL GENERAL MEETING** **FIRST SESSION**

**14 February 2019**

### **Programme and Strategy of the Staff Union** **for the year 2019**

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 2019 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 2019**

The Staff Union Committee is pleased to present its Programme and Strategy for 2019.

**As the ILO celebrates its 100th anniversary, the Staff Union is (almost) ready to celebrate its own in 2020.**

This is a very special year for the ILO, because in 2019 the Organization will be celebrating its 100th anniversary. And to mark the occasion the Staff Union very much hopes that the staff will also be able to commemorate this exceptional event in its own thoughtful and joyful way. And this for two reasons: first of all, the International Labour Organization is the oldest institution in the United Nations system, where it has always maintained its specificity, its independence and the exemplary management of its staff (let's not forget that it is the only UN organization with its own collective bargaining machinery.) Secondly, it is largely to its staff today – and to all the ILO officials who have preceded them over the years – that it owes its worldwide recognition and its many years of success. It is only right, therefore, that the Organization too should be celebrating 100 years of their devotion to duty.

That said, the ILO Staff Union is embarking upon this special year in an international context that is still shaped by strife and uncertainty. For sure, the turbulent events of 2018, especially the systematic attacks on the status and conditions of service of international civil servants, show no sign of letting up in the year ahead and, as always, the Staff Union will have to be especially vigilant and united so that its 100 years of dedication to social justice and decent work can also benefit the men and women who have done so much to further those values and principles they entail.

There can be no doubt that we have a busy time ahead of us, what with the regrading of posts in the field, the institution of a reliable and equitable system of recruitment, the pursuit of a decent contracts policy, the promotion of a healthy working environment that is devoid of any source of tension, and the preparation of the centenary celebrations. But at the same time the progress that we have made in some respects over the past year gives us reason to raise our voices in defence of the principles and values of an Organization that is so dear to us and, as we head towards our own centenary, to remain both steady and steadfast in the pursuit of the mission and vision adopted in 2015.

**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.

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.*

*I – Improve industrial relations*

**Objective:** Strengthening the framework of industrial relations so that the Collective Bargaining Recognition and Procedural Agreement between the International Labour Office and the ILO Staff Union becomes a reality.

Means of action

- Ensuring that the Joint Negotiating Committee (JNC) insists that every decision or proposal from the Administration is backed by detailed information and, if necessary, by due consultation or negotiation with the staff.
- Establishing internal rules of procedure that fix time limits, deadlines and terms of reference for each negotiation.
- Improving the negotiating capability of our staff representatives.

*II – Improve Job security*

**A – Recruitment and selection**

**Objective:** To take advantage of a successful appeal to the Joint Advisory Appeals Board (JAAB) in 2018 aimed at ensuring that the recruitment and selection process is both equitable and transparent, so as strengthen the collective agreement on mobility and recruitment by focusing on career mobility, career development, greater motivation and job satisfaction.

Means of action

- The Staff Union Committee's review of job vacancies will seek to ensure that job descriptions are objective and offer a real possibility of career development.
- The Committee is convinced of the importance for the Organization of a system of recruitment that seeks a broader and more authentic diversity of manpower while at the same time respecting Article 100 of the United Nations Charter, the Declaration of Philadelphia and the Staff Regulations. It therefore undertakes to maintain the utmost vigilance over internal procedures conducted by the Human Resources Department.
- The Staff Union is assisted in its work by the presence of two of its representatives on the Recruitment, Assignment and Mobility Committee (RAMC). Its efforts are based on strict observance of the recruitment and selection procedure and of the principles of transparency, on following up standard procedures and on just and fair treatment. Particular attention is paid to the recruitment of internal candidates so as to offer them an opportunity of career development and of DC+5s so that they can benefit from employment security, as well as to a knowledge of more than one language so as to promote French and Spanish and thereby the interests of the Organization's truly multicultural nature.
- The Committee also intends to make sure that the staff is properly informed about any issues relating to the agreement on recruitment and selection procedures, especially since the introduction of a new computer programme that must not be allowed to undermine the 2014 agreement or to limit the role played by the staff representatives and independent members in the recruitment process.
- If it is to carry out this crucial work successfully, the Committee must make a point of establishing good relations with the newly appointed independent members of the technical

panels. The objective will be to share the working parties' experience, to offer practical advice and to devise ways for them to fulfil their responsibilities properly, as far as possible in conjunction with the Human Resources Department.

- The Committee will ensure that, as stipulated in the ILO Staff Regulations, equivalent experience is recognized as such and that the basic tenets of the Organization and of its mandate are preserved.

## **B – Contracts and employment security**

Objective: Protect employment security at the ILO, particularly in all current or future negotiations with the Administration, irrespective of the contractual situation of the staff. Take steps to eliminate all forms of precariousness, and strive for greater equity between different categories of staff (RB-DC, P-G, and Headquarters-field).

Priority areas include:

- the defence of the eligibility of staff in the titularization process and the support of such a process as a permanent feature of the Organization;
- The examination, in negotiations with the Administration, of the realities of staff in situations of precariousness in order to achieve tangible improvements for all staff while defending acquired rights;
- The defence of existing jobs in the framework of the Business Process Review (BPR) that has become almost permanent and the fight against the attempts to downgrade the positions;
- The improvement of employment conditions for DC staff, including recruitment, career development, recognition and merit, and access to training;
- The medium and long-term integration into the regular workforce of the Organization through the statutory channels;
- The regularization of staff employed for years under successive contracts.

### Means of action

- Ensure that priority areas are included in the negotiation of a new contracts policy by the end of the year.
- Establish an ad hoc working group on Development Cooperation to analyse the impact of HR and other policies on this group of staff, to engage in a broad consultative process of staff working on Development Cooperation, including in the field, and to advise the Staff Union regarding the priorities and key issues facing this group of staff.
- Support the Staff Union position on the contracts policy with an appropriate legal strategy.
- Maintain a close and constructive dialogue with the INTERNBOARD.

## *III – Full social protection*

Objective: Ensure that the policies pursued by the SHIF Management Committee and the United Nations Joint Staff Pension Board reflect the needs and interests of current and former officials, in close collaboration with the representatives of the SHIF and the Pension Fund.

### Means of action

- Ensuring compliance with the SHIF Rules and Regulations, particularly with regard to the information provided to insured persons, the timely publication of annual reports, etc.
- Increasing staff awareness of health insurance and pension issues in order to give staff representatives more weight on the joint bodies. This calls for regular and close contact between the Staff Union (including the Former Officials' Section) and members'

representatives on the SHIF's Management Committee and the United Nations Joint Staff Pension Committee.

- Promoting and organizing information meetings, general assemblies and referendums so as to ensure that any proposed changes to the structure, programme, benefits or contributions are clearly and fully explained to participants and that no decision is taken without their broad consultation.

*IV – **Fair and equal conditions of employment for all staff**, without discrimination based on age, race, gender identity, gender expression, sex characteristics, religion, colour, national extraction, social origin, caste, marital status, pregnancy, personal and/or family status and responsibilities, sexual orientation, disability, union membership or political conviction, grade, type of contract, 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, equality and work-life balance is respected and leveraged to improve organizational performance.

**Objective:** To contribute to the improvement of the working environment for all ILO officials through combating discrimination and promoting inclusion, 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, diversity, equality and work-life balance.

More specifically, the working group will:

- Actively collaborate with the Joint Negotiating Committee Sub-Working Group on Diversity and Inclusion;
- Develop a working paper on staff with duty of care responsibilities for dependants with a disability;
- Support the piloting of the UN System Wide Action on Disability Inclusion in the ILO;
- Work with the ILO SUC working group for:
  - recruitment and selection on geographic representation;
  - OSH and in particular mental health;
  - the JNC on sexual harassment and other types of harassment;
- Collaborate with HRD to revise the teleworking and flexi-time policy;
- Launch consultations with HRD to revise the maternity and paternity leave policy for a more inclusive parental leave policy;
- Partner with – when possible – ILO GED and HRD, on International Days, including International Women's Day, IDAHOT, International Day of Persons with Disabilities, etc.

## *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.
- To ensure that the global reclassification exercise in the field is executed, and Independent Review Groups (IRGs) are established and active in all regions for the examination of job grade review appeals.

#### Means of action

- Participating in the JNC Sub-Working Group on Personal Promotions, and legal action where appropriate;
- Finalizing the implementation of the reclassification exercise in the field that provides equal opportunities for all; and
- Assisting 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, including a review of the Reports Board;
- To promote diversity and geographical representativeness through the training policy and other mechanisms of career development;
- To ensure a transparent mechanism for merit increments that reflects performance evaluation results;
- To ensure that the review of job descriptions in the field and headquarters is fair to all 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; and
- Relaunching the Joint Advisory 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; and
- Negotiating improvements suggested as a result of this consultation process with staff, through the JNC.



## **A – Communication**

Objective: Ensuring that the Staff Union communicates with the staff more effectively, both on ongoing problems and on progress made, in close collaboration with the relevant working groups.

### Means of action

- Keeping the staff regularly informed of developments through the Union’s website, social media, etc.
- Updating the website in English, French and Spanish.
- Updating existing information notes on important issues such as the Staff Union Assistance Fund (SUAF), the use of members’ dues, recruitment and selection.
- Improving the wording of Staff Union material (especially its flyers and membership forms) so as to make it more inclusive.
- Drafting new information notes to make procedures easier to understand for the officials concerned.
- Communicating regularly with the drafting committee of UNION regarding the publication of editorials on ILO policies and procedures.
- Finding new ways to promote Staff Union campaigns and explain what they are about, especially recruitment drives, training activities, etc.

## **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 expand and renew the Union Steward Network in ILO HQ.

### Means of action

#### *Objective 1*

- Providing training sessions for union stewards on mobilization techniques, as well as negotiation and influencing skills for working with management at the unit level;
- Finalizing a Union Steward Guidebook, to support stewards in addressing various aspects of their representative role, which would also be made available to staff representatives in the field;
- Providing mentoring support to union stewards in their work through ad hoc meetings, mentoring or training (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);
- Identifying departments where restructuring is going on or planned for 2019, in particular those tied to the Business Process Review (in collaboration with the ad hoc Business Process Review Working Group of the SUC) , through regular communication with HRD;
- Establishing working groups of Staff Union Committee members and union stewards in the key departments that will face restructuring, with mentoring support provided on application of the change management guidelines and mobilization of staff to participate in transition processes;

- Regularly sharing information with the Union Stewards network through emails, and information-sharing coffees and lunches.

#### *Objective 2*

- Developing a union recruitment campaign for 2019 that targets those regional offices and ILO HQ units with fewer members for focused organizing efforts, including organization of Union Day in 2019.
- Organizing a minimum of 2 café-croissant information sessions with ILO departments in HQ in 2019, in departments with a union steward, to strengthen support for the Union.
- Liaising with Regional Titular members and their Substitutes to exchange experience and provide mutual assistance in the recruitment process

#### *Objective 3*

- Organizing a minimum of two additional café croissants in ILO departments without a union steward, to recruit additional stewards to complete the network.

### *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 security and occupational 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 regular updating and effective 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;
- Supporting the network of Staff Union OSH representatives in the field offices and at headquarters through information, advocacy activities, technical assistance and training;
- Contributing to capacity-building among SU representatives by developing user-friendly guidance for OSH representatives on how to fulfil their OSH duties;
- 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;
- Supporting all greening initiatives within the ILO including through existing policies such as telework.
- Ensuring that staff are kept informed of developments concerning security and occupational safety and health through communications and/or information sessions.

*I – Resolving the problems facing non-headquarters staff*

Objective: Pursuing more and more intensively the pooling of information and coordination between the various regions and headquarters, by means of:

- the effective implementation of the new field structures;
- recruitment and selection procedures, through the Recruitment, Assignment and Mobility Committee (RAMC);
- ongoing negotiations with the Administration on the revision of job descriptions and an implementation as soon as possible;
- reclassification of field posts;
- effective establishment of Independent Review Groups (IRGs) for the reclassification of field posts. This objective is linked to the revision of job description;
- career prospects under the new mobility policy;
- security of all categories of field staff, in terms of both harassment and their physical safety and health;
- pursuit of the campaign against discriminatory security and evacuation policies as they concern international and local staff, especially with regard to rights and benefits in high-risk duty stations.

Means of action

- Continuing to hold regular monthly discussions with all regional representatives via Skype, as an effective means of facilitating the sharing of experience in the practical implementation of the priorities indicated above (monthly meetings are currently programmed on a quarterly basis).
- Identifying and sharing best practices while at the same time drawing attention to irregularities, so as to improve the Staff Union's participation and negotiations in decision-making bodies at headquarters.

*II – Use of financial resources*

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

Means of action

- Reviewing the supervision and follow-up of all financial transactions.
- Opening more and more AMFIE bank accounts for field offices that need them.
- Making arrangements for funds to be transferred to those accounts.

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

Objective: Represent and defend the individual and collective interests of the staff.

Means of action

- Providing the staff members at headquarters and in the field with information and/or recommendations (individually or collectively) on the application and interpretation of the

Staff Regulations, collective agreements and IGDS documents, and on the policies and procedures currently in force;

- Providing information and/or recommendation on matters relating to collective rights;
- Providing information notes on procedures that are applicable to officials;
- Representing or accompanying staff members in the context of conflict prevention;
- Organizing information meetings on legal issues at headquarters and in the field, notably during regional meetings or via Skype;
- Following up on internal bodies' recommendations and identifying trends to meet staff needs.

#### *IV – International*

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

#### Means of action

- Strengthening ties with major international trade union confederations and with others to which the Staff Union is affiliated so as to benefit from their logistical support and influence in establishing better industrial relations as part of the United Nations reform process.
- 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).
- Strengthening ties with inter-agency groups (such as UN Globe, UN+ or UN Feminist network) so as to improve employment and working conditions for categories of workers within the United Nations system who are liable to be targets of discrimination (based on race, ethnic origin, social origin, national extraction, nationality, sex, family status, family responsibilities, age, sexual orientation, gender identity, political opinion, religion, handicap, HIV status or trade union membership).

#### *V – Miscellaneous*

##### **IRIS “Users” Forum**

**Objective:** Ensure that the deployment of IRIS in ILO field offices and the changes do not lead to deterioration of the working conditions of colleagues.

#### Means of action

- The Staff Union will continue to participate, as an observer, in all the assessment processes resulting from the implementation of IRIS. It also remains a focal point, in the event that staff are faced with possible difficulties during this implementation phase. In 2019, IRIS will be fully deployed in all field offices in the Africa region.
- The Staff Union will continue to ask for training on IRIS to be established at headquarters and field offices in order to provide sufficient career opportunities for General Service staff and to put an end to the re-employment of retired staff.
- We also hope that steps will be taken to ensure that the trainings and training materials will be provided in the language of the region's offices.