



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

STAFF UNION INTERNAL CIRCULAR

SU/CIRC/1/Rev.2
September 2018

To: Staff Union representatives and treasurers in ILO external offices

From: The Treasurer, ILO Staff Union Committee, Geneva

Subject: Use of Staff Union members' dues retained by ILO field offices

1. The purpose of this circular is to set out clear guidelines for the use and declaration of membership fees retained by ILO field offices in order to ensure efficient governance of Staff Union funds.
2. Article 24(a)(iii) of the Staff Union Rules stipulates that: "a substantial proportion of the dues paid by the Staff Union members at duty stations outside headquarters shall be reserved for use to permit more direct participation of the members employed in the field in the activities of the Union as well as of the local Staff Union unit to cover more direct participation of field staff in union activities as well as union-related expenses at the duty station, which shall be duly accounted for by the Treasurer of the Staff Union Committee".
3. According to long-standing practice, 75 per cent of the dues paid by staff in the field, which accounts for roughly 14 per cent of all dues received by the Union, may be retained at the duty station. This circular, which supersedes the preceding circular of June 2005, is designed to clarify the rules regarding the use of such funds.
4. In external offices that retain a portion of staff members' dues, the treasurer in the field is responsible for the application of this circular and for submitting a corresponding report to the Treasurer of the Staff Union Committee at headquarters. The circular therefore describes exactly how treasurers in the field, whose task it is to keep the accounts and report on the use of locally retained dues, should carry out their duties.

5. As with all Staff Union resources, members' dues must be used exclusively for Union activities. The relevant provision of the Staff Union Rules is Article 31(d) (*Defrayal of other expenses incurred in giving effect to the present Rules or in furthering the purposes of the Union as defined therein*). To be eligible for financing by the Union, events must involve active participation of Union members or comprise workers' education activities. To finance activities such as organization of farewell parties and purchases of gifts, it is proposed to constitute special funds, accounted for separately from Staff Union dues.
6. The proper application of this circular presupposes that members' dues retained in ILO external offices are used solely for the following activities, in decreasing order of priority:
 - (a) Training of staff and/or staff representatives
 - (b) General activities (day-to-day and inter-agency expenses)
 - (c) Support for regional activities involving the Union
 - (d) Social and cultural activities involving the Union¹
 - (e) The dues paid to the Federation of United Nations Staff Associations (FUNSA)

Concerning other expenditures – or in case of doubt on the nature of an event and the possibility for the local committee to finance such an event – a request must be sent, in writing, to the Treasurer of the Staff Union Committee at headquarters, who will respond to the request within one week, following consultation with the Officers of the Committee at headquarters, if necessary.

7. In the case of solidarity initiatives (humanitarian aid, natural or human disaster), an *ad hoc* collection of funds can be organized. For that purpose, local committees are encouraged to request approval from their General Assembly to establish a reserve solidarity fund, which must be clearly identifiable in the budget and accounted for separately.
8. In accordance with the Staff Union Rules (Article 24(a)(iii)), the treasurer in the field is accountable for the use of the locally retained part of the Union dues. To this end, financial statements from every field office retaining a portion of membership dues for local use should be submitted every six months to the Treasurer for reporting to the Staff Union Committee, as provided for in Appendix II, point 12(e) of the Staff Union Rules, and in any event before the auditing of Union accounts preceding the holding of the second session of the Annual General Meeting.
9. The following statements are required:
 - a. Detailed yearly statement of income and expenditure
 - b. Copy of bank statement at 31 December of each year, including the details of the transactions of the year
 - c. Petty cash statement at 31 December of each year, if applicable
 - d. Solidarity account movements, if any.

¹ For example, Union Day, International Women's Day, etc...

10. It is also recalled that consolidated regional financial statements have to be produced on the occasion of each biennial meeting of Regional Committees (Article 25(d) of the Rules). If not received, the Committee members will not be allowed to participate in the meeting.
11. Financial statements must be signed jointly by the local representative and by the treasurer in the field.
12. The Staff Union Committee attaches the utmost importance to good governance of the funds entrusted to the Union's care. By delegated authority of the Staff Union Committee, therefore, each local committee of the Staff Union is required to make appropriate use of such portion of members' dues retained and to cooperate fully in the pursuit of that objective.
13. Any failure to observe the terms of this circular is liable to entail the suspension of the decision to release up to 75 per cent of the local dues retained by the external office concerned.
14. Any issues arising from the implementation of this circular should be submitted to the Treasurer of the Staff Union Committee at headquarters.