



STAFF UNION INTERNAL CIRCULAR

SU/CIRC/06(Rev.4)
May 2020

STAFF UNION REPRESENTATION IN THE DIFFERENT DEPARTMENTS AT HEADQUARTERS AND IN FIELD OFFICES

Introduction

Objective: The objective of this Circular is to ensure consistency in the practices followed by the Staff Union at Headquarters and in the field offices, in conformity with the Staff Union Rules, by increasing transparency and coordination. This circular replaces the previous circular SU/CIRC/06(Rev.3) of January 2020. It does not apply to the Staff Union Committee of the International Training Centre in Turin, which has its own rules on the organization of elections and regional meetings.

HEADQUARTERS

Electoral constituencies for Union Stewards

Headquarters is composed of 37 electoral constituencies (Annex I), which take into account the outcome of the structural reform of the Office, initiated by the Director-General in 2013.

Structure and election of the staff union representation in headquarters

Each constituency should be represented by at least one Union Steward. These will be elected for a two-year mandate through general elections covering all constituencies at the same time. Elections for Union Stewards should take place every two years and shall be carried out in conformity with the relevant provisions of Appendix III of the Staff Union Rules.

For large units, more than one Union Steward can run for election.

FIELD OFFICES

Local constituencies

The field structure consists of 39 local constituencies (Annex II). Staff working on temporary or technical cooperation projects will be represented by the Committee of the duty station to which they normally report under the Field Office structure. In all cases, there will be a local Staff Union constituency when the office is composed of at least five staff members. If offices are composed of fewer than five staff members, groupings will be considered in order to form a constituency. In addition, each constituency must be approved by the Staff Union Committee at headquarters.

Local committees

Each local constituency must be represented by a local Committee composed of 3 (minimum), 5, or 7 (maximum) persons, including in all cases at least a Chairperson, a Treasurer and a Secretary, depending on the size of the constituency. Each local committee should as far as possible represent the diversity of staff in terms of gender, sexual orientation, type of contract and categories of staff.

Designation of local committees and Staff Union representatives

Local elections will be held for the appointment of local committees in each region on a regular and synchronized basis in accordance with the provisions of Appendix III of the Staff Union Rules. Elections for each region shall be held every two years, in the year of the regional meeting in that region. The years of general elections for all Local Committees are usually decided at the Global Meeting of all ILO Union Representatives, which is held every five years (see Annex IV). Local representatives will be elected for a two-year term. Normally, elections for Local Committees take place from 1 to 31 March of the year of the election decided for each region.

Organization and conduct of elections for the local committees

The organisation and conduct of the elections are set out in the Staff Union's internal circular No. 2 (SU/CIRC/2(Rev.1) of May 2020).

Regional committees

The field structure of the Staff Union shall comprise four Regional Committees representing Africa, Asia and the Pacific, Europe and the Arab States and the Americas and the Caribbean. Each Regional Committee shall meet every other year, as provided in Article 25 of the Staff Union Rules.

Each local committee shall designate one representative to participate in the corresponding Regional Committee.

Participation in the Meetings of the Regional Committees (Regional Meetings) or other meetings organized by the Staff Union Committee shall be conditional upon the provision of full accounts on a regular basis, including a list of members, the financial situation, income and expenditure, and a description of activities and outputs achieved. The detailed list of information to be provided can be found in Annex III.

Constituencies at Headquarters

1. PARDEV (DCSU – DPRU – ESPU)
2. DCOMM (ADVOCACY – MEDIA – WEB – PUBL)
3. INTSERV 1 (FACILITIES – SECURITY)
4. INTSERV 2 (DISTR – IMPR – REPRO – PRODOC – CORRECTION – DTP)
5. INFOTEC 1 (IMS)
6. INFOTEC 2 (TMS)
7. INFOTEC 3 (AMS)
8. INFOTEC 4 (INFOTEC – PGMS and PMO – ISAS and ISO)
9. INFOTEC 5 (RAMS)
10. PROGRAM
11. TREASURY and FINANCE CONTROL (FINANCE – PROCUREMENT – RISK MANAGEMENT → BUDFIN, BUD/CT, BUD/REG, PAIE/CLAIMS, PAIE/CPU – TREASURY, COMPT, TRES/OPS)
12. SECTOR
13. WORKQUALITY 1 (INWORK)
14. WORKQUALITY 2 (Including GED-ILOAIDS-MIGRANT)
15. EMPLOYMENT (including EMPLAB – EMPINVEST – DEVINVEST – CEPOL – SME – SKILLS - YEP)
16. JUR
17. TRIB
18. MULTILATERALS
19. ISSA
20. ACTRAV
21. ACTEMP
22. SYNDICAT
23. EVAL and IAO
24. NORMES (including APPL – LIBSYND)
25. ENTERPRISES (including COOP – GREEN – MULTI – SFU)
26. GOVERNANCE 1 (including DIALOGUE – LABOURLAW – LABADMIN/OSH)
27. GOVERNANCE 2 (BETTER WORK)
28. GOVERNANCE 3 (FUNDAMENTALS)
29. STATISTICS
30. SOCPRO
31. CABINET (DDG/MR – DDG/P – DDG/FOP)
32. RESEARCH (including REVUE)
33. HRD 1 (HR/POL → SHIF – PENSION – COMPENSATION)
34. HRD 2 (HR/TALENT → CAPABILITY – RESOURCING – ORGANIZATIONAL DESIGN)
35. HRD 3 (HR/OPS)
36. HRD 4 (HR/MSU – MEDIATOR – JAAB – STAFF WELFARE – MEDSERV)
37. RELMEETINGS (RELOFF - OFFDOC)

Constituencies in field offices**AFRICA**

Abidjan
Abuja
Addis Ababa
Algiers
Antananarivo
Cairo
Dakar
Dar es Salaam
Harare
Kinshasa
Lusaka
Pretoria
Yaoundé

AMERICAS

Brasilia
Buenos Aires
Lima
Mexico
Montevideo
Port of Spain
San José
Santiago
United States duty stations (New York, Washington)

ASIA AND THE PACIFIC

Bangkok
Beijing
Colombo
Dhaka
Hanoi
Islamabad
Jakarta
Kabul
Kathmandu
Manila
New Delhi
Phnom Penh
Suva
Tokyo
Yangon

EUROPE AND THE ARAB STATES

Ankara

Beirut

Budapest

European Union duty stations (Berlin, Brussels, Lisbon, Madrid, Paris, Rome)

Moscow

THE ITCILO

Turin

Proposed guidelines for local office presentations at regional meetings

**Proposition de canevas pour la présentation
des bureaux aux réunions régionales**

**Propuesta de directrices para la presentación de las oficinas locales en las
reuniones regionales**

1. Presentation of the Office

Présentation du Bureau

Presentación de la Oficina

2. Summary of the main activities during the period covered

Sommaire sur les principales activités au cours de la période couverte

Resumen de las principales actividades durante el período cubierto

3. Financial statement 20XX-20XX

Situation financière 20XX-20XX

Situación financiera 20XX-20XX

4. Relations between the Union and the Management

Relations entre le syndicat et le Management

Relaciones entre el Sindicato y los directivos

5. Security: / Sécurité : / Seguridad:

a. Duty station

Du pays d'affection

En el lugar de destino

b. Countries covered

Des pays couverts

En los países cubiertos

c. Premises

Des locaux abritant le(s) bureau(x)

En las oficinas

d. The homes of international and national staff

Des domiciles du personnel international et national

En las viviendas de los funcionarios internacionales y nacionales

e. Travels*Des déplacements**Durante los viajes***6. Health and hygiene: / Santé et hygiène : / Salud e higiene:****a. Hygiene of premises***Hygiène des locaux**Higiene de los locales***b. Health facilities***Offres sanitaires**Establecimientos de salud***c. Periodic medical visits***Visites médicales périodiques**Visitas médicas periódicas***d. SHIF (benefits and repayment)***CAPS (prestations et délais de remboursement)**CAPS (prestaciones y reembolsos)***7. Recruitment and selection***Recrutement et sélection**Reclutamiento y selección***8. International and national staff mobility***Mobilité des fonctionnaires internationaux et nationaux**Movilidad de los funcionarios internacionales y nacionales***9. Classification and promotions***Classification et promotions**Clasificación y promociones***10. Development funds management***Gestion du Fonds de développement**Gestión del fondo de desarrollo***11. Technical cooperation staff***Personnel de la coopération technique**Personal de la cooperación técnica***a. Contracts***Contrats**Contratos*

b. Lack of application of ILO rules in their favor (working week, overtime, leave, ...)

Problèmes d'applications des règles du BIT qui leur sont favorables (durée hebdomadaire de travail, heures supplémentaires, congés, ...)

Falta de aplicación de las reglas de la OIT en su favor (tiempo de trabajo, horas suplementarias, vacaciones, ...)

c. Precariousness of their jobs

Précarité de leurs emplois

Precariedad de sus empleos

12. Salary Surveys

Enquêtes sur les salaires

Encuesta sobre los salarios

13. Cooperation with the other UN staff associations (FUNSA, CCISUA,...)

Coopération avec les autres associations de personnel du SNU (FAPNU, CCISUA,...)

Cooperación con las otras asociaciones del personal de las Naciones Unidas (FAPNU, CCISUA, ...)

14. Other specific concerns of the Office

Autres préoccupations particulières du Bureau

Otras preocupaciones específicas de la Oficina

ILO Staff Union Circular No. 6 and its implications:
Schedule of Regional Meetings and elections

2016: Africa and the Americas/Caribbean

2017: Asia and Europe/Middle East

2018: Africa and the Americas/Caribbean

2019: Asia and Europe/Middle East

2020: Global Meeting to celebrate 100 years of the ILO Staff Union (Elections in Africa and the Americas/Caribbean take place and mini regional sessions organized during the Global Meeting)

2021: Asia and Europe/Middle East

2022: Africa and the Americas/Caribbean

2023: Asia and Europe/Middle East

2024: Africa and the Americas/Caribbean

2025: Global Meeting (elections take place in Asia and Europe/Middle East and mini regional sessions organized during the Global Meeting)

Proposed dates for the election for staff representatives in regions: 1-31 March each year