

COLLECTIVE AGREEMENT ON TRAVEL CONDITIONS

between the International Labour Office and the ILO Staff Union

Preamble

Within the framework of the *Recognition and Procedural Agreement between the International Labour Office and the ILO Staff Union*, dated 27 March 2000, as amended on 6 November 2003, and guided by the principles enshrined in International Labour Standards, among which the Labour Relations (Public Service) Convention, 1978 (No. 151), and the Occupational Safety and Health Convention, 1981 (No. 155), the Parties agree to the following policies and procedures governing conditions of travel.

While travel on official business represents an essential means to achieving the ILO's mission and strategic objectives, it should be undertaken where the objectives cannot be attained through other modes of communication, such as video-conferencing, Skype or web conferences,. As such, the Office fully commits to ensuring that travel takes place having full regard to safety and health considerations, without undue fatigue or stress; in an efficient and cost-effective manner; to promote the highest levels of staff motivation and productivity, and to ensure best management practices. As has long been the policy, all officials will be reimbursed for expenses incurred for reasonable accommodation, subsistence or other work-related costs while on official mission.

In large measure because of the current, unfavourable, global economic context, and with due note taken of the travel policies of other intergovernmental organizations, as well as of recommendations of other technical bodies and the views of the staff, the Parties have agreed to review travel conditions applicable to ILO staff.

Article 1 ***Scope***

This agreement shall apply to all official travel (travel on official business, including for training, and statutory travel other than scholastic travel and travel to visit dependants) undertaken by staff in all categories, up to and including Deputy Directors-General.

Article 2 ***Travel by air – General Provisions***

- 2.1 Air travel shall take place on safe and reliable carriers according to DSS Airline Security rating standards, by the most direct and economical route, account being taken as far as possible of the wishes of the official concerned.
- 2.2 The duration of a particular journey shall be determined on the basis of the total travel time from the scheduled time of departure from the airport at the beginning of the

journey to the scheduled time of arrival at the final destination including time required for transit, connections and transfers, other than stopovers of more than 12 hours.

- 2.3 In case of stopovers of more than 12 hours other provisions apply.

Article 3 **Class of travel**

- 3.1 Officials are entitled to business class for official travel where the duration of the travel as defined in Article 2.2 is 9 hours or more by the most direct route available.
- 3.2 For round trips where the journey exceeds 9 hours in any one direction, the class of travel of the round trip will be business.
- 3.3 Unless access to priority lounges is provided by the carrier as part of the ticket conditions, the ILO will cover the cost of access to airport priority lounges in case transit or transfer times exceed two and a half (2.5) hours.

Article 4 **Exceptions**

The Director-General, or an official acting under his delegated authority, may authorize exceptions to Articles 2 and 3, and shall do so, in particular, in the following cases:

- a) On medical grounds, when certified by the Health Service Unit;
- b) When economy class is not available and the traveler must depart at a specific time owing to the exigencies of service;
- c) When due to the exigencies of service, an official is required to travel more than 9 hours for an itinerary in respect of which the most direct travel available is less than 9 hours;
- d) When an official is required to depart at a specific time with an overnight flight of more than 5 hours and is also obliged to begin working immediately upon arrival at the destination, and can thus not benefit from the rest period stipulated in article 5 below;
- e) For security purposes, emergencies, evacuations, or other similar circumstances;
- f) When travel in business class is more economical than in economy class;
- g) In the case of specific itineraries agreed upon by the Parties based on information received from the regions concerning, for example, excessive travel time to or from the airport of departure or arrival, the security situation, the facilities at the airports of departure and transit, and departing and arrival times;
- h) In respect of travel to or from Geneva, the official must take the most economical route, where the following cumulative conditions are fulfilled:

- i. the most direct route is over 25 % more expensive than the most economical route, and
- ii. any connection time is less than 2 hours, and
- iii. for economy class travel, the overall travel time remains below the business class threshold, and
- iv. the travel time does not exceed by more than 4 hours that by the most direct route;

except in the case of overnight travel in economy following a working day, in which case the official shall be entitled to the most direct route.

- i) Other exceptional circumstances as may be agreed by the Parties.

Article 5 **Compensatory leave**

- 5.1 An official who by reason of travel on official business is required by the Office to travel during a weekly rest day or public holiday of his/her duty station, or who as a result of having to undertake an official mission, is absent from the duty station and required to work during a recognized official holiday at his/her duty station, shall be entitled to claim one day of compensatory time for each day of weekly rest or public holiday so used.
- 5.2 For purposes of article 5.1, a day of weekly rest or a public holiday shall be deemed to have been used where the scheduled time at departure is before 2 p.m. or the scheduled time at arrival is after noon (12.00).
- 5.3 Compensatory leave shall be taken within the calendar year during which it is accrued and cannot be carried forward, except compensatory leave accrued during travel on official business ending in December, which may be taken during the following calendar year.

Article 6 **Rest period**

- 6.1 If the duration of travel on official business is between 6 and 10 hours, the official is entitled to a rest period of 12 hours on arrival at the destination, including one full overnight. If the duration of the travel on official business is more than 10 hours, the official is entitled to a rest period of at least 24 hours on arrival at the destination. Rest days while on official business are added to the duration of the mission and are not charged as annual leave. Rest days upon return to the duty station are not charged as annual leave.
- 6.2 A staff member travelling overnight (between 11.00 pm and 5.00 am) in economy shall be entitled to a rest period of 12 hours or 24 hours when the arrival time at destination is after midnight.

- 6.3 Stopovers for official purposes, other than stopovers taken as a rest period, of more than 12 hours and less than 24 hours will be taken into account as travel time for purposes of rest period calculations.

Article 7

Limitation of travel on official business

- 7.1 The Office should ensure that staff is not on travel on official business more than 90 calendar days during any calendar year. Travel in excess of 90 calendar days during any calendar year shall be weighed against the staff members' preferences and their individual family circumstances.
- 7.2 As a general principle, each travel on official business should be limited to a maximum of 30 calendar days. Once a staff member has travelled 90 calendar days during any calendar year, or if the interval between missions is less than the duration of the previous mission, the official shall have the right to refuse further missions or the next mission respectively.
- 7.3 Attendance for over 14 days at the Governing Body, International Labour Conference, or a training activity, or the temporary assignment of an official to another duty station on mission status shall not be counted for the purpose of the present article.

Article 8

Monitoring of Health impact

- 8.1 With a view to monitoring health impacts related to travel, the parties to the Agreement will provide information biannually to the JNC via the Committee on Occupational Safety and Health on the basis of a list of relevant data for monitoring purposes that will be agreed at COSH. Where the parties agree that there is evidence of serious or chronic negative health impacts as a result of any element of this policy, they will review that element and any necessary alterations as a matter of urgency.

Article 9

Final provisions

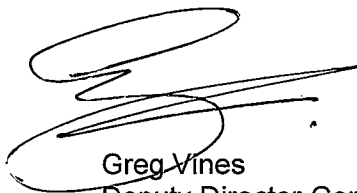
- 9.1 This agreement shall become effective on the date of signature by both parties.
- 9.2 This Agreement shall be implemented by means of an IGDS that will enter into force on 1 January 2013.
- 9.3 The terms of this agreement are binding and, in the event of any conflict, except as otherwise agreed by the parties, shall take precedence.
- 9.4 The operation of this Agreement shall be reviewed at the end of the second year from its operationalization, based on data provided and the result of any surveys carried out by the parties.

9.5 No terms of this Agreement or its annex shall be suspended, modified or otherwise amended except by means of a written agreement signed by the Parties. Either Party may terminate this agreement by giving six months' notice in writing to the other Party.

9.6 A copy of this Agreement shall be posted on the HRD website.

Signed in Geneva, this thirteenth day of December 2012, in two copies, in the English language, by the representatives of the Parties duly authorized to that effect.

For the Office:



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Deputy Director-General
for Management and Reform

For the Staff Union:



Chris Land-Kazlauskas
Chairperson