



UNITED NATIONS STAFF UNION
SYNDICAT DU PERSONNEL DE L'ORGANISATION DES NATIONS UNIES
45th STAFF COUNCIL/45ème CONSEIL DU PERSONNEL

Resolution/Résolution

Resolution No.: 45/08

Meeting No. : 08

Date : 18 May 2017

45th Staff Council Budget Resolution

The Staff Council,

Considering that the first Annual Meeting of the 45th Staff Council will be held within 90 days of the 45th Staff Council entry into office;

Recognizing the need to review and approve the budget to be presented to the General Meeting;

The Staff Council hereby,

Decides to approve the Financial Budget for the period of 1 April 2017 – 31 March 2019.

Adopted	Yes
For	10
Against	3
Abstention	0



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Adopted Budget for the Forty-fifth United Nations Staff Council

1 April 2017 - 31 March 2019

	Projected amounts for 1 April 2017 to 31 March 2018	Projected amounts for 1 April 2018 to 31 March 2019	Biennium Total 45 th UN Staff Council
I. <u>Income</u>			
1 Contributions	97,000	97,000	194,000
2 Interest income	25,000	25,000	50,000
2 <u>Staff union reserves to supplement budget</u>	<u>378,000</u>	<u>378,000</u>	<u>756,000</u>
Total Income	500,000	500,000	1,000,000
II. <u>Expenditures</u>			
1 Accounting & Auditing	15,000	15,000	30,000
2 Awards and Ceremony	5,000	5,000	10,300
3 Bank Charges	1,000	1,000	2,000
4 Consultants and Other Experts	15,000	15,000	30,000
5 Hospitality	10,000	10,000	20,000
6 International Affiliations	70,000	70,000	140,000
7 Legal Advice and Support	150,000	150,000	300,000
8 Membership Drive	3,000	3,000	6,000
9 Miscellaneous	5,000	5,000	10,000
10 Office Supplies and Equipment	5,000	5,000	10,000
11 Outreach and Communication	5,000	5,000	10,000
12 Overtime, Temporary Assistance and interns	5,000	5,000	10,000
13 Staff Day Celebration	50,000	50,000	100,000
14 Staff Relief Committees	30,000	30,000	60,000
14 Travel and Subsistence	110,000	110,000	220,000
15 Training and Staff Representation	5,000	5,000	10,000
16 <u>Web hosting and E-voting 46th Staff Council</u>	<u>16,000</u>	<u>16,000</u>	<u>32,000</u>
Total Expenditures	<u>500,000</u>	<u>500,000</u>	<u>1,000,000</u>

In order to carry out the programme of work of the 45th Staff Council, the Executive Board would like to propose the following result-driven biennium budget covering the period 1 April 2017 – 31 March 2019.

The proposed budget aims to secure means for the UN Staff Union to promote and safeguard the rights, interest and welfare of the members, as well as establish healthy relationships with

all stakeholders, i.e. members, Management at UNHQ and system-wide, Member States, as well as other staff unions and federations of staff associations.

The Budget consists of two main sections:

Section I – Income

Section II – Expenditures

I) Incomes:

The income of the UN Staff Union is generated from three sources: Contributions, Interest and supplemental resources appropriation from the Union Reserves to execute the annual programme of work.

II) Expenditures:

There is a total of 17 budget lines as follow:

1. Accounting and Auditing
2. Awards and ceremonies
3. Bank charges
4. Consultants and other Experts fees
5. Hospitality
6. International Affiliation
7. Legal Advice and Support
8. Membership Drive
9. Miscellaneous
10. Office Supplies and Equipment
11. Outreach and Communication
12. Overtime, Temporary Assistance and Interns
13. Staff Day Celebration
14. Staff Relief Committees support
15. Travel, DSA and Representation Fees
16. Training and Staff Representative Development
17. Web hosting and online outreach

I. INCOME ANALYSIS:

The UN Staff Union income is generated from three sources: Contributions, Interest and savings from the UN Staff Union reserves to supplement the budget and execute the leadership and council programme of work.

I.1. CONTRIBUTION INCOME:

The UN Staff Union main source of income derives from the voluntary contributions collected from the dues paying members. As at 01 April 2017, the number of dues paying members was 917. The average monthly contribution is about \$8.40 per dues member. The annual contribution is roughly US\$ 92,500. Provided that the 45th Staff Council membership drive campaign is successfully executed through the participation of staff representatives, initiatives from the leadership, an increase in the number of dues paying members the budget cycle. The budgeted income contributions of US\$ 97,000 for this year's budget cycle covering the period 01 April 2017 to 31 March 2018 is adequate. A gradual increase of the income contributions from dues paying members of the Union would achieve a fully funded status by 2020 at an incremental increase of 500 new dues paying member per year for the next 3 years.

I.2. INTEREST INCOME:

The yearly interest generated from the UN Staff Union various reserves accounts (savings and share certificates) with UNFCU is about US\$ 23,168.00 as at fiscal year 2016. This amount is spread between 9 accounts as follows:

- 1 membership savings account:
- 2 organization checking account:
- 3 Savings account
- 4 5years share certificate
- 5 1year share certificate
- 6 2&1/2 year share certificate
- 7 2year share certificate
- 8 2\$1/2 year share certificate
9. 18 months share certificate

We project for this year's budget cycle an increase of the interest income of about US\$ 1,832.00 per year for the current biennium. The UN Staff Union share certificates accounts will remain untouched until their respective maturity date, at which time they will be rolled over for another cycle. These accounts would remain untouched, no early withdrawal penalty or back pay of interest as a result of early withdrawals is anticipated.

I.3. SUPPLEMENTAL INCOME FROM THE UNION RESERVES

In order to support the ambitious programme of activities planned by the Executive Board and endorsed by the 45th Staff Council, the UN Staff Union will be required from time to time to pull resources out of its savings account to finance planned activities. Those activities include the reinstatement of Staff Day, the active partnership and sponsoring to UN Staff Recreation Council's various clubs, UN Inter-Agency Games, and a more active participation

to UN Day. The UN Staff Union will continue to actively support the various ongoing Staff Relief Committees fundraising efforts. This itemized budget line also cover the cost of expenditures such as travel and subsistence fees for UN Staff Union delegations to various meeting both at duty station in New York or outside of New York. Consultancy and other expert fees, periodic auditing of the union finances fees and affiliations to common system Federations such as **CCISUA** (*Coordinating Committee for International Staff Unions and Associations*); **FICSA** (*Federation of International Civil Servant's Associations*); **UNISERV** (*United Nations International Civil Servant's Federation*); **NASA** (*National Staff Associations*) or host country Unions and associations such as AFT (*American Federation of Teachers*). Based on the estimated cost of expenditures, the membership savings account has sufficient resources to fully cover the needs for supplemental resources (US\$ 378,000 per year) to execute the ambitious programme of work of the leadership and 45th Staff Council.

II. EXPENDITURES ANALYSIS:

The proposed budget presents in section II, a financial forecast for the period 01 April 2017 to 31 March 2019. The budget is based on past cost, current and projected liabilities summarized through 17 budget line expenditures. The methodology used aimed at maintaining both a fiscal discipline but also a result oriented budgeting procedure.

II.1. ACCOUNTING AND AUDITING

This expenditure line forecast the cost of hiring an audit firm for the periodic auditing of the Union's finances, training cost and capacity building of the members of the UN Staff Union Audit Committee as per the Statutes and Regulations of the Staff Union. The 44th Staff Council's records of liabilities spent on training for the Audit Committee members US\$ 1,350.00 to INFOTECH GLOBAL who provided training session to the Audit Committee of the 44th Staff Council. The Audit of the Financial Statements of the UN Staff Union averaged US\$ 12,500. Hence for the current budget year, this expenditure provisioning of US\$ 15,000 per year comprising both the training for members of the audit committee to be elected as well as the yearly audit of the Union financial statements seems reasonable.

II.2. AWARDS AND CEREMONIES

This expenditure line consist of costs associated with ordering frames, plates trophies bearing the Union logos for ceremonies such as long term service awards, staff day related pins and memorabilia and other fees. The 44th Staff Council approved budget amount was US\$ 4,300, which was not used mainly because of lack of vigorous membership drive. With the planned reinstatement of Staff Day, UN Day. The amount of US\$ 5,000 per year would cover this expenditure line.

II.3 BANK CHARGES

This expenditure line is budgeted to cover incidental fees associated with the Union's banking transactions, international wire transfers, deposit stamps. The 44th Staff Council, paid over US\$ 960.77 in related bank charges. These costs will remain in the same bracket of US\$ 1,000 per year.

II.4. CONSULTANTS AND OTHER EXPERTS FEES

This budget item covers costs of hiring legal services and advisors. The 44th Staff Council approved a budget appropriation of US\$ 14,000 out of which US\$ 13,000 was executed. The provisioning for this budget line item at US\$ 15,000 per year would cover these related costs for the current biennium.

II.5. HOSPITALITY

This budget line covers various hospitality related expenditures costs of hosting various staff association delegates visiting New York headquarters such as **CCISUA**, **FICSA**, **NASA** but as well, interactions between the Union leadership and members of the GA main bodies such as **ACABQ**, Fifth Committee, **ICSC** officials and UN Tribunal justices. The fees consist of paying costs related to lunch, diner, breakfast related costs and other hospitality charges incurred during interactions with various stakeholders of the Union aimed at furthering the views and positions of the UN Staff Union. The 44th Staff Council approved a budget line of \$16,000 out of which 15,996.61 were spent. A provisioning for this budget line item of US\$ 10,000 per year for this budget cycle would cover the Union needs in this regard.

II.6. INTERNATIONAL AFFILIATION

This budget line covers the membership to Federations of staff associations of the common system such as **CCISUA** and affiliations with other unions of the host country such as **AFT** to strengthen the bargaining rights, views and positions of the UN Staff Union. The 2016 membership dues to **CCISUA** amounted at US\$ 36,000 while **AFT** dues was US\$ 28,000; **CCISUA** annual membership fee should be about \$40,000 for 2017. Additionally, if the 45th Staff Council wishes to continue its relationship agreement with **AFT**, this budget line would as well include the annual cost of membership to **AFT** between \$20,000 to \$30,000. Accordingly the provisioning of this budget line US\$ 70,000.00 per year to cover the affiliation costs with **CCISUA** and **AFT**.

II.7. LEGAL ADVICE AND SUPPORT

The approved budget for the 44th Staff Council of US\$ 120,000.00 out of which US\$ 82,438.66 was executed. Given the Hyatt legal plan offering, the UN Staff Union would encourage its members to subscribe to the existing legal plans and benefit from a wide variety of coverage. Hyatt legal plan does not cover the legal cases of the internal justice system UNDT/UNAT, there will be situations where the Union will have to contract the service of lawyers to defend specific cases affecting conditions of work, acquired rights and contractual breaches important to the Union based on merits. For this budget cycle, we project those costs at US\$ 150,000.00 per year.

II.8. MEMBERSHIP DRIVE

This budget line covers costs associated with initiatives aimed at increasing the number of dues paying members. It covers flyers, pins key chains, wristbands and other mugs and memorabilia that would help the Union increase its enrollment campaign. Although the 44th Staff Council had approved US\$ 5,000 for this expenditure line, it remained unused. We are

provisioning this item budget line to US\$ 3,000 for this budget cycle. The long term objective is to have a fully funded financial status with a fully balanced budget where the Union will no longer need to full fund from its reserve assets to supplement its deficit. This could be achieved by horizon 2020.

II.9. MISCELLEANOUS

This expenditure line covers the costs of various none categorized expenditures such as training, information sessions fees, internet and communication fees, video conferencing, conference room booking costs that may be needed from time to time. The approved budget for the 44th Staff Council was US\$ 1,500 out of which \$ 1,482.36 was spent. We estimate the item line at US\$ 5,000 per year.

II.10. OFFICE SUPPLIES AND EQUIPMENTS

This budget item line covers the upgrading office equipment, provisioning the need of upgrades or acquisition of a laptop as may be needed, purchasing water supplies and coffee cups for the UN Staff Union reception facility. The 44th Staff Council approved budget was US\$ 5,000 out of which US\$ 4,992.60 was spent. We are provisioning this line item at US\$ 5,000 per year to cover incidental cost of purchasing a new lap top for the Union leadership. a recording device for the recording and archiving of Council meetings and for the website.

II.11. OUTREACH AND COMMUNICATION

This budget line will enable the UN Staff union to strengthen its website, re-establish the periodic bulletins and other communications tools to stay connected with the members. The approved budget for the 44th Staff Council amounted at US\$ 5,000 out of which US\$ 2,510.06 was spent. For this current budget cycle, we propose the same amount of US\$ 5,000 per year.

II.12. OVERTIME, TEMPORARY ASSISTANCE AND INTERNS

This budget item will cover incidental cost of transportation refund and other related fees incurred by interns and other related services that may be required the Union's use of temporary assistants from time to time. The 44th Staff council approved budget of US\$ 7,400 was unused. For this budget cycle US\$ 5,000 would cover related costs.

II.13. STAFF DAY CELEBRATION/CONTRIBUTION TO UN DAY

This budget line will support the costs related to Staff Day celebration activities, UN Day event sponsoring, promoting the cultural diversity of the United Nations through parade of nations, culinary expositions, movie projections, music and other related activities during Staff Day and UN Day. An amount of US\$ 50,000 per year would cover this budget line item.

II.14. STAFF RELIEF COMMITTEE

This budget-line covers the UN Staff Union direct support to the fundraising efforts of the various Staff Relief Committees. The US\$ 25,000 provisioning of this budget line by the 44th Staff Council was executed entirely. For this year budget cycle, we project to increase it to \$30,000 due to ongoing Relief efforts for Haiti, Syrian refugees, flood victims of Peru and the international geopolitical atmosphere of war, rumors of war and tensions around the

world along with the negative effects of global warming and climate change.

II.15. TRAVEL, DSA AND REPRESENTATIONAL FEES.

This budget line provides for the various upcoming meetings outside headquarters of UN Staff Union delegation to the next **CCISUA** General Assembly (3-10 June 2017 in Addis Ababa), ICSC meeting (10-21 July 2017 in Vienna), **AFT** convention, FICSA General Assembly and many other invitations that may be received from time to time by various stakeholders and partners of the UN Staff Union.

II.16. TRAINING AND STAFF REPRESENTATIVE DEVELOPMENT

This budget item covers for the capacity building training for the current members of the 45th Staff Council. It covers the need for studies, training provided by specialist on legal, union bargaining strategies, fiduciary duties, negotiation skills and as needed basis. Although the approved budget provisioning of the 44th Council amounted at US\$ 47,000 was used at the level of US\$ 34,495.00, we estimate that these costs would be covered by the Union's partnership with other affiliated bodies such as AFT (which has already provided training sessions of the Staff Representatives. Hence the budget for this item budget line is reduced to US\$ 5,000 to cover incidental hospitality costs during these training session and transportations when they are held offsite.

II.17. WEB HOSTING AND ONLINE OUTREACH

This budget line item covers the cost of enhancing the UN Staff Union website plate-form. The amount is based on actual industry average cost of web hosting. The enhancement could be done by the use of interns, support staff and the proposals from our current partners such as AFT. This budget line also cover the cost of electronic voting for the elections of the UN Joint Staff Pension Board and the 45th Staff Council and leadership pre-financed by CCISUA. The 45th Staff Council spent US\$ 14,966.53 for both elections. For the 2019 General elections, an amount of US\$ 15,000 is provisioned for the work of the Polling Officers in apportionment process and e-voting elections of both leadership and council members of the 46th Staff Council. For this current budget cycle we propose the amount of US\$ 16,000 for the website improvement and an additional 15,000 to cover the costs related to refund of CCISUA pre-financed elections of UNJSPB in 2017 and the 2019 General Elections of the Council and leadership of the 46th Staff Council.