Hiring of a Consultant for the Management of Staff Union Records and Archives

The Staff Council,

Considering the need to maintain an excellent filing system for the Staff Union documents and archives;

Taking note of the background information and terms of reference provided by the President of the United Nations Staff Union (annexed to this resolution);

The Staff Council hereby,

Decides to authorize the recruitment of Ms. Xavier as a consultant for the purposes outlined in the attached terms of reference for the period 1 September to 31 December 2012 for a total salary of US$10,000.

Adopted

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* Resolution number does not reflect the chronological order in which it was adopted.
ANNEX

Background information

The Staff Union filing system and archives are currently being reviewed and are considered to be in need of an overhaul and re-organization. In this order, the Staff Union has been provided assistance by a staff member, Ms. Maria Xavier, a retiree hired by the Administration, whose contract is to expire on 31 August 2012. Ms. Xavier has demonstrated excellent organizational skills and high level of efficiency in undertaking the project of reorganizing and maintaining the filing system. However, due to the amount of documents to be filed, and the upcoming move back to the Secretariat in September, it will not be possible to finish the filing before then. Furthermore, as per the recommendations and findings of the auditor for the audit of 42\textsuperscript{nd} and 43\textsuperscript{rd} Staff Councils, Ms. Xavier will be assisting the Staff Union Treasurer in implementing a new filing system of the Financial Files. In view of the efforts and excellent work provided so far, the Staff Union office considers that it is in the best interest to keep Ms. Xavier for a longer period as per enclosed terms of reference. The Staff Union would therefore like to hire Ms. Xavier for the period 1 September-31 December 2012 for a total fee of $10,000 as allotted for in the approved budget.

Terms of reference

for Consultant or Individual Contractor

Background:
The Staff Union office files are currently being re-organized, content-reviewed and properly filed by a retiree staff member assigned by the Administration. The filing system of the staff union documentation needed to be updated, databases created and current databases maintained and reconciled.

Objectives, Scopes and Tasks:
The consultant will be in charge of reorganizing and updating the filing system of all the staff union documentation, including the financial files and historical archives.

Tasks:

- Phase 1: Pack and move files to the Secretariat building, organize and label filing cabinets. File all Staff Union working documents, chronological files, bulletin, correspondence and historical archives.
- Phase 2: Pack, move and re-organize the financial files as instructed.
- Phase 3: Assessment and demonstration to Staff Union staff on use of databases and filing system methodology.

Supervision:
The consultant will work under the supervision of the President of the Staff Union and the Treasurer.

Duration of assignment:
4 months starting 1 September through 31 December 2012.

Payment:
Monthly payment of $2,500.00 (two thousand five hundred dollars) for a total fee of $10,000 – Monthly payments to be disbursed at end of each month: 30 September, 31 October, 30 November and 31 December 2012.