

# 45<sup>th</sup> Staff Council Program of Work 2017-2019

The United Nations Staff Union Program of Work is structured around the following key areas of activities.

## 1. Administering and internally strengthening the Staff Union

### A. Staff Union Finances

- (a) Draft budget for the 45<sup>th</sup> Staff Council
  - Budget will be drafted by the Treasurer and approved by the Staff Council.
- (b) Audit of the Finances of the 45<sup>th</sup> Staff Council
  - Audit of finances will be conducted as per Statute and Regulations.
- (c) Working group on increasing the Union's financial resources
  - Staff Council shall by 1 July 2017 nominate a 5 member working group to investigate possibilities of increasing UNSU resources and to report back in writing within two months of their nomination.

### B. General and Extraordinary Meetings

- (a) Schedules
  - General meetings will be held in June 2017 (first meeting), second half of 2017 (second meeting), first half of 2018 (third meeting) and second half of 2018 (fourth meeting).
- (b) Agendas
  - Agenda for General and Extraordinary meetings shall include the necessary reports as prescribed by the Statute and Regulations and other relevant issues for staff at large. Each agenda will be approved by the Staff Council and distributed to the staff at large five days before the meeting.
- (c) Supporting documentation
  - Each General and Extraordinary meeting will be accompanied by supporting documentation relevant for the agreed agenda items. Documentation will be provided to staff at large five days before the meeting.
- (d) Channels for staff input
  - As a part of the agenda the Chair will identify at each General or Extraordinary meeting a communications channel where staff at large can anonymously or publicly address issues to the Staff Council or the Leadership.

### C. Capacity building

- (a) Identification of training needs
  - The Staff Council will by 15 August 2017 endorse a plan identifying training needs, modality of the most appropriate training and a provisional training plan.
- (b) Training modalities
  - Based on the identified substantive and functional training needs the training plan will suggest most effective and efficient training modality.

(c) Briefings by the management

- On issues of common concern the Staff Council will invite management to brief them in a formal or informal setting on issues of interest.

(d) Information sessions for staff at large

- The Staff Council will every 6 months identify information sessions, products or other activities of relevance for the staff at large and endorse a provisional plan of such sessions. Execution of such sessions will be delegated to interested Leadership or Staff Council members with assistance of the staff at large. First provisional plan will be endorsed by the Staff Council by 1 September 2017.

**D. Creation of the Union's bodies (Arbitration Committee, Polling Officers)**

- Union bodies will be created expeditiously in accordance with the relevant provisions of the Statute and Regulations.

**E. By-election of Remaining Representatives and Alternates**

- By-elections will be organized expeditiously by elected independent polling officers in the second half of 2017.

**F. Membership Campaign/Drive**

- Membership campaigns/drives will be closely connected to the recommendations of the Working group on increasing the Union's financial resources. They will be planned in advance and will include proposed activities, expected goals and required resources.

**G. Mobilization of the staff- at-large throughout the Secretariat in New York**

- The Staff Council will mobilize the staff by quality of its work, leading by example, efficient planning of its and staff related activities, regular and transparent communication with staff, quality communications programme and dedicated work.

**H. Reviewing the UNSU's Statute and Regulations**

- The Staff Council will create a working group dedicated to reviewing the UNSU's Statute and Regulations. The working group will submit its report to the Council within 4 months of the date when it holds its first meeting.

**I. Preparation for the next SMC**

- Creation of an Advisory Standing Committee to help the Council in strategically managing this lengthy process, and preserving over the years the skills and knowledge necessary for such an important task.

**J. Preparation of policy guidelines**

- The Staff Council will prepare general policy guidelines related to all issues of interest to UN Staff Members.

## **2. External cooperation with partners**

To strengthen its position in representing concerns of staff the UNSU will affiliate itself with bodies and partners that will best represent our interests and the interests of our staff.

### **A. Staff associations at field duty stations**

- To strengthen collective bargaining power and to preserve and improve access to information the UNSU will actively collaborate with Associate staff associations at field duty stations.

### **B. Membership and affiliation with federations of staff associations of the UN Common System**

- UNSU will remain the member of CCISUA and actively participate in matters of common concern.
- UNSU will associate itself and cooperate with any other staff association of the UN Common system as it deems necessary to protect staff rights and improve conditions of service.

### **C. Membership and affiliation with other partners**

- UNSU will remain affiliated to the American Federation of Teachers which provides legal support and training to the UNSU, in addition to lobbying US authorities for matters that can affect UN staff rights and duties.

## **3. Negotiations with the management and participation in joint bodies**

### **A. Regular outreach to and engagement with senior management**

- UNSU will participate in meetings, committees, sub-committees, working groups and other bodies with the management by stressing the need to negotiate on matters affecting staff. The Staff Council will designate members of the bodies and retain a list of all bodies, its members and the duration of nomination. The primary platforms for engagement with senior management are:
  - o Staff Management Committee
  - o Joint Negotiations Committee
  - o Central Review Bodies
  - o UNJPF Board
  - o Other formal bodies mandated by ST/AIs or ST/SGBs
- Outside of formal platforms the UNSU representatives will formally and informally:
  - o Present staff concerns to senior management,
  - o Consult on behalf of its members,
  - o Share relevant information with the staff in an expeditious and transparent manner, and

- Consult with experts on issues of staff concern and employ paid legal or consultation services where necessary.

#### **B. Issues of concern to the staff**

- In order to be well informed on the issues of concern of the staff the Staff Council will prepare a monthly rolling agenda of issues of concern.
- Issues of common concern, among others, are: human resources management, administration of justice, compensation and benefits, pension fund, national staff matters in field missions, flexible work space, work-life balance, staff morale, staff security and the current management of the Security Management System, UN reform, global service delivery model, visa and travel, medical services, catering, recreation and staff activities.
- Staff Council will request the Executive Board to maintain a rolling calendar of all formal negotiations with management and meetings of joint bodies in order to enable the Staff Council to timely plan its participation and input.

### **4. Communication and advocacy**

#### **A. Communication plan**

- Staff Council will by 15 August 2017 endorse a communication plan on regular and continuous engagement with staff at large detailing UNSU communication channels, communication products and responsibilities of members of the Staff Council and the Leadership. Staff Council shall by 1 July 2017 nominate a 5 member working group to prepare such a plan and report back within 1 month.

#### **B. Information gathering and relationship building**

- UNSU will regularly engage with different UN bodies, member states and other actors necessary to fulfill its mandate.

#### **C. Special Events and Anniversaries**

- Staff Council will request the Leadership to prepare a calendar of all currently planned Special Events and Anniversaries, which will need input by or presence of the Staff Council of the Leadership.

#### **D. Dialog with members states and other actors of influence**

- UNSU will share information with and, upon request, brief member states and other relevant actors on matters affecting staff.
- Build support for UNSU through engagement and collaboration with IGOs, NGOs, and other federations of the host country such as the American Federation of Teachers.
- Regularly issue Bulletin or Letter on issues relevant to advocacy.

*THE CURRENT VERSION OF THE PLAN OF ACTIVITIES OF UNSU HAS BEEN FIRST ENDORSED BY THE STAFF COUNCIL ON **XX** JUNE 2017.*