



The 30th UNOG Staff Coordinating Council

**Year in Review**

**2012-2013**

18 January 2013

## **Preface**

The UNOG Staff Coordinating Council endeavours to achieve its ultimate goal, the promotion, welfare and rights of all staff. These goals are held in common by each and every staff representative in our Council.

This report outlines the present Council's activities and provides an account of the actions that have been undertaken during its mandate.

Despite some differences in priorities, philosophies, temperaments, and affinities, all members of the current Council, without any exception, have contributed to its work, and thus to its successes and, of course, some of its failures. A large number of motions were voted unanimously, displaying the strong sense of purpose and unity among the members of this Council. I would therefore like to thank each of my colleagues for their contribution and their dedication.

Mohamed Chiraz BALY  
Executive Secretary  
UNOG Staff Coordinating Council

This has been a very busy year for staff representation. Alongside the big projects such as the crèche, which has been making strong progress, and mobility, for which we were able to heavily influence global negotiations, the Council has had to deal with the two massive challenges of budget cuts and plans to offshore, both of which will only continue over the next year. As you will see from the report, a large number of jobs have been saved and credit must go to all members of the Council who contributed to this.

The Council has also made significant efforts this year to reach out to staff across Geneva and as a result has been able to make a large number of interventions both with management in UNOG and New York and with the management teams of each department. Our presence is being felt as is our reputation for acting responsibly, with courtesy, and with the aim of achieving results on all issues.

We continue to value your feedback to our many broadcasts, townhalls and other interventions, so please keep these coming. You are our eyes and ears and it's your input that makes us effective. We hope you enjoy this report.

Ian RICHARDS  
President  
UNOG Staff Coordinating Council

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## I. Mission Statement

We are a Council with drive, purpose and energy, with all members working together, as one, in full cooperation and transparency; a Council that promotes respect and good governance, one that is accountable. Our way of working is based on trust, participation and negotiation.



As a Council, we take an active role in representing you in all staff-related issues in the consultations and negotiations with the management; in supporting you, both through mediation and legally: in promoting a healthier working environment and in supporting cultural and sports activities. We work in a spirit of cooperation, refrain from personal attacks and respect the opinions of others.

While representing staff is a privilege, it also brings with it the duty to serve responsibly and to perform. We work hard, with diligence, transparency and integrity, in order to implement our work programme and work in your interest. Council members work to the full extent of their official release and we defend their right to do so.

## II. Membership

While all staff are nominally members of the Staff Coordinating Council, as a union we depend on member's contributions. By becoming a dues-paying member, not only are staff taking a real stake in the union, but also showing strong solidarity to the cause of staff rights.



The Council aimed to increase the number of members who contribute financially. It put together a programme to raise the awareness of our colleagues and to encourage them to contribute. As a result, we have increased the number dues-paying member by 30%.

However, we still remain the duty station with the lowest proportion of dues-paying members.

Membership is paid monthly and is deducted from payroll by filling in a form, which is provided at the end of the report and can also be found on the website. Fees are \$5 a month for professionals and CHF7 a month for general-service staff.

We have launched membership card. With your card you get the following benefits:

- Access to the Council's legal assistance.
- Free use of the Council's classified notice boards.
- Three times a year, SAFI organizes a 13 percent discount day. Beat the crowds and avail yourself of the discount the day before.
- Free access to the Christmas Party for the children of contributing staff.
- Free welcome drinks and a voucher for a meal during the Staff Gala.

*In case you are not already a dues-paying member, kindly find at the end of this Report (Annex IV) the Membership form.*

### III. Defending staff interests

As the representative union of staff, the Council has a right to be consulted on all issues affecting the careers, welfare and working conditions of staff. Based on this principle, the Council assumed a proactive role in defending staff and holding management to account where there had been lack of consultation.



Meetings with management in Geneva took place through formal channels, such as the Joint Negotiation Committee (JNC) and various task forces, and through many ad hoc meetings with the Director-General, UNOG's Director of Administration, the Chief of Human Resources, and department heads and executive officers in Geneva.

With management in New York, the Council used formal channels such as the Staff Management Committee (SMC) and ad hoc meetings and video conferences with the Secretary-General, the Deputy Secretary-General, the Chef de Cabinet, the Under Secretary-General for Management, the Assistant Secretaries-General for Human Resources Management and Change Management and their staff.

#### • **Security**

The Council brought to management's attention a large number of problems in the running of the Security Section and held several meetings on the subject.

As a result of these interventions:

- an attempt to unilaterally assign staff without consulting them was halted and a working group has been set up to develop a fair rotation system with clear rules applicable to all;
- written exams for selection decisions will now be conducted by SDLS and not by the Security Section itself;
- the culture of threats and intimidations has been diminished and a number of investigations have been taking place on the issue.

#### • **Post adjustment for staff living in France**



The International Civil Service Commission, which decides our pay and benefits, is examining whether there should be a separate post adjustment rate for Geneva staff who reside in France. While a similar study was conducted 20 years ago and found no need for a separate rate. Together with the staff unions and management teams of specialized agencies in Geneva, the Council has supported a position firmly against such a post adjustment and will continue to maintain this position.

- **OCHA**

In September 2012, OCHA management unilaterally announced that it would offshore the Administrative Services Branch to the “Global South”. No prior consultations had been held with staff. This would imply the relocation of 29 professional staff and the termination of 45 general service staff.

After meeting with the OCHA staff, the Council intervened on several occasions (in person, by video conference and by email) with the Under Secretary-General of OCHA, Valerie Amos, and with senior management in New York highlighting the following points:

- no consultation had taken place;
- no costing was presented to show the effectiveness of offshoring and at the same time an internal restructuring study had recommended consolidating administration in Geneva;
- the proposal did not take into account the redistribution of administrative tasks following Umoja, nor proposals by UNOG management for a common service delivery approach in Geneva.

Following the Council’s intervention, the plan was suspended until it becomes clearer how the Secretariat will adapt to Umoja.

- **Messengers Section**

The budget cut proposals put forward by management at the end of the year foresaw the abolition of 7 posts in the section. Following a series of meetings held by the Council with the messengers and with management, the latter now guarantees that suitable posts will be made available elsewhere during 2013 for any affected messengers and that training and coaching will be provided. Furthermore, given the changes in the duties and responsibilities and the restructuring of its hierarchy, a review of the messenger service will be conducted in the first half of 2013 with the view to ensuring coherence between posts, functions and grades and to enable career progression.

- **Printing Section**

The introduction of new machinery means that fewer printing staff are required than before. Management and the Council cooperated on a scheme to provide options to staff interested in working elsewhere in the Division. This is currently ongoing.

- **G-1 to G-4 staff selection process**

The Council noticed that a significant number of problems affected staff at the G-1 to G-4 levels and derived from the lack of scrutiny of selection decisions at these levels. Whereas all selection decisions for higher level posts must be reviewed by the central review bodies, no such mechanism existed for G-1 to G-4, leading to questions about their fairness. This was especially a problem in the Security and Messengers sections which was leading to out-of-favour staff being blocked at G-3 for their whole careers.

Following meetings with management, the terms of reference of a new Joint Review Group for selection decisions at the G-1 to G-4 levels was agreed, and elections for staff representatives took place in November.

- ***Division of Conference Management***

The Council was made aware in December of plans by the UNOG to review the structure and functioning of the Division of Conference Management with the help of outside consultants.

Mindful of the impact this may have on staff it has sought clarification on the terms of reference of the review and has proposed mechanisms to ensure that the consultation process is legally followed. This is an ongoing issue and will be monitored closely.

- ***Language Service***

The Council held a townhall with staff of the language service, focusing particularly on the issue of flexible working arrangements. Translators informed the Council that they were required to meet certain productivity criteria in order to be eligible for tele-commuting. At the same time, staff showed how tele-commuting of one to two days per week could in itself increase productivity. At the same time, questions were raised about the lack of consistency in the periodic evaluation of productivity.

With the election of the Sectoral Assembly for the Language Service, the Council will now take the matter up through this route.

- ***ISDR***

The Council met with ISDR staff and management. These meetings were facilitated in both cases by the ISDR Sectoral Assembly. Key issues raised were flexible working arrangements, inconsistencies in recruitment practices, with some staff being hired via UNOPS, which generally presents a less favorable contractual arrangement instead of UNOG. Pressure was being placed on staff to downgrade their travel arrangements. While recruitment practices have been improved, the other matters are currently ongoing.

- ***UNITAR, UNRISD and the Library***

Plans had been drawn up in New York, with no consultation with staff, to merge the libraries in Geneva and New York with UNITAR, the Staff College and the research institutes into a body called UN Knowledge. The plan would likely lead to job cuts, a painful merger process as experienced at UN Women, and staff in a single organization with a mix of contract types and funding arrangements.

The Council provided assistance and advice to staff at UNITAR in establishing a staff Council and addressed moves to terminate staff. It also raised the matter at a townhall with the Chef de Cabinet and Secretary-General, and at meetings with member states. The plan has been put on hold following the intervention of the General Assembly.

- **OHCHR**

The Council has continuously engaged with OHCHR management, both directly and through UNOG, to encourage the regularization of temporary staff who have been in a precarious contractual situation for years.

The Council argued that those against vacant posts or funds should be properly recruited so as to ensure greater stability. To this end, the efforts of managers to regularize many of their staff should be recognized.

In January 2013, OHCHR management announced the end of the minibus shuttle service between the Wilson and Motta annexes and the Palais. The Council contacted management with the following points:

- no consultation had taken place with the Council;
- the ending of the service would negatively impact staff in availing themselves of their right to attend training and would leave them discriminated as opposed to other staff in Geneva; and
- it would hinder staff in going about their official business.

The Council also asked what compensatory arrangements would be put in place. The matter is currently ongoing.

- **UNCTAD**

As with OHCHR, the Council has been working with UNCTAD management on the progressive regularization of temporary staff. While not all staff were able to be regularized prior to restrictions on the use of vacant posts in May 2012, managers made efforts in a number of divisions.

- **Budget cuts**

The Secretary-General had requested heads of department to submit budget proposals for the period of 2014-2015 with average reductions of 5 percent in administrative support services. The Council contacted and where necessary met with the heads of administration of OHCHR, UNCTAD, UNECE and UNOG. From the information that was provided to us, the Messenger service will be impacted the most. The issue was addressed through a series of negotiations (see above).



It should be noted that these are only budget proposals. They are subject to review by the Secretary-General and by the General Assembly. To this end, the Secretary-General announced a further 2 % cut to the budget in the townhall held on 10 January 2013.

- **Retirement issues**

The Council worked through CCISUA to extend the retirement age and to press for a more flexible approach to retirement for serving staff.



In December 2012, the General Assembly agreed to extend the retirement age of staff joining the United Nations after 1 January 2014 to 65.

As for serving staff who wish to work to 65, a working group has been set up and will report back in one year. A decision would then be taken at the end of 2014.

- **Assistance to staff**

The Council provided regular assistance to a large number of staff on legal, e-performance and harassment issues. E-performance and legal matters were dealt with by dedicated Council committees, which also advised the Council on a number of matters and provided advice in advance of negotiations with management.

- **A healthy and family-friendly working environment**

The Council is working with other unions, through the Staff Management Committee, to set global standards relating to sports facilities, flexible working arrangements, occupational health and safety, working with staff members with disabilities, and child-care facilities.



A set of recommendations on work-life balance will be submitted to SMC for negotiation in 2013.

## IV. Major Initiatives

- **Crèche**

A business plan was commissioned by the Council following its own study in early 2012. The business plan envisages the creation of a crèche for approximately 88 children from 3 months to 4-5 years. Children will either be enrolled on a full or part time basis from 7.30am to 18.30pm.



Management has proposed a space between the Swiss chalet and the railway entrance, in a peaceful and secluded area.

Considering the considerable budget involved, the Council is currently negotiating with management the extent to which it can provide support to the crèche so as to reduce the average cost per child. Meetings with management have focused on building costs, legal liability issues, space, electricity and water provision and connections and maintenance tasks.

Once all the costs are clarified, the Council will be able to finalize its decision on the matter.

- **Mobility**

The Secretary-General was keen to put in place a mobility system whereby staff would have to change duty station every five years and would be reassigned by management.



Based on the feedback we gathered from you during our townhall meetings on the issue and the results of the online survey, the Council put forward a counter-proposal in which, subject to post limits of seven years (95% of staff move before this time), staff would be able to apply for posts of their interest through a streamlined system, unlike the current Inspira. Mobility

doesn't have to be geographic only and it has to be linked to career development. This was accepted with some changes by the other staff unions of the UN and then by management at the Staff-Management Committee (SMC) meeting in Arusha.

This framework was considered by the General Assembly during its 67<sup>th</sup> session, but a decision has been deferred to March 2013.

Following a townhall in September 2012, the Council is currently working on a proposal for the voluntary mobility of General Service staff in Geneva. Preliminary discussions were held with management in this regard.

## V. Communication with staff

The Council is accountable to you for its actions and in turn is made all the stronger by the active support and feedback it receives. We kept you informed of our positions and of matters affecting or likely to affect you. We listened and understood your concerns and benefited from your feedback. We made extensive use of the communication tools available to us.



### ***Email broadcasts***

The Council sent out 54 email broadcasts this year (compared to 35 last year) informing staff of developments and inviting feedback.

### ***www.staffcoordinatingcouncil.org***

The Council's website contains news updates on the activities of the Council, important documents, contacts, information on meetings, the services the Council provides and on the clubs and societies, and upcoming events.

- ***Staff townhalls***

The Council held four townhall meetings with all staff to update and obtain feedback on the crèche, the outcome of negotiations in the Staff Management Committee (SMC), mobility for internationally recruited staff and mobility for general service staff.

It also held townhall meetings with staff of particular sections or departments, including the Language Service, the printing section, the messengers, OHCHR, ISDR and OCHA Administrative Branch. These interactions allowed us to have a solid base of knowledge of what staff really need and aspire to and make specific interventions with management.

- ***Townhalls organized by management***

Townhalls with staff in Geneva were organized by the Director-General, the Secretary-General and twice by the Chef de Cabinet, Susanna Malcorra.

With the Director-General, the Council raised the issue of lack of scrutiny in G-1 to G-4 selection decisions, the problems at Security (see above) and the need to review some of the post structures to see whether staff at the G-3 level might be doing work that should be classified as G-4.

With the Chef de Cabinet, the Council expressed its opposition to plans to offshore jobs to cheaper and more risky locations and the impact this would have on Geneva staff, especially in the General Service. It also raised the issue of the manner in which the budget cuts were being implemented and noted that 133 Under Secretaries-General and Assistant Secretaries-General were supervising 175 D-2s. Economies could be more efficiently made at that level.

With the Secretary-General, the Council tackled the direction of his reforms and plans, unveiled in a leaked management document, to replace staff with temporary consultants, offshore more jobs and weaken the UN Dispute Tribunal.

- ***UN Special***

The Council contributed regularly to the UN Special magazine updating staff on all developments affecting them.

## VI. Staff activities

- **Clubs and societies**

The Council provided support (logistical and financial) to UNOG clubs and societies as per the financial guidelines established by the Council. In order to ensure that financial support to clubs and societies have a beneficial impact on as many staff as possible, the Council also agreed that all clubs seeking assistance should have among their membership at least 15 dues paying members of the Council.



The Council promoted cultural activities such as choirs from the Philippines and the region and has supported numerous sports associations, staff participation at the inter-agency games, and the activities and concerts of the UN Music Club.

It is also working on the Fitness Trail project. The Joint Staff Management task force visited a number of outdoor trails and gym facilities in the region and a proposal is currently being finalized.

On the possibility of a gym, the Council held discussions with management and with Security (with regards to their gym) on finding a solution to the lack of a gym at UNOG. The Council was informed that with the upcoming renovations of the Palais, it should work instead with management to integrate a gym into their plans. The Council will therefore work towards this objective.

In the meantime, the Council is assisting all the clubs to optimise the use of the space above the General Assembly Hall.

- **UN Day**

For the first time ever, UN day was celebrated at the Palais. The Council organized and financed the events and used the event to highlight the work of the clubs and associations, and other staff bodies, in order to showcase the hidden talents among our colleagues.



The event was very well attended and was opened by Deputy Secretary-General, Jan Eliasson, who sampled different staff activities (see photo) and told staff he felt energized by the event.

- **Children's Christmas party**

The Council financed the Children's Christmas Party.



The Party took place on 12 December 2012 and broke attendance records. The children watched the show Souricolor, danced in the mini-disco, and saw Santa Claus riding on his sleigh to deliver his gifts.

The Party was provided free to the children of dues-paying members of the Council. Non-dues-paying members of the Council were asked to pay a small contribution, representing less than 20% of the cost of the event per child. These contributions will be used by the Council for the crèche project.

- **Staff Gala**

The Council financed the Staff Party, which took place on Friday 7 December 2012. Due to adverse weather conditions on that day, the Administration released all non-essential personnel in that afternoon. As a result, the attendance did not reach the record that was established last year.



Featured in the Gala were Senegalese singer and bassist Habib Faye, US singer and producer CeCe Rogers performing with Italian group Jestofunk, and DJ Florian Serra along with saxophonist Ismael K.

Free welcome drinks were served. Dues-paying members of the Council were offered vouchers for free meals.

- **Inter-Agency Games 2013**



These are being organized by Geneva and will be held in the Valencia region of Spain, from 24 to 28 April. The Council will contribute financially to these through the Sports Commission

- **Memorial for UN Staff**

The Council decided to create a foundation with club statutes to remember fallen colleagues. The Statute of the foundation was created. This foundation is supported by the UNOG Administration and Staff Unions and Associations of the Secretariat. The Council is currently working on its operational framework and is in the process of putting together a book recording all of those who gave their lives to the cause of peace and development.



## VII. Making the Council stronger and more effective

### • **Financial management**

With the support of the Council, the Financial Commission has put in place a culture of transparency and accountability. It considered and where necessary implemented the recommendations of past audits. It also put in place clear procedures for the responsible use of funds, in particular with regard to procurement and event organization.



The Commission has held regular meetings. All communications and information were systematically shared amongst all members. This commission is composed of:

- Rajamani Ramasamy, Treasurer
- Catherine Peck-Arif
- Ahmed Ghailan
- Mohamed Chiraz Baly, designated by the Executive Bureau of the Council.

The statements of accounts that were submitted the Auditors on 17 January 2013 cover the period of end of 1 January 2012, the closing date of the previous exercise, to 31 December 2012.

### • **Participation**

All members of the current Council, without exception, have contributed to its work.



Furthermore, interested members were able to attend training related to staff representation and many took part in working groups, negotiations and networking events with other staff unions. There were also a large number of motions, which were voted unanimously, displaying the strong sense of purpose and unity among the members of this Council.

Below is a table showing the attendance of each Council member in its meetings.

**Attendance table**  
As of 16 January 2013

Council meetings		1	2	3	4	5	6	7	8
<b>Members of the Council</b>	ATIKI Mounia								
	BAHAJI Malika								
	BALY Mohamed Chiraz								
	CHOUVALOV Vladislav								
	DAVID Christian								
	DOUMBOUYA-FODE Mohamed								
	FORTIS Didier								
	GAZIYEV Jamshid								
	GHAILAN Ahmed								
	HUA Zongchao								
	JAMES Elizabeth								
	KOHEEALEE Nazir H.								
	KONE David								
	LIN Dan								
	MEISTER Kerstin								
	NWABUOGU Gloria								
	ORELLANA ALFARO María José								
	PECK ARIF Cathy								
	RAMASAMY Rajamani								
	RAMES Dominique								
	RICHARDS Ian								
	RIOUKHINA Evelina								
	STANCU Jean-Pascal								
	STANOVIC Marko								
	TOUIHRI Mohssen								
	VERNAY Sébastien								
VILCHES Sandrine									
WINCH David									

Present   
 Absent   
 Not a member at this time 

- **Support to staff representatives**

The sectoral assemblies and staff representatives in joint staff-management bodies perform key roles in ensuring a dialogue with management on specific issues and in scrutinizing administrative processes. We coordinated with these representatives and provided guidance as required.



In addition to the departments covered above, support was also provided to staff representatives at the International Trade Centre in providing ongoing advice on the difficult situation there and at UNITAR, which is facing a difficult and so far illegitimate restructuring process.

The Council also encouraged departments without sectoral assemblies to establish them. As a result, assemblies have been re-established in Security, the Language Service and ECE.

- **New joint bodies**

In addition to the Joint Review Group, which has already been established (see earlier), the Council has decided to work on the establishment of new joint bodies to deal with UBS, UNFCU and La Poste at the Palais. The Council deems it necessary to have such a body to relay the concerns of colleagues, as is the case with the caterer.



The Council is currently working on creating the terms of reference for these joint bodies before submitting the project for negotiations with management.

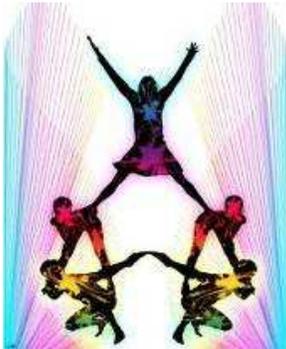
- **Revision of Council statute**



The Statute of the Council was established in 1982 and was never amended since despite numerous attempts. Due to the heavy workload, some of which with regards to budget cuts and offshoring, unforeseen, the Council was unfortunately not able to work on this commitment.

- **Representation through the federations**

The Council attended the Annual General Assembly of the Coordinating Committee of International Staff Unions and Associations of the United Nations System (CCISUA) – the Federation to which we belong as a Staff Union. Our participation in this meeting was particularly acknowledged by the all participants thanks the quality of the working papers which the Council submitted. The Council's delegation presented papers on Flexible Working Arrangements, which provided suggestions on how to improve the modes of application of the four pillars, Harassment, which sought to introduce Institutional Harassment as a form of harassment and means of recognizing and preventing it - starting from the screening of potential candidates, and Performance Evaluation in the Language Service. Our Council was selected to host the CCISUA's Annual General Assembly in 2013. The outcomes of the Council's work through CCISUA are contained under the subject headings earlier in this document.



- **Relations with other unions**

The Council worked in close cooperation with all the staff unions of the United Nations system, especially on mobility, offshoring and dealing with budget cuts.



The Summit of Leaders of Staff Unions and Associations, held during the negotiations of the 5<sup>th</sup> Committee and the General Assembly has become a forum where Staff Unions and Associations gather strength and focus on our common goals - staff interests - and lobby as one with member states, who ultimately decide our pay and conditions, in order to make the voice of staff not only heard but also count.

This year, subjects included mobility, collective bargaining and the retirement age. These leaders met with the President of the General Assembly, the Bureau of the 5<sup>th</sup> Committee, the Chair of the Group of 77 and China, and other groupings and member states.

## Annex 1



### **30th UNOG Staff Coordinating Council 30ème Conseil de coordination du personnel de l'ONUG**

## **Work programme**

### ***Staff-management relations***

Defend staff rights in these difficult times through participating actively in the Staff-Management Committee and through CCISUA, in the International Civil Service Commission. Make full use of the Joint Negotiating Committee in Geneva.

### ***Assisting you***

Assist staff by maintaining the standing committees on ePas and legal assistance, helping staff facing harassment and supporting the staff benevolent fund.

### ***A modern workplace***

Clarifying and encouraging flexible working arrangements through the promulgation of UNOG guidelines. Explore greater use of part-time options. Reassert the link between good performance and merit steps. Promote a multilingual environment.

### ***Mobility***

Work towards a mobility policy that focuses on opportunities for different categories of staff and recognizes expertise and experience.

### ***Career development***

Focus on the career development of G-S staff. Bring scrutiny through the central review panels to G-1 to G-4 appointments. Examine promotion models.

### ***Crèche***

Finalize the project proposal and take steps to build the crèche.

### ***Promote a more social workplace***

Support clubs and associations by establishing a commission. Organize the children's Christmas party and staff party. Support the inter-organization games.

### ***Remembering the fallen***

Explore ways to remember fallen colleagues and support their families.

### ***Framework for staff management relations***

Push for a more modern framework for staff-management relations incorporating ILO standards, by using the conclusions on the matter of the Joint Inspection Unit.

### ***Council reform***

Make proposals to reform the Council by establishing a committee, led by the Vice-President. The outcome will be presented as a referendum to staff.

## Annex 2



**Conseil de coordination du personnel de l'ONUG**

**UNOG Staff Coordinating Council**

Approved: Revenues & Expenditures\_ Consolidated Budget 2012/2013

(Swiss Francs)

		2011/2012
<b>Funds available</b>	<b>838'172.70</b>	<b>708'239.57</b>
<b>I. Revenues</b>		
SAFI: contribution to SCC	400'000.00	450'000.00
Staff's contribution to SCC	11'423.93	9'139.14
UN Special - annual contribution to SCC	10'000.00	10'000.00
GPAFI subsidy	3'000.00	3'000.00
Bulletin Board	4'793.75	3'835.00
Bank interests	'521.79	'474.35
<b>Total, above</b>	<b>429'739.46</b>	<b>476'448.49</b>
<b>II. Expenditures</b>		
Legal assistance	15'000.00	9'000.00
Children's Party	25'000.00	28'973.54
Membership to CCISUA	10'000.00	13'000.00
Solidarity assistance	30'000.00	34'000.00
Staff Gala	75'000.00	78'758.29
Travel, training and office expenses	48'000.00	45'400.00
UN Club - subsidy	43'000.00	35'500.00
Bank charges	2'181.21	1'982.92
<b>Total, above</b>	<b>248'181.21</b>	<b>246'614.75</b>
<b>III. Balance</b>		
Grand totals		
<i>Closing balance</i>	429'739.46    248'181.21	181'558.25

## Annex 3



**Conseil de coordination du personnel de l'ONUG**  
**UNOG Staff Coordinating Council**

### **Details of Consolidated Income and Expenses Statement of the 30th Staff Coordinating Council, 2012 Un-audited Statement**

(Swiss Francs)

<b>Funds available</b>	<b>838'172.70</b>		
<b>I. Revenues</b>			
UNOG Staff Membership Fees	10'678.42		
Contribution from UN Special 2011	10'000.00		
Contribution from UN Special 2012	10'000.00		
Contribution from Safi 2012	400'000.00		
Transfer of Funds from other account	34'071.05		
Contribution from X Mas Children Party	4'300.00		
Solidarity Grant refund	4'000.00		
Bulletin Board	3'685.10		
Interest Earned for 2012, PostFinance	'38.00		
Interest Earned for 2012, UBS	'363.25		
Dividend received on UBS Shares	1'548.40		
<b>Total, above</b>	<b>478'684.22</b>		
<b>II. Expenditures</b>			
Bank Charges, UBS	2'035.12		
Bank Charges, PostFinance	'835.75		
CCISUA Fees	10'000.00		
Children Party X Mas 2011	'384.25		
Children Party X Mas 2012	34'879.60		
Club Grant	14'339.78		
Study Fees for Creche Installation	14'900.00		
Lawyer Fees	'700.00		
Legal Assistance	12'400.00		
Web Charges of SCC	'195.00		
Office Exps	'444.45		
Staff Gala 2011	3'548.70		
Staff Gala 2012	79'089.61		
Travel Expenses of Staff Council	31'862.00		
UN Day Celebration	5'555.55		
<b>Total, above</b>	<b>211'169.81</b>		
<b>III. Balance</b>			
Grand totals			
<i>Closing balance</i>	478'684.22	211'169.81	267'514.41

## Annex 4

**OFFICE DES NATIONS UNIES  
A GENEVE**  
**Conseil de coordination  
du personnel**



**UNITED NATIONS OFFICE  
AT GENEVA**  
**Staff Coordinating  
Council**

### **DEVENIR MEMBRE DU CONSEIL DE COORDINATION DU PERSONNEL JOIN THE STAFF COORDINATING COUNCIL**

<p>Pensez à payer votre cotisation de :</p> <ul style="list-style-type: none"> <li>• CHF 7.-par mois (pour la catégorie des services généraux) ou</li> <li>• \$ 5.- par mois (pour la catégorie des professionnels)</li> </ul> <p>par prélèvement automatique sur votre salaire mensuel.</p> <p>Tout ce que vous avez à faire est de remplir le formulaire ci-dessous et le retourner au secrétariat du Conseil de Coordination (bureau C-527) qui le fera suivre au Groupe des états de paie.</p> <p>Merci.</p>	<p>Join the Council for only:</p> <ul style="list-style-type: none"> <li>• CHF 7. - per month (for general service staff category) or</li> <li>• \$ 5. - per month (for staff in the professional category)</li> </ul> <p>with automatic deduction from your monthly salary.</p> <p>All you have to do is fill the form below and send it to the Staff Coordinating Council's secretariat (office C-527), which will forward it to UNOG Payroll.</p> <p>Thank you.</p>
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N° d'index <i>Index #</i>	Catégorie : <i>(entourez/circle)</i>	P	SG GS
NOM <i>NAME</i>	Prénom <i>First name</i>		
<i>Montant/Amount</i> <i>(entourez/circle)</i>	7 CHF	5 US\$	Autre <i>Other</i> <i>(spécifiez/specify)</i>
Signature			