

Languages Service Sectoral Assembly (LSSA) (April 2018-March 2019)
Minutes of the sixth meeting of the Bureau¹

Held on Thursday, 17 January 2019, from 10 to 12 p.m., room E-5116.

Attendees: Wreda Amziani (ATS), Edith Bourion (FTPU), Olga Campos (STS), Jamila Chedad (ATPU), Marie-Agnès Deleschoux (Reference Unit), Pauline Escalante (ETPU), Melanie Guedenet (ETS), Hassan Harrafa (ATS), Maria Lyakhovskaya (RTS), Olivier Meyer (President), Luz María Urquizu (STPU) and Yenlin Zhang (CTS).

Main topics discussed:

- Activities of the President since the previous meeting
- Upcoming town hall meeting of the Division of Conference Management (DCM) with Director Corinne Momal-Vanian
- Promotion of the work of the text processing units (TPUs) and, more broadly, of the General Service Staff
- Lectures organized by the Languages Service (LS)
- Current practices re. the granting of annual leave

Decisions taken:

1. **Representatives** will ask the staff in their respective sections/units to provide suggestions on the terms of reference of a potential cross-assignment for a Languages Service (LS) staff member to the Office of the Chief of Language Services to explore medium and long-term training needs. *Deadline:* next LSSA Bureau meeting.
2. Welcoming the posting of *UN Special* articles on the LSSA webpage (<http://www.staffcoordinatingcouncil.org/index.php/uncategorised/351-language-service-sectoral-assembly>), the **Bureau** decided that it would also post any videos on LS staff and the services they provide.
3. **Representatives** will ask staff to submit questions in view of the upcoming DCM town hall meeting on Monday, 28 January. Representatives will then compile the questions submitted and send them to the President, who will in turn send a summary to the Director for her information and consideration. Of course, all staff should feel free to ask any questions they have orally, during the town hall meeting.
4. **Representatives** will ask staff in their respective sections/units to submit ideas for the LS “lecture series” (past lectures: Translators without Borders and Machine translation & artificial intelligence). Representatives will then forward promising ideas to focal point **Melanie Guedenet**, who will in turn communicate them to Blandine Legardeur, currently on a communications cross-assignment with the Office of the Chief of LS. *Deadline* for representatives to send ideas to Melanie: 30 January COB.
5. The **President** will also look into asking Sofia Lobanova, gText Coordinator, to attend a future meeting of the LSSA Bureau in order to hear staff concerns about, inter alia, machine learning and the future of staff, and to discuss options for future workshops.
6. The **President** will meet separately with the representatives of non-translation sections/units (e.g. TPUs) to discuss their specific needs and potential contributions in relation to new translation tools.
7. The **ATS representative** will provide the President with some clarification about ATS-specific issues he raised at the meeting (management of programming officers, Tools, Accessibility, Assignments and duties policy), so that the President has all the information necessary to obtain answers. The **President** will report on his findings at the next meeting.

Additional information:

- *Promotion of the work of the text processing units:* A video showing and promoting the work of the TPUs is being prepared. Pauline Escalante is the focal point and would welcome volunteers’ help.
- *Update on the redeployment of members of the References Unit:* Since the five members of RU have not yet been reassigned, **the Bureau** will remain seized of the matter.
- *Current practices re. the granting of annual leave:* According to the representatives present at the meeting, some sections limit a priori the duration of annual leaves during certain periods of the year (2 or 3 weeks). Some sections have developed online or physical systems that allows everyone to view the leaves for their entire unit.

¹ Unless otherwise stated, the opinions reflected herein represent staff suggestions and views collected by their representatives and are aimed at promoting communication between management and staff. In order to avoid misunderstandings, any comments or requests for corrections to the minutes should be submitted to the President of the LSSA only, for inclusion in the minutes of the following meeting.