



# SUAF

ILO Staff Union Assistance Fund  
Fonds d'entraide du Syndicat du personnel du BIT  
Fondo de Ayuda del Sindicato del Personal de la OIT

## *What's that?*

The Staff Union Assistance Fund, established in 1925.

## *What does SUAF do?*

The Staff Union Assistance Fund helps ILO colleagues and their families all over the world who find themselves in urgent and difficult situations by providing them financial support through loans, small financial donations or allowances.

## *In what type of situations is this support provided?*

Long-term illness, accident, permanent or long-term disability, bereavement, damages suffered in case of war or natural disaster, emergency situations or for extreme security/safety reasons.

## *How many beneficiaries has the SUAF had in recent years?*

In the last 25 years, the SUAF has provided assistance in the form of loans and gifts in more than 700 cases.

## *How does it function?*

1. Any staff member of the ILO can present a request for support together with sufficient information on the situation that pushes him/her to present this request and proofs of expenditures incurred or that he/she will be forced to incur.
2. The SUAF's Board analyses the request and determines to accept it or not. If the decision is positive, the Board decides if it is accepted as a loan or as a donation (in exceptional cases) depending on the gravity of the situation, the financial situation of the staff member presenting the request and the financial situation of the SUAF itself.
3. If the loan is accepted, it is given without interest rates. However, it cannot represent more than 20% of net monthly income during a maximum repayment period of 24 months. In extreme humanitarian cases, the Board may exceptionally decide to accord a loan above the 20% ceiling, or for a longer period determined by the duration of the staff's contract.
4. In order to determine the total amount provided as a loan, the SUAF Board needs to have a copy of the staff member's contract (type of contract, end date). In the event that the person requesting the loan does not have a contract with the ILO beyond 24 months from the start of the loan repayment period, the SUAF requests to obtain assurances from the official (Director, HRD, etc.) responsible for decisions on renewal of the contract that the recipient will be extended in a contractual relationship with the ILO beyond the loan repayment period, or the Board reduces the maximum repayment period accordingly.
5. Loan payments are deducted directly from the staff member's payroll.

**Who decides?**

A volunteer board of five to seven contributors to the Fund decide on urgent requests for assistance from ILO colleagues and retirees from around the world based on criteria of urgency of need and financial situation of those requesting assistance.

**So that's where my Union dues go?**

No, SUAF is an independent Fund that depends on voluntary donations from individual staff members. More than 100 ILO staff contribute voluntarily on a monthly basis 1/1,000 of their salary – for example, 1/1,000% of a G-3 salary represents about 6 Swiss francs and 9 Swiss francs for a P-3 at headquarters – but the Fund needs more members as demand for help is rising and we do not have the resources to respond to all the requests.

**Why should I join?**

**Help us to help! Awareness has been declining in recent years, however we may all one day face an emergency, involving unexpected expenses and an urgent need for financial assistance, whether temporary or long term! That's where SUAF comes in.**

In order to strengthen the Fund, we invite you to become a SUAF member by filling the form below and sending it to [russon@ilo.org](mailto:russon@ilo.org) (office 8-65). Please join the effort – it doesn't cost much.

## ILO STAFF UNION ASSISTANCE FUND



**SUAF**

ILO Staff Union Assistance Fund  
Fonds d'aide du Syndicat du personnel de l'BIT  
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1. Treasurer of the Fund

2. PAIE

### AUTHORISATION FOR DEDUCTION FROM SALARY

I, the undersigned:

Surname: \_\_\_\_\_ Name: \_\_\_\_\_ Pers. No. \_\_\_\_\_

Branch: \_\_\_\_\_ Duty Station: \_\_\_\_\_

authorize the ILO to deduct \_\_\_ parts per thousand from my net salary (base salary plus post adjustment), as a voluntary contribution to the ILO Staff Union Assistance Fund.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_