



Staff Union

of the International Labour Organization

Syndicat du personnel

de l'Organisation internationale du Travail

Sindicato del personal

de la Organización Internacional del Trabajo

R U L E S

Geneva, January 2016

TABLE OF CONTENTS

	Page
Chapter I: Name and general character	1 - 3
Chapter II: Membership and cessation of membership	5 - 8
Chapter III: The General Meeting	9 - 13
Chapter IV: The Committee	15 - 20
Chapter V: Financial provisions	21 - 23
Chapter VI: Sundry provisions	25 - 26
<hr/>	
Appendix I: Rules of the Staff Union Assistance Fund	27 - 31
Appendix II: Standing orders of the Staff Union Committee	33 - 35
Appendix III: Rules for the conduct of elections to the Staff Union Committee	37 - 40
Appendix IV: Rules of the former officials' section	41 - 44
Appendix V: Rules of procedure for the conduct of General Meetings	45 - 49
Appendix VI: Rules for holding referendums and procedures for amendments to the Rules of the Staff Union of the International Labour Organization	51 - 52
Appendix VII: Rules for the Interns' Section	53 - 55

PREAMBLE

The Staff Union of the International Labour Organization reaffirming the following as its fundamental orientations:

1. To uphold the principles of accountability, transparency and equal opportunity in all the structures and activities of the Union.
2. To pursue and promote the creation and operation of collective bargaining mechanisms within the ILO and in the United Nations system, with a view to improving conditions of employment and work through collective agreements.
3. To promote the principles of democracy and solidarity among the staff of the ILO and among the staff unions and staff associations in the United Nations system.
4. To defend the independence, status and safety of international civil servants.
5. To defend the fundamental rights and principles embodied in the Constitution of the ILO and the Declaration of Philadelphia.

CHAPTER I NAME AND GENERAL CHARACTER

Article 1

There shall be established an association which shall be known as the Staff Union of the International Labour Organization (here-after referred to as “the Union”).

Liability

Article 2

The Union alone shall be responsible for obligations contracted by it. No individual member may be held liable for them.

Objects

Article 3

- a) The objects of the Union shall be to defend and promote the professional, economic and social interests of all persons in the employment of the International Labour Organization (here-after “ILO”), particularly by the satisfactory regulation and improvement of conditions of employment, work and welfare in the widest sense; to defend the interests of persons formerly in the employment of the ILO; to cooperate with the Director-General in seeking to reach the objectives of the Organization and ensure the efficient working of the Organization; and to safeguard the status, independence and safety of all categories of staff employed by the ILO.
- b) Moreover, the Union shall participate in defending the rights of the conditions of employment and the safety of international civil servants.
- c) In order to promote the fundamental trade union rights and to improve international civil servants’ terms and conditions of employment, the Union may work with persons from other international organizations and their associations or unions, as well as with any other similar structure.

Means of action

Article 4

These objects may be pursued by the following means, among others:

- a) concluding collective bargaining agreements;
- b) securing due observance of collective agreements and of the Staff Regulations and other relevant texts appropriately amended to give effect to these, and attempting to improve them;
- c) securing respect within the ILO itself for the provisions contained in the relevant international labour Conventions and Recommendations and other basic international instruments such as the Universal Declaration of Human Rights;
- d) assisting its members in disputes regarding their conditions of employment, work and welfare;
- e) nominating staff representatives for the various joint committees and other bodies on which the staff is represented or to which it has access and working therein to improve cooperation with the Director-General and his or her representatives with a view to safeguarding the interests of staff;
- f) Conceiving and initiating joint action and federating with similar staff unions and associations in other international agencies and affiliating to international trade union organizations allowing a better defence of the objectives of the Union.

Mutual assistance

Article 5

The Union may also provide assistance to members and former members of the staff of the ILO and their families.

Organs of the Staff Union

Article 6

The organs of the Union shall be:

- a) the General Meeting Annual or Extraordinary;
- b) the Committee;
- c) the Auditing Commission;
- d) the Regional Committees.

CHAPTER II MEMBERSHIP AND CESSATION OF MEMBERSHIP

Article 7

Membership of the Union shall be open to any person employed by the ILO. In addition, membership of the Former Officials' Section shall be open, in accordance with the provisions of Appendix IV, to any person who was, but is no longer, employed by the ILO. The rights and duties of members of this section are defined in Appendix IV. In addition, membership of the Interns' Section shall be open, in accordance with the provisions of Appendix VII, to any person who is engaged as an intern with the ILO. The rights and duties of members of this section are defined in Appendix VII.

Rights and obligations of members

Article 8

- a) Each Union member shall be committed to respecting these Rules.
- b) All members shall enjoy the following rights:
 - i) the right to advice, assistance and protection in regard to all matters within the Union's competence;
 - ii) the right to approach the Committee, directly or through Union Stewards, concerning any grievance or complaint a staff member may have against his or her responsible chief or the Administration, and to be represented, if he or she so desires, by a person nominated by the Committee in following any grievance procedure that may be initiated;
 - iii) the right to vote and to be candidate for any office in the Committee or other organ of the Union in accordance with the present Rules.
- c) Membership of the Union shall involve the obligation to pay an annual subscription, the amount of which shall be determined by the Annual General Meeting after submission of proposals by the Committee.

- d) A member who is more than one full year in arrears with payment of his or her subscription shall forfeit the right to vote and to speak at any General Meeting, to be a candidate or to vote in any election, to represent the Union in whatever structure, and analogous rights.
- e) If a member is more than two full years in arrears with payment of the subscription, the Committee shall send him or her a warning notice and, should this remain without effect for one month after its presumable receipt, shall bring the case before the General Meeting with a view to possible expulsion of the defaulting member in accordance with Article 11 of these Rules.

Members' cards

Article 9

On admission, each member shall receive a card of membership.

Resignation

Article 10

A member may resign only by letter addressed to the Committee. Nevertheless, members leaving the service of the ILO shall not be required to fulfil this condition.

Expulsion

Article 11

- a) The General Meeting may, with a majority of at least two-thirds of the members present and entitled to vote, take sanctions of censure, suspension or expulsion against a member not respecting these Rules.
- b) Reasons for expulsion, censure or suspension shall include:
 - i) persistent refusal to obey these Rules or the decisions of the Committee or the General Meeting;

- ii) obtaining or attempting to obtain relief by false pretences;
 - iii) any action judged by the General Meeting to be seriously prejudicial to the interests of the Union.
- c) Proposals for censure, suspension or expulsion shall be made by the Committee, or shall be transmitted by it to a General Meeting if so requested by at least 20 members.
- d) Any member whose censure, suspension or expulsion has been proposed shall receive a written invitation to attend the General Meeting at which the matter is to be discussed.
- e) When placing a proposal for censure, suspension or expulsion on the agenda of a General Meeting, the Committee shall circulate an explanatory statement that also outline the type of sanction proposed, to which a plea by the member concerned shall be attached if he or she so wishes.
- f) The suspension shall take effect over a period decided by the General Meeting, which shall not exceed twelve months. A person who has been expelled from the Union may be readmitted on conditions laid down by the General Meeting, to which the Committee shall submit proposals in this regard.
- g) Notwithstanding provisions in paragraphs a) to f) above, a proposal for a q sanction against a member based in a Region will be examined first by the competent Regional Committee, as established in accordance with the provisions of article 25 below. The Regional Committee will decide whether or not the proposal should be examined by the General Meeting. There will be no appeal against this decision of the Regional Committee.

Article 12

In case of expulsion, censure or suspension against a member, an ad hoc Appeals Body shall be put in place by the General Meeting at the request of the member concerned in order to examine the case and to give an opinion at the next session of the General Meeting on the measures to be taken as a last resort.

Effect of loss of membership

Article 13

Any person ceasing to be a member of the Union thereby loses all the rights of members.

CHAPTER III THE GENERAL MEETING

Annual General Meeting

Article 14

- a) The Annual General Meeting of the members of the Union shall be held in two sessions at headquarters. The first session of the General Meeting shall be held not later than 15 February, and the second session shall be held no later than 31 October.

- b) The agenda of the first session of the Annual General Meeting shall include:
 - i) the examination of a report on the programme and future strategy of the Union;
 - ii) the adoption of one or several rates of contribution for the current year, on the basis of the Committee's proposals accompanied by a statement showing the estimated income and expenditure during that period.

- c) The agenda of the second session of the Annual General Meeting shall include:
 - i) the annual report of the outgoing Committee;
 - ii) the report of the Board of the Staff Union Assistance Fund;
 - iii) the report of the Auditing Commission;
 - iv) fixing the date for the election of the new Committee for the coming year;
 - v) election of the new Auditing Commission, and of three returning officers as provided in the Rules for the conduct of elections to the Staff Union Committee (Appendix III);
 - vi) the reports of all the bodies of the Union.

- d) The above-mentioned reports, and proposals by the Committee with respect to the other agenda items mentioned above, shall be distributed

to members of the Union at least six working days before the relevant session of the Annual General Meeting.

- e) At least one month before the holding of a session of the Annual General Meeting, the Staff Union Committee shall submit to the consideration of its members, of members of the Regional Committees and of Union Stewards at headquarters draft reports and proposals specified in article 14 of the Rules. The Annual General Meeting is apprised of the results of this process. Changes in rates or basis of contribution have to be endorsed by a majority of votes jointly cast by members of the Staff Union Committee and of the Regional Committees¹ before being presented to the General Meeting.

Article 15

The Annual General Meeting may only have a valid debate on disciplinary and statutory matters when ten percent of the members are present and are entitled to vote. If, after a first convocation is carried out normally according to the provisions of these Rules, this quorum is not achieved, the General Meeting shall be re-convened at an interval of at least six working days. It may then debate without a condition of quorum.

Extraordinary General Meeting

Article 16

- a) An Extraordinary General Meeting may be convened by the Committee as circumstances require, or at the written request of at least 50 members from at least 10 per cent of Union constituencies.
- b) The list of constituencies is established pursuant to article 27 below, and is published by the Staff Union Committee at least once a year, during the month of January.

¹ The Staff Union Committee of the International Training Centre of the ILO in Turin shall be deemed to be a Regional Committee for the purposes of the application of this paragraph.

- c) A General Meeting requested as provided for in paragraph (a) above is held as soon as possible, but not later than four weeks after receipt of the request.

Convocation and agenda

Article 17

- a) Apart from the regular agenda of the Annual General Meeting, the agenda of all General Meetings shall be determined by the Committee, which shall, however, include therein any question requested in writing by at least 50 members.
- b) The Committee shall notify the date, place and agenda of the meeting at least six working days in advance. This period may be reduced by the Committee in exceptional circumstances.
- c) After discussion of the agenda, members may raise other matters with the consent of the meeting, but in no case shall a decision be taken save on subjects included in the agenda as notified to members in accordance with the preceding paragraph; the General Meeting may nevertheless instruct the Committee to examine any matter.
- d) If any of the items in the agenda of a General Meeting is of special concern to members of the staff at a duty station other than headquarters, the Committee shall take such action as may be practicable, before the meeting, to ascertain the opinion of the staff in question.

Distribution of proposals

Article 18

- a) All draft resolutions to be proposed to a General Meeting shall reach the General Secretary of the Committee in time to be distributed to members at least 48 hours before the meeting.

- b) Draft amendments embodying any substantial new text shall reach the General Secretary of the Committee in time to be distributed to members at least 24 hours before the meeting.
- c) Union members at duty stations outside headquarters have the right to submit draft resolutions to the General Meeting. A draft text should be accompanied by a statement presenting it, which will be distributed as regular document of the General Meeting. The draft shall be deemed to be seconded if it bears the signature of more than one paid-up member of the Union.
- d) The rules contained in paragraphs a) and b) above may be waived at the discretion of the Chairperson of the General Meeting, either in exceptional circumstances or if the conduct of the proceedings evidently so requires, but not if there is objection by one-third of the members present and entitled to vote.

Voting

Article 19

- a) Save where contrary provision is made in these Rules, decisions shall be taken by an absolute majority of the members present and entitled to vote.
- b) Voting by proxy shall no be allowed.
- c) The General Meeting shall decide whether to call a strike. It shall do so by a secret ballot if at least one-third of the members present and entitled to vote so request.
- d) The Chairperson of the Meeting shall not vote save in the case of equality. Should the Chairperson decide, in these circumstances, to abstain, the motion shall not be adopted.

Records

Article 20

- a) Minutes of General Meetings shall be kept by the Committee.
- b) The Committee shall communicate to members of the Union, within ten working days after the meeting, the text of all resolutions adopted and a record of decisions taken at a General Meeting, together with an indication in each case of the number of votes cast for and against and of the number of abstentions.

Article 21

The debates of the General Meeting shall be conducted according to the Rules of Procedure contained in Appendix V.

CHAPTER IV THE COMMITTEE

Election

Article 22

- a) The Committee shall consist of 16 members employed at ILO headquarters in Geneva as well as of four members employed outside headquarters and a member employed in the International Training Centre of the ILO in Turin. All members shall be elected for a period of two years in accordance with these Rules (Appendix III).
- b) Of the 16 members employed at ILO headquarters in Geneva, eight shall be elected each year.
- c) Each of the other five members of the Committee shall be elected by the members of the Union employed in the regions: one by the members employed in Africa, one by those employed in the Americas, one by those employed in Asia and one by those employed in Europe and the Middle East and one by those employed in the International Training Centre of the ILO in Turin.
- d) Likewise, the members of the Union employed in each of these regions and in the International Training Centre of the ILO in Turin will elect a substitute, among the members of the Union employed at headquarters, who, in the absence of the titular member elected by the field, shall be especially responsible for the affairs of the respective region concerned.
- e) In the absence of the titular member representing the region and the International Training Centre of the ILO in Turin, the substitute member shall be invested with the same rights as the other members of the Staff Union Committee.
- f) The election of the members of the Committee shall take place as soon as possible after the second session of the Annual General Meeting and the members elected shall take office on 1 December of each year.

Vacancy

Article 23

- a) If a seat on the Staff Union Committee becomes vacant, the candidate who gained the next largest number of votes after those candidates who were elected during the last election shall be invited to join the Committee. If the vacant seat concerned is that of a member of the Office or of the Treasurer, the Committee shall hold a new election amongst the members of the Committee. The Staff Union Committee shall decide whether a vacancy has occurred.
- b) If more than two thirds of the seats in the Committee become vacant more than 6 months before the end of the term of office concerned, an Extraordinary General Meeting shall be convened within 20 working days to decide on a new election for all the seats in the committee and on the conduct of Union business during the interim.

Representation and participation of staff at duty stations outside headquarters

Article 24

- a) The Staff Union Committee shall take the necessary steps to promote and to organize, as may be required, the representation and participation of staff at duty stations outside headquarters. In so doing the Committee shall observe the following principles:
 - i) at each duty station there should be Staff Union representation freely elected by the staff directly concerned in accordance with the present Rules and their Appendixes;
 - ii) it is the duty of the Staff Union Committee to assist, with all means at its disposal, the local Staff Union unit, and to encourage or promote joint action with the officials of the organizations within the United Nations system at the duty station concerned; the Committee may delegate certain, clearly defined responsibilities, to such regional or local federations of those officials as may be established;

- iii) a substantial proportion of the dues paid by the Staff Union members at duty stations outside headquarters shall be reserved for use to permit more direct participation of the members employed in the field in the activities of the Union as well as of the local Staff Union unit to cover more direct participation of field staff in union activities as well as union-related expenses at the duty station, which shall be duly accounted for by the Treasurer of the Staff Union Committee;
 - iv) the Staff Union Committee shall see that quick and effective lines of communication are established and maintained with staff members at duty stations outside headquarters. To the maximum extent possible it must also organize meetings with local Staff Union representatives both at Geneva and in the regions.
- b) Local Staff Union units shall observe the same guiding principles. They must, in particular, keep the Staff Union Committee fully and regularly informed of any Union action at the duty station(s) concerned.

Article 25

- a) Local Staff Union Representatives shall meet every other year within the context of Regional Committee Meetings in order to discuss matters concerning union interests, the implementation and co-ordinate of the Union's activities in the corresponding region.
- b) Union Committee representatives attend ex officio Regional Committee Meetings.
- c) The Rules for procedure provided for in Appendix V shall be applied mutatis mutandis when holding Regional Committees.
- d) The agenda of the Regional Committee shall take into account the report of regional activities, the consolidated financial report for the region and the elections for a Regional Committee

Officers and Treasurer

Article 26

The Committee shall elect from among its members a Chairperson, three Vice-Chairpersons, a General Secretary, an Assistant General Secretary and a Treasurer, who shall be the Officers of the Committee. At least one of the vice-presidents shall be elected among the members of the Committee affected in the regions or at the International Training Centre of the ILO in Turin. The Officers and Treasurer shall serve for one year, and shall be eligible for re-election. Election of the Officers shall take place at the first meeting on or after 1 December of each year.

Union Stewards

Article 27

- a) The Committee shall be assisted in its work by Union Stewards, elected by the officials (who are Union members) of their respective branches, field offices or other units, which shall be arranged in constituencies for that purpose. The Staff Union Committee shall keep informed and consult each Union Steward on matters of particular concern to his or her constituents.
- b) The term of office of the Union Stewards shall be two years.
- c) In the event of the resignation or transfer of a Union Steward, a new election shall be held in the constituency which he or she represented.

Role of Union Stewards

Article 28

The Union Stewards shall communicate the views and concerns of the staff of their constituency, especially Union members, to the Union Committee and to the General Meeting, so that these bodies will take the appropriate steps.

- i) they shall represent, subject to the individual rights of members, the interests of Union members of their constituency at Union meetings;
- ii) they shall communicate decisions and information from the Union Committee and the General Meeting to all the Union members of their constituency;
- iii) they shall inform members of staff about the Union's activities and participate in recruiting new Union members;
- iv) At the request of one or several members of staff of their constituency, they shall intervene in the handling of disputes and other procedures.

Functions of the Committee

Article 29

- a) The Committee shall be the executive body of the Union, and shall act on its behalf both within the Organization and outside.
- b) The Committee shall promote the interests of the Union in the light of the policy defined by the General Meeting of members; it shall secure the observance of these Rules and the execution of decisions taken by the General Meeting.
- c) The Committee shall prepare a report for the Annual General Meeting and shall make proposals thereto regarding the rate or rates of contribution.
- d) The Committee shall manage the finances of the Union in accordance with the relevant provisions of these Rules; it shall report on its financial management to the Annual General Meeting. Any expenditure entailing a reduction of reserves must previously be approved by the General Meeting.
- e)
 - i) The Committee shall keep the members of the staff, whether or not they belong to the Union, informed of its work and of any matter which concerns the life of the Union or the interests of staff;

- ii) methods of complying with the above shall include the distribution of an information Bulletin as required.

Censure

Article 30

The Committee shall resign if censure is carried by a referendum, according to the procedure provided for in Appendix VI, provided that a vote of censure has been adopted by a majority representing at least one third of the Union members entitled to vote.

CHAPTER V FINANCIAL PROVISIONS

Article 31

The monies of the Union shall be devoted to:

- a) meeting administrative expenses;
- b) constitution of Reserve Funds as established in article 32 below;
- c) constitution of an Assistance Fund for the purpose specified in Article 5 above, which shall be administered as prescribed in Appendix I to the present Rules;
- d) defrayal of other expenses incurred in giving effect to the present Rules or in furthering the purposes of the Union as defined therein.

Article 32

The following funds, which shall be administered by the Staff Union Committee, are hereby established:

- a) an *Emergency Fund* to meet unexpected expenses that are unlikely to be covered by the Regular Budget or by other funds;
- b) an *Action Fund* to pay for the expenses or costs incurred as a result of collective action when such expenses or costs are unlikely to be covered by the Regular Budget or the Legal Defence Fund;
- c) a *Legal Defence Fund* to finance legal appeals made by members of staff within the limits and according to the criteria laid down by the Staff Union Committee.

Article 33

- a) The funds referred to in Article 32 above shall be constituted as follows:

- i) the *Emergency Fund* shall be constituted each year by a sum determined by the General Meeting, on the proposal of the Staff Union Committee. The total amount of the Emergency Fund may not exceed one half of the annual average expenditure recorded over the three preceding financial periods;
 - ii) the *Action Fund* shall be constituted each year by a sum determined by the General Meeting, on the proposal of the Staff Union Committee. The total amount of the Action Fund may not exceed twice the annual average expenditure recorded over the three preceding financial periods;
 - iii) the *Legal Defence Fund* shall be constituted each year by a sum corresponding to 5 per cent of the total subscriptions received during the preceding financial period. The total amount of the Legal Defence Fund may not exceed one half of the annual average expenditure recorded over the three preceding financial periods.
- b) The levels set out in paragraph a) of this Article may be exceeded during a given financial period if the General Meeting so decides.
- c) The annual report of the Auditors shall refer to the provisions adopted by the Staff Union Committee for the implementation of this Article.

Article 34

An Advisory Group composed of the Treasurer, the deputy Treasurer, as may be required, and former Treasurers provided they are Union members or members of the Former Officials' Section, advises the Committee on the management of the Reserve Fund. With this composition, the Group may co-opt other Union members or Former Officials' Section members, on the basis of their competence in financial management. Advice given by the Group is communicated to the Auditors who make note of it in their annual report.

Auditing Commission

Article 35

- a) The Auditing Commission shall consist of three members elected for a period of one year by the Annual General Meeting.
- b) It shall scrutinize the management of the Union's monies by the Committee and in particular shall:
 - i) verify the number of stamps issued and at the same time the amount entered in the Treasurer's accounts as subscriptions received;
 - ii) see whether every item of expenditure has been authorized by the Committee and check the bills or receipts relating to each item;
- c) the Auditing Commission shall appoint one of its members to audit and report on the accounts of the Staff Union Assistance Fund.
- d)
 - i) The Auditing Commission shall report and submit proposals to the Annual General Meeting;
 - ii) it may also submit observations (e.g. on the amount of the prescribed reserves, the proportion of the income to be paid into the above-mentioned Funds, the amount expended upon a particular item, etc);
 - iii) the report, proposals and any observations shall be distributed to the membership at least six working days before the Annual General Meeting.

CHAPTER VI SUNDRY PROVISIONS

Consultation of members

Article 36

- a) The full membership of the Union may be consulted on any matter, by decision of the Committee or at the written request of at least 50 members.
- b) The consultation shall be conducted by the Committee, which shall send questionnaires to all members entitled to vote, including those employed at duty stations other than headquarters, and – as far as possible – those not at their duty stations at the time of the consultation.
- c) The Committee shall communicate the results of the consultation to the membership, and shall place them before a General Meeting.
- d) Matters concerning the amendment of Rules, censure of the Committee and the dissolution of the Union shall be subject to a referendum, under the conditions provided for in Appendix VI.

Amendment of Rules

Article 37

- a) A referendum shall be organized for the approval or rejection of amendments to the Staff Union Rules and their Appendices.
- b) The referendum can only be submitted as a simple question, or a series of simple questions that can be answered by “yes” or “no” or “no opinion”.
- c) Decisions adopted by referendum are binding and have to be implemented immediately following their consideration by the earliest

possible General Meeting, including publication of new versions of the Staff Union Rules for all members.

- d) The Rules of Procedure for the Adoption of Amendments to the Rules of the ILO Staff Union are to be detailed in an Appendix to the said Staff Union Rules.

Dissolution

Article 38

- a) The Union may be dissolved by a referendum, on the proposal of the Committee or on the initiative of at least 50 members entitled to vote and acting together.
- b) A majority of members entitled to vote shall be required to decide on dissolution; however, the dissolution would not be judged to have been decided if 50 members entitled to vote were to oppose it at the time of the referendum.
- c) If it is decided to dissolve the Union in accordance with this article, a General Meeting shall record the results of the referendum and shall give a verdict on the Reserve Fund.

APPENDIX I

Rules of the Staff Union Assistance Fund

1. *Name*

A fund is established called the Staff Union Assistance Fund of the International Labour Organization.

2. *Objective*

The objective of the Staff Union Assistance Fund (SUAF) shall be to provide financial assistance in case of urgent humanitarian situations to members of the staff of the ILO and their families. SUAF's basic operating principles shall be those of solidarity and compassion in case of bereavement, permanent or long-term disability, long-term illness, and accident¹, and damages suffered in dangerous and extreme safety/security situations, including during war or natural disaster. Members of the staff shall be understood to include all persons employed or formerly employed by the ILO in any capacity and at any duty station. The assistance shall be provided in the form of loans, donations or allowances as described below.

3. *Financing*

The Fund shall be financed by:

- a) contributions and donations from the Staff Union;
- b) contributions and donations from the ILO;
- c) contributions and donations from members of the staff and other interested persons;
- d) yield on any invested capital;

¹ which cannot otherwise be assured by the ILO/ITU Staff Health Insurance Fund (SHIF) [and which do not duplicate or contradict policies of the SHIF]

e) any other income.

4. *Board*

The Fund shall be administered by a volunteer board of five or seven contributors, to be appointed annually by the Staff Union Committee not more than two months after the Committee takes office. If a vacancy occurs on the Board, it shall be filled by the Committee.

5. *Term of office of Board members*

The term of office of members of the Board shall begin on their appointment and continues until a new board is appointed: provided that the Staff Union Committee may at any time terminate the appointment of a member.

6. *Treasurer*

The Board shall appoint a Treasurer from among its members.

7. *Annual Report*

The Board shall submit an annual report to the Staff Union Committee for submission to the Annual General Meeting of the Staff Union. The report shall include the Treasurer's report, duly audited by a member of the Auditing Commission of the ILO Staff Union.

8. *Procedure*

Requests for assistance may be made by any member of the staff of the ILO to any member of the SUAF Board.

The Board shall determine its own rules of procedure. It shall consider all requests for assistance and shall have full discretion to grant or refuse requests. 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 and urgency of need, the financial situation of the staff member presenting the request and the financial situation of the SUAF itself. The request needs to be accompanied with sufficient information on the situation that motivates the staff

to present the request together with proofs of expenditures incurred, or that will be forced to incur.

In order to determine the total amount provided as a loan, the SUAF Board needs to have a copy of the staff'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.

If the loan is accepted, it cannot represent more than 20% of net monthly income of the requesting staff member 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.

Loan payments are deducted directly from the staff's payroll.

The maximum number of loans granted to an individual is three (3) during the staff's career. New requests for loans cannot be made unless past loans have been repaid.

Any grant of a donation or allowance must be approved by the unanimous decision of the Board. Any grant of a loan must be approved by at least three members (or the majority) of the Board: provided that if only one member is present, a decision may be taken jointly by that member and the Chairperson of the Staff Union Committee or a person delegated by the latter.

9. *Confidentiality*

Except as provided in Rule 13 of this Appendix, the strictest confidentiality concerning requests for assistance shall be observed by every member of the Board.

10. *Assistance to serving members of the staff*

As a rule, assistance to serving members of the staff or their families shall be granted in the form of loans, although a donation may be made where a loan would not adequately meet the circumstances of the case.

11. *Assistance to retired or former members of the staff*

As a rule, assistance to retired or former members of the staff or their families shall be granted in the form of donations in cases where pensions are at, or below, the officially designated poverty-income level of the principal country of residence. Allowances may be provided in exceptional cases and where a donation would not adequately meet the circumstances of the case. Where an allowance is granted, it should normally be for a period of 12 months and be payable monthly. Allowances may be renewed from year to year, subject to an annual examination of the circumstances by the Board.

12. *Maximum commitments*

The Board shall ensure that the total assistance granted under Rule 10 of this Appendix does not in any circumstances exceed the assets of the Fund. It shall also ensure that, in any financial period, the total assistance granted under Rule 11 of this Appendix does not, save as an exceptional measure, exceed the income of the Fund under Rule 3 of this Appendix.

13. *Repayment of loans*

Loans shall be repaid, without interest, in accordance with conditions to be fixed in each case by the Board. If a person who has been granted a loan while in the service of the ILO leaves the service, his or her debt to the Fund shall become immediately repayable, unless the Board otherwise determines. If a person, who has been granted a loan fails to fulfil his or her obligations to the Fund, the Board in agreement with the Staff Union Bureau may take any action it considers appropriate to obtain repayment and shall be released from the rule of confidentiality.

14. *Incompatibility*

No member of the Board may present a request on his or her own behalf, or have such a request presented. Further, no person currently in receipt of any form of assistance from the Fund may be appointed to the Board.

15. *Liquidation*

On the liquidation of the Fund, its assets shall be made over to the Staff Union, for disposal in such manner as the General Meeting may decide.

16. *Interpretation*

Any question as to the interpretation of these Rules shall be referred by the Board to the Staff Union Committee.

APPENDIX II

Standing Orders of the Staff Union Committee

1. The Officers and Treasurer of the incoming Committee shall be elected as a rule at its first meeting. An assistant treasurer may also be elected.
2. The Committee shall also elect the following, either from among the above or as ad hoc officers:
 - i) a Communications Officer, responsible for all written communications of the Committee;
 - ii) a Stewards' Coordinator, responsible for liaison with and coordination of the work of the Union Stewards;
 - iii) a Field Staff Coordinator, responsible for liaison with members serving outside headquarters.
3. The Committee shall hold ordinary meetings at regular intervals, as a rule, once in every fortnight.
4. Other meetings shall be convened by the Officers of the Committee as required. A meeting shall be convened if five members of the Committee so request.
5.
 - a) The Committee shall adopt its own agenda on submission of proposals by the Officers or any member of the Committee.
 - b) A notice of each meeting and a draft agenda shall, as a rule, reach members of the Committee 24 hours in advance.
6. Brief minutes of each meeting, mentioning at least the decisions reached, shall be made and distributed to all members of the Committee.

7.

- a) The Committee may establish such permanent subcommittees as it may deem expedient to study and keep under review any questions in a particular field which the Committee may refer to them and on which they shall report to the Committee may refer to them and on which they shall report to the Committee as and when required.
- b) For the study of any question, the Committee may establish an ad hoc working party.
- c) Members of the sub-committees shall be appointed by the Committee. Any member wishing to serve in a sub-committee may apply to the Committee.

8. The Officers shall give effect to the decisions of the Committee. They shall place before the Committee any questions which they consider should be examined and shall propose any step which they consider appropriate.

9. The members appointed by the Committee to act as titular or substitute members of the Administrative Committee shall act there in accordance with the policy of the Union. They shall report to the Committee on the discussions, decisions and recommendations of the Administrative Committee which affect the general interests of the staff.

10. Local Staff Union representatives at duty stations outside headquarters shall be invited to participate in meetings of the Staff Union Committee whenever they may be in Geneva.

11. The General Secretary shall be responsible for keeping the Staff Union files, and a copy of every document concerning the activities of the Staff Union shall be sent to him or her or to the Assistant General Secretary.

12. The Treasurer shall be responsible for:

- a) keeping up to date a list of the members of the Union;
- b) collecting current and overdue subscriptions;

- c) issuing receipts for subscription;
- d) making the payments required by expenditure within the Committee's competence (subject to the authorization of the Committee; or, in urgent cases, of the General Secretary or the Chairperson, and in this case subject to subsequent endorsement by the Committee);
- e) submitting to the Committee once a quarter a report showing:
 - i) the number of admissions and resignations;
 - ii) the state of the accounts, especially as regards the payment of subscriptions;
- f) generally, ensuring the observance of the rules for the management of the Staff Union funds.

APPENDIX III

Rules for the conduct of elections to the Staff Union Committee

1. Only those members of the Union who are not in arrears with their subscriptions (Article 8 b) of the Rules of the Staff Union) shall be eligible¹ and shall have the right to vote in the election of the Staff Union Committee.
2. An Electoral Commission shall be established, fully independent of the Committee and of the Returning Officers, which shall be responsible for the establishment of electoral rolls in conformity with the Rules of the Staff Union and the Rules for the conduct of elections. The Commission shall also ensure that the candidates' or groups of candidates' electoral propaganda conforms to the decisions taken by the General Meeting. It shall receive all possible complaints in respect of elections and shall be competent to review them and to take the required measures, including, if necessary, the cancellation of the election.
3. The Electoral Commission shall be composed of five titular members and of five substitute members. The latter will be called in their order of election to replace resigned or absent titular members. The Commission shall be elected by the Annual General Meeting.
4. Candidates for election shall require to be nominated by five members of the Union who are themselves entitled to vote. Candidates shall certify in advance their willingness to serve as members of the Committee, if elected.
5.
 - a) Four of the 20 members of the Committee shall be elected by the members of the Union employed in Africa, the Americas, Asia, Europe and the Middle East (one per region).

¹ According to Article 22 of the Rules of the Staff Union, only members employed at headquarters are eligible.

- b) Four substitute members will be elected in addition, by the same Staff Union members, among the members of the Union employed at headquarters, to act on behalf of the titular members representing the field in their absence.
 - c) The candidates for the regional posts are elected solely by the members of the Union employed in the region concerned. No person may be a candidate for both a regional and a non-regional post.
 - d) Separate elections shall take place for the 16 members employed at ILO headquarters in Geneva (Article 22 a and b) and for the five members and their substitutes elected by the members of the Union employed in the regions and the International Training Centre of the ILO in Turin (Article 22 c and d). In both instances, the elections shall be conducted, and the votes counted, and the results examined and verified at headquarters under identical conditions.
6. The election shall be organized by three returning officers, chosen by the General Meeting, who shall not themselves be candidates for election. One of these persons shall be chosen as the chief returning officer.
7. The returning officers shall:
- a) send to each member of the Union in post at headquarters entitled to vote a notice of the election with a copy of the form for nomination;
 - b) receive nominations, which shall clearly state the names of and be signed by not less than five members of the Union and shall be accompanied by a declaration signed by each candidate certifying that he or she is willing to be nominated and to serve if elected;
 - c) send to each member of the Union entitled to vote who is serving at headquarters or elsewhere:
 - i) election materials showing the names of the candidates who have been duly nominated and have made the declaration required under item b) above;
 - ii) in the case of electronic voting, clear instructions as to how the vote may be cast, what to do if encountering difficulties in

- casting an electronic ballot as well as whether and how paper ballots may be requested;
- iii) in the case of paper ballots being used, a special envelope to contain the completed ballot paper; and
 - iv) information indicating in respect of each candidate his or her grade, the unit to which he or she belongs, his or her previous participation, if any, in the work of the Union.
- d) in the case of full or partial paper balloting, receive the ballot papers;
- e) verify the results of any electronic voting and, if applicable, count any votes cast, make a report indicating the number duly cast for each candidate, and declare elected the eight candidates who have obtained the largest number of votes. In the event that two or more candidates obtain the same number of votes for the eighth post, and notwithstanding the provisions of Article 22 a) of these Rules, declare elected those candidates. No votes cast shall be examined until after the closure of the period allowed for voting.
8. A certified copy of the returning officers' report shall be posted up on the Staff Union notice board(s). The original report shall be kept in the archives of the Staff Union Committee.
9. A period of ten working days shall be allowed for nominations. The voting period shall be a minimum of two weeks. The returning officers shall take all reasonable measures to ensure that Union members at duty stations outside headquarters are able to exercise their right to vote. At headquarters, a reminder shall be distributed a minimum of three days before closing date.
- 10.
- a) However, in the case of members of the Union working at centres other than headquarters, the Committee shall make arrangements for the despatch in good time of a sufficient stock of appropriate notices of election and forms for the nomination of candidates.
 - b) As soon as the date of the Annual General Meeting is determined, the Committee shall so inform its correspondent at each duty station where there are members of the Union, and if necessary shall request him or

her to distribute the notices and make the nomination forms available to members entitled to vote.

11. Any member employed at headquarters and entitled to vote who wishes to be a candidate for election, or to nominate a candidate, or to vote in the election, but will be absent during the electoral period, may send to the chief returning officer, or deposit with the Staff Union Committee for transmission to the returning officers, a form of proxy in favour of another member entitled to vote.

12. The Committee shall approve and issue a form for the notice of elections and forms for nomination, acceptance of nomination and proxy, which shall be used for these purposes.

APPENDIX IV

Rules of the Former Officials' Section

1. A *Former Officials' Section* is established within the ILO Staff Union for the purpose of defending in the best possible manner the interests of persons formerly employed by the ILO.
2. As part of the activities of the Union, the object of the Former Officials' Section shall be in particular to defend the interests of former ILO officials, to maintain and strengthen their links both with the ILO as an institution and with the serving staff, to develop effective solidarity between ILO employees and their former colleagues and to place at the service of former ILO employees such information and mutual aid services as they may need.
3. The provisions of the Rules of the Staff Union, except those concerning voting rights and eligibility to the Committee and other bodies of the Union, shall apply *mutatis mutandis* to the members of the Former Officials' Section.
4. In accordance with Article 7 of the Rules of the Union, membership of the Former Officials' Section is open to any official who ceases to be employed by the ILO, and who applies for such membership. The spouse of a deceased member may, should the former so wish, succeed the latter as a member of the Section by continuing to pay the statutory contribution. Where the deceased has acquired life membership through the appropriate contribution, the surviving spouse may become a member without any other payment.
 - 4.1 Any official employed by the ILO may become supporting member of the Former Officials' Section.
5. Members of the Former Officials' Section have the following rights:
 - a) to receive from the Union advice, assistance and protection in all areas affecting their status as former ILO employees;
 - b) to bring to the attention of the Staff Union Committee, through the intermediary of the Former Officials' Section, any problem, complaint or

claim which a former ILO employee may have with or against the ILO Administration, the United Nations Joint Staff Pension Fund or a public authority; to be assisted, if he or she so wishes, by a member of the Committee or of the Former Officials' Section in pursuing any form of complaints procedure which may be introduced;

- c) to benefit from the information, advisory or assistance services which the Former Officials' Section may set up to help former ILO employees;
- d) the rights to speak, to vote and to submit resolutions at General Meetings on matters affecting them, as determined by the Staff Union Committee in consultation with the Former Officials' Section;
- e) Without prejudice to the stipulations provided for by Rule 3 of this Appendix, the members of the Section have a right to initiatives and to vote with regard to the amendments to the Rules by the referendum procedure, as provided for in Article 36.

5.1 Supporting members benefit from the information, advisory or assistance services available to the Former Officials' Section in order to help them regarding their future status as former ILO employees.

6. Each member of the Former Officials' Section shall pay an annual or life time contribution to the Section, the amount of which shall be determined by the Bureau of the Section.

6.1 Any member whose annual contributions are more than one year in arrears shall lose the right to speak or vote at the General Meeting as well as the right to be a candidate in the election of the Bureau of the Section and the right to vote in any election or ballot organized by the Union and/or the Section.

6.2 Each supporting member shall pay a single contribution the amount of which shall be determined by the Bureau of the Section.

6.3 Supporting members who cease to be employed by the ILO may apply for membership of the Section:

- i) if he/she chooses to become a life member the amount paid as supporting member shall be deducted from the life time contribution in force at that time;
- ii) if he/she chooses an annual membership, the amount paid as supporting member shall be deducted from the annual membership contributions to be paid;
- iii) if the supporting member chooses not to become a member of the Section upon cessation of employment, the amount paid shall remain with the Section.

7. The Former Officials' Section shall be managed internally by a bureau of ten members, elected for a mandate of two years by the members of the Section by means of a postal vote. Each member of the section whose contributions are fully paid and who is domiciled in the Geneva area (as defined by the United Nations organizations whose headquarters are in Geneva) is eligible for election to the Bureau. In case of a vacancy in the Bureau the Section may fill the vacant post/s by cooptation. Any member of the Bureau co-opted in such manner must fulfil the conditions for eligibility given above; his/her appointment may not exceed the period for which the other members of the Bureau were elected.

8. The Bureau shall elect from among its members a Secretary, two Assistant Secretaries, a Treasurer and an Assistant Treasurer.

9. The role of the Bureau shall be to ensure the effective functioning of the Section and its activities, the representation of former officials at meetings of the Staff Union Committee and co-ordination with the latter. To this end, it shall in particular:

- a) support, to the extent that its means permit, the action of the Staff Union Committee, in particular in the areas which affect the interests of former officials;
- b) take all appropriate information and publicity measures for the recruitment of members and development of the Section;
- c) provide the secretariat of the Former Officials' Section, collect members' contributions, and undertake correspondence and action in responses to members' requests;

- d) provide regular information to former ILO officials on all questions of concern to them, in particular their legal status, pensions, insurance, and the defence of their rights and interests;
- e) provide for the functioning of an advisory or consultative service, in so far as it is in a position to do so, so as to help former officials to solve their problems;
- f) send a representative to meetings of the Staff Union Committee at the latter's invitation; the Bureau may request that questions concerning former officials should be placed on the agenda of the Committee. The Bureau shall have at least one meeting a year with the Staff Union Committee;
- g) take any steps, in agreement with the Staff Union Committee, designed to improve the living conditions of former officials or to defend their economic and social interests;
- h) present, as part of the annual report of the Staff Union Committee, a report to the Annual General Meeting of the Union.

APPENDIX V

Rules of procedure for the conduct of General Meetings

I. Chair and Reporter

Rule 1

At the beginning of each General Meeting, the Chairperson of the Staff Union Committee shall preside until the Meeting has elected its Chair.

Rule 2

The Meeting shall elect a Chair who shall remain in office until the closing of the Meeting. If the Chair is unable to exercise his/her functions during a meeting or part of a meeting, the General Meeting will decide whether it replaces the Chair for its whole duration, or only for the period of absence of the Chair. This decision shall be made under the presidency of the elected Chair or, if the latter is not available, under that of the Chairperson of the Staff Union Committee.

Rule 3

The General Secretary of the Staff Union Committee shall act as a reporter who shall prepare a report on the proceeding of the session without delay and ensure, in consultation with the Chair, the final editing of the resolutions and decisions adopted by the Meeting.

II. Conduct of Business

Rule 4

The Chair declares the opening and closing of each meeting, directs the discussions, accords the right to speak, puts questions to vote and announces decisions. He/she rules on points of order and, subject to Rule 6, proposes to the Meeting to limit the speaking time and the number of times each member should be permitted to speak on the same question.

Rule 5

During the discussion of any matter, a member may raise a point of order, and the Chair shall immediately decide the point of order. Any member may appeal against the ruling of the Chair; such appeal shall immediately be put to the vote. Unless overruled by a decision taken by an absolute majority of the votes cast, the ruling of the Chair shall stand.

Rule 6

- a) Unless the Meeting decides otherwise in special circumstances, the time allowed for each intervention is limited to three minutes.
- b) The Chair may limit the number of times each member speaks on any question.
- c) The Chair shall call to order without delay any member who exceeds these limits.

Rule 7

During the discussion of any matter, a member may move the closure of the debate. One member may speak against the motion of closure, after which the motion shall immediately be put to the vote.

Rule 8

During the discussion of any matter, a member may move the adjournment of the debate. One member may speak against the motion, after which the motion shall immediately be put to the vote.

Rule 9

During the discussion of any matter, a member may move the suspension of the meeting. The motion shall immediately be put to the vote.

Rule 10

The order of priority of motions is as follows: to suspend the meeting; to adjourn the debate; to close the debate.

Rule 11

The Meeting shall not normally proceed with proposals on matters of substance unless they have been communicated in writing to all members. However, the Chair may authorise discussion of amendments that have not been communicated in writing to all members.

Rule 12

The Meeting shall strive to make all decisions by consensus. In absence of consensus, voting shall take place if requested by one member and seconded by another member.

Rule 13

When consensus has not been reached, voting shall be by show of hands. Subject to provision in Article 19 c) of the Union Rules, the Meeting may decide at an absolute majority of votes cast that the vote be conducted by secret ballot if requested by one member and seconded by another member. This decision is taken by show of hands.

Rule 14

When amendments are moved to a proposal, the amendments shall be vote on first, beginning with the amendment furthest removed in substance from the original proposal. The proposal is finally put to the vote as a whole.

Rule 15

If two or more proposals relate to the same question, the Meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Meeting may, after each vote, decide whether to vote on the next proposals.

Rule 16

Parts of a proposal or amendment shall be voted on separately if a request is made to this effect by one member present and entitled to vote, and seconded by another member present and entitled to vote. Those parts of the amendment or proposal which have been approved shall be put to the vote as a whole.

Rule 17

- a) When votes take place by show of hands, the vote will be called by the Chair in the following order: votes in favour of the proposal submitted to a vote, votes against, abstention. The Returning Officers appointed according to the Rules for Elections to the Staff Union Committee shall count the votes cast. However, the Chair may decide, subject to the provisions of Rule 5 above, that votes shall be counted by the members of the Secretariat of the Staff Union Committee.
- b) The Chair shall announce the results of each vote in the following order: number of votes cast, votes in favour, votes against, abstentions.
- c) Members counting the votes retain their right to vote in the proposal submitted to the vote.
- d) Provisions concerning the vote of the Chair are contained in Article 19 d) of the Rules of the Staff Union.
- e) Abstentions are not to be counted in determining the outcome of a vote. A majority is determined according to the number of affirmative and negative votes cast, excluding abstentions.

III. Amendments

Article 18

The Meeting may, by vote taken in accordance with Rules 12 to 17 above, suspend the application of certain of the present Rules of Procedure, except where such a decision would be contrary to the Rules of the Staff Union.

Article 19

The present Rules of Procedure may be amended following the procedure applicable for the Rules of the Staff Union.

IV. Interpretation

Article 20

All questions not provided for in these Rules shall be decided by the Chair, each member having the right to challenge the Chair's decision in conformity with rule 5.

APPENDIX VI

Rules for holding referendums and procedures for amendments to the Rules of the Staff Union of the International Labour Organization

1. This regulation shall be adopted in accordance with the provisions of Articles 37 d) and 38 of these Rules.

Amendments

2. The initiative of proposing amendments shall come from either the Union Committee or from at least 50 members of the Union acting together.

3. The proposals for amendments shall be submitted in a written form in one of the ILO's working languages, and preferably in the three working languages, to the Electoral Commission established in accordance with the provisions in Appendix III of these Rules.

4. The proposals for amendments may only be submitted for a referendum a maximum of twice per year in relation to the holding of the two sessions of the General Meeting.

5. The Electoral Commission shall record the proposals for amendments which are submitted to it. It shall examine them, verify their consistency and may classify them by topic. The Electoral Commission consults the authors of drafts with similarities, and invites them to merge their submissions. The Electoral Commission informs the voters about the process that has led to the proposed amendments to be voted on. It shall fix the date and the schedule of the referendum in a reasonable period of time.

6. The referendum shall be organized and conducted according to the principles in Appendix III of these Rules, which are applied *mutatis mutandis*. If several amendments considered by the Electoral Commission to be on the same subject are submitted at the same time for referendum, only the one which gains the most votes in favour shall be adopted.

7. The first session of the Annual General Meeting which takes place after the declaration of the results of the referendum by the Electoral Commission shall record these results. At the request of the Electoral Commission, the General Meeting shall make, as appropriate, the decisions required in the case of simultaneous adoption of contradictory amendments by a same referendum.

8. The electoral Commission shall amend the numeration of articles, appendices and regulations ensuing from the adopted amendments.

Censure of the Committee

9. A referendum may be organized on the basis of Article 30 of these Rules to approve or reject a vote of censure against the Union Committee, submitted by at least 50 members of the Union entitled to vote and acting together. The vote of censure shall be considered as adopted if a majority of those voting, representing at least the third of the members entitled to vote, should vote in favour. The resignation of the Union Committee thus censured shall take effect on the day when the results of the Electoral Commission are declared.

Dissolution

10. The General Meeting provided for in Article 38 c) of these Rules shall be convened by the Committee, or failing that, by the Electoral Commission.

Common provisions

11. An Extraordinary General Meeting may be convened to examine the results of the referendum in accordance with Article 16 of the Union Rules. Convening such an EGM should not lead to delaying the date on which the General Meeting would have examined the results of a referendum organized in accordance with Rule 7 of this Appendix.

APPENDIX VII

Rules for the Interns' Section

1. An Interns' Section is established within the ILO Staff Union for the purpose of defending in the best possible manner the interests of persons operating under an internship within the ILO.
2. As part of the activities of the Union, the object of the Interns' Section shall be in particular to defend the interests of interns, to maintain and strengthen their links both with the ILO as an institution and with the serving staff, to develop effective solidarity between ILO employees and respective interns and to place at the service of interns such information and mutual aid services as they may need.
3. The provisions of the Rules of the Staff Union, except those concerning voting rights and eligibility to the Committee and other bodies of the Union, shall apply *mutatis mutandis* to the members of the Interns' Section.
4. In accordance with Article 7 of the Rules of the Union, membership of the Interns' Section of the Union shall be open to any person with an internship in the ILO. The Union recognizes the tasks undertaken by interns in relation to the functioning of the Office as a whole. As such, the Union defends the terms and conditions of interns through its activities, including collective bargaining and collective action.
5. Members of the Interns' Section have the following rights:
 - a) To receive from the Union advice, assistance and protection in all areas affecting their status as interns;
 - b) To bring to the attention of the Staff Union Committee, through the intermediary of the Interns' Section, any problem, complaint or claim which an intern may have with or against the ILO Administration, or a public authority; to be assisted, if he or she so wishes, by a member of the Committee or of the Interns' Section in pursuing any form of complaints procedure which may be introduced;

- c) To benefit from the information, advisory or assistance services which the Interns' Section may set up to help other interns;
 - d) The rights to speak, to vote and to submit resolutions at General Meetings on matters affecting them, as determined by the Staff Union Committee in consultation with the Interns' Section.
6. Taking special consideration of the living costs faced by interns, a token membership fee may be levied or waived at the discretion of the Interns' Section in agreement with the ILO Staff Union Committee.
7. The Interns' Section shall be managed internally by a Bureau of two members. The members of the Interns' Section shall nominate the members of this Bureau in accordance with procedures they adopt. The Staff Union Committee shall nominate an intern focal point, who will be responsible for liaising between the Union and its Interns' Section.
8. The role of the Bureau of the Interns' Section shall be to ensure the effective functioning of the Section and its activities, the representation of interns at meetings of the Staff Union Committee and co-ordination with the latter. To this end, it shall in particular:
- a) Support, to the extent that its means permit, the action of the Staff Union Committee, in particular in the areas which affect the interests of interns;
 - b) Take all appropriate information and publicity measures for the recruitment of members and development of the Section;
 - c) Provide regular information to interns on all questions of concern to them, in particular their legal status and the defense of their rights and interests within the ILO;
 - d) Provide for the functioning of an advisory or consultative service, in so far as it is in a position to do so, so as to help interns to solve their problems;
 - e) Send a designated representative to meetings of the Staff Union Committee at the latter's invitation; the Bureau may request that questions concerning interns should be placed on the agenda of the

Committee. The Bureau shall have at least one meeting a year with the Staff Union Committee;

- f) Take any steps, in agreement with the Staff Union Committee, designed to improve the living conditions of interns or to defend their economic and social interests;
- g) Present, as part of the annual report of the Staff Union Committee, a report to the Annual General Meeting of the Union.