STAFF UNION INTERNAL CIRCULAR

SU/CIRC/06(Rev.4)
May 2020

STAFF UNION REPRESENTATION IN THE DIFFERENT DEPARTMENTS AT HEADQUARTERS AND IN FIELD OFFICES

Introduction

Objective: The objective of this Circular is to ensure consistency in the practices followed by the Staff Union at Headquarters and in the field offices, in conformity with the Staff Union Rules, by increasing transparency and coordination. This circular replaces the previous circular SU/CIRC/06(Rev.3) of January 2020. It does not apply to the Staff Union Committee of the International Training Centre in Turin, which has its own rules on the organization of elections and regional meetings.

HEADQUARTERS

Electoral constituencies for Union Stewards

Headquarters is composed of 37 electoral constituencies (Annex I), which take into account the outcome of the structural reform of the Office, initiated by the Director-General in 2013.

Structure and election of the staff union representation in headquarters

Each constituency should be represented by at least one Union Steward. These will be elected for a two-year mandate through general elections covering all constituencies at the same time. Elections for Union Stewards should take place every two years and shall be carried out in conformity with the relevant provisions of Appendix III of the Staff Union Rules.

For large units, more than one Union Steward can run for election.
FIELD OFFICES

Local constituencies

The field structure consists of 39 local constituencies (Annex II). Staff working on temporary or technical cooperation projects will be represented by the Committee of the duty station to which they normally report under the Field Office structure. In all cases, there will be a local Staff Union constituency when the office is composed of at least five staff members. If offices are composed of fewer than five staff members, groupings will be considered in order to form a constituency. In addition, each constituency must be approved by the Staff Union Committee at headquarters.

Local committees

Each local constituency must be represented by a local Committee composed of 3 (minimum), 5, or 7 (maximum) persons, including in all cases at least a Chairperson, a Treasurer and a Secretary, depending on the size of the constituency. Each local committee should as far as possible represent the diversity of staff in terms of gender, sexual orientation, type of contract and categories of staff.

Designation of local committees and Staff Union representatives

Local elections will be held for the appointment of local committees in each region on a regular and synchronized basis in accordance with the provisions of Appendix III of the Staff Union Rules. Elections for each region shall be held every two years, in the year of the regional meeting in that region. The years of general elections for all Local Committees are usually decided at the Global Meeting of all ILO Union Representatives, which is held every five years (see Annex IV). Local representatives will be elected for a two-year term. Normally, elections for Local Committees take place from 1 to 31 March of the year of the election decided for each region.

Organization and conduct of elections for the local committees

The organisation and conduct of the elections are set out in the Staff Union’s internal circular No. 2 (SU/CIRC/2(Rev.1) of May 2020).

Regional committees

The field structure of the Staff Union shall comprise four Regional Committees representing Africa, Asia and the Pacific, Europe and the Arab States and the Americas and the Caribbean. Each Regional Committee shall meet every other year, as provided in Article 25 of the Staff Union Rules.

Each local committee shall designate one representative to participate in the corresponding Regional Committee.
Participation in the Meetings of the Regional Committees (Regional Meetings) or other meetings organized by the Staff Union Committee shall be conditional upon the provision of full accounts on a regular basis, including a list of members, the financial situation, income and expenditure, and a description of activities and outputs achieved. The detailed list of information to be provided can be found in Annex III.
Annex I

Constituencies at Headquarters

1. PARDEV (DCSU – DPRU – ESPU)
2. DCOMM (ADVOCACY – MEDIA – WEB – PUBL)
3. INTSERV 1 (FACILITIES – SECURITY)
5. INFOTEC 1 (IMS)
6. INFOTEC 2 (TMS)
7. INFOTEC 3 (AMS)
8. INFOTEC 4 (INFOTEC – PGMS and PMO – ISAS and ISO)
9. INFOTEC 5 (RAMS)
10. PROGRAM
11. TREASURY and FINANCE CONTROL (FINANCE – PROCUREMENT – RISK MANAGEMENT → BUDFIN, BUD/CT, BUD/REG, PAIE/CLAIMS, PAIE/CPU – TREASURY, COMPT, TRES/OPS)
12. SECTOR
13. WORKQUALITY 1 (INWORK)
14. WORKQUALITY 2 (Including GED-ILOAIDS-MIGRANT)
15. EMPLOYMENT (including EMPLAB – EMPINVEST – DEVINVEST – CEPOL – SME – SKILLS - YEP)
16. JUR
17. TRIB
18. MULTILATERALS
19. ISSA
20. ACTRAV
21. ACTEMP
22. SYNDICAT
23. EVAL and IAO
24. NORMES (including APPL – LIBSYND)
25. ENTERPRISES (including COOP – GREEN – MULTI – SFU)
26. GOVERNANCE 1 (including DIALOGUE – LABOURLAW – LABADMIN/OSH)
27. GOVERNANCE 2 (BETTER WORK)
28. GOVERNANCE 3 (FUNDAMENTALS)
29. STATISTICS
30. SOCPRO
31. CABINET (DDG/MR – DDG/P – DDG/FOP)
32. RESEARCH (including REVUE)
33. HRD 1 (HR/POL → SHIF – PENSION – COMPENSATION)
34. HRD 2 (HR/TALENT → CAPABILITY – RESOURCING – ORGANIZATIONAL DESIGN)
35. HRD 3 (HR/OPS)
36. HRD 4 (HR/MSU – MEDIATOR – JAAB – STAFF WELFARE – MEDSERV)
37. RELMEETINGS (RELOFF - OFFDOC)
Constituencies in field offices

AFRICA
Abidjan
Abuja
Addis Ababa
Algiers
Antananarivo
Cairo
Dakar
Dar es Salaam
Harare
Kinshasa
Lusaka
Pretoria
Yaoundé

AMERICAS
Brasilia
Buenos Aires
Lima
Mexico
Montevideo
Port of Spain
San José
Santiago
United States duty stations (New York, Washington)

ASIA AND THE PACIFIC
Bangkok
Beijing
Colombo
Dhaka
Hanoi
Islamabad
Jakarta
Kabul
Kathmandu
Manila
New Delhi
Phnom Penh
Suva
Tokyo
Yangon
EUROPE AND THE ARAB STATES

Ankara
Beirut
Budapest
European Union duty stations (Berlin, Brussels, Lisbon, Madrid, Paris, Rome)
Moscow

THE ITCILO

Turin
Proposed guidelines for local office presentations at regional meetings

Proposition de canevas pour la présentation des bureaux aux réunions régionales

Propuesta de directrices para la presentación de las oficinas locales en las reuniones regionales

1. Presentation of the Office
   Présentation du Bureau
   Presentación de la Oficina

2. Summary of the main activities during the period covered
   Sommaire sur les principales activités au cours de la période couverte
   Resumen de las principales actividades durante el período cubierto

3. Financial statement 20XX-20XX
   Situation financière 20XX-20XX
   Situación financiera 20XX-20XX

4. Relations between the Union and the Management
   Relations entre le syndicat et le Management
   Relaciones entre el Sindicato y los directivos

5. Security: / Sécurité : / Seguridad:

   a. Duty station
      Du pays d’affection
      En el lugar de destino

   b. Countries covered
      Des pays couverts
      En los países cubiertos

   c. Premises
      Des locaux abritant le(s) bureau(x)
      En las oficinas

   d. The homes of international and national staff
      Des domiciles du personnel international et national
      En las viviendas de los funcionarios internacionales y nacionales
6. Health and hygiene: / Santé et hygiène : / Salud e hygiene:

a. Hygiene of premises
   Hygiène des locaux
   Higiene de los locales

b. Health facilities
   Offres sanitaires
   Establecimientos de salud

c. Periodic medical visits
   Visites médicales périodiques
   Visitas médicas periodicas

d. SHIF (benefits and repayment)
   CAPS (prestations et délais de remboursement)
   CAPS (prestaciones y reembolsos)

7. Recruitment and selection
   Recrutement et sélection
   Reclutamiento y selección

8. International and national staff mobility
   Mobilité des fonctionnaires internationaux et nationaux
   Movilidad de los funcionarios internacionales y nacionales

9. Classification and promotions
   Classification et promotions
   Clasificación y promociones

10. Development funds management
    Gestion du Fonds de développement
    Gestión del fondo de desarrollo

11. Technical cooperation staff
    Personnel de la coopération technique
    Personal de la cooperación técnica

a. Contracts
   Contrats
   Contratos
b. Lack of application of ILO rules in their favor (working week, overtime, leave, ...)
   Problèmes d'applications des règles du BIT qui leur sont favorables (durée hebdomadaire de travail, heures supplémentaires, congés, ...)
   Falta de aplicación de las reglas de la OIT en su favor (tiempo de trabajo, horas suplementarias, vacaciones, ...)

    c. Precariousness of their jobs
       Précarité de leurs emplois
       Precariedad de sus empleos

12. Salary Surveys
    Enquêtes sur les salaires
    Encuesta sobre los salarios

13. Cooperation with the other UN staff associations (FUNSA, CCISUA,...)
    Coopération avec les autres associations de personnel du SNU (FAPNU, CCISUA,...)
    Cooperación con las otras asociaciones del personal de las Naciones Unidas (FAPNU, CCISUA, ...)

14. Other specific concerns of the Office
    Autres préoccupations particulières du Bureau
    Otras preocupaciones específicas de la Oficina
**ILO Staff Union Circular No. 6 and its implications:**
**Schedule of Regional Meetings and elections**

2016: Africa and the Americas/Caribbean

2017: Asia and Europe/Middle East

2018: Africa and the Americas/Caribbean

2019: Asia and Europe/Middle East

**2020: Global Meeting** to celebrate 100 years of the ILO Staff Union (Elections in Africa and the Americas/Caribbean take place and mini regional sessions organized during the Global Meeting)

2021: Asia and Europe/Middle East

2022: Africa and the Americas/Caribbean

2023: Asia and Europe/Middle East

2024: Africa and the Americas/Caribbean

**2025: Global Meeting** (elections take place in Asia and Europe/Middle East and mini regional sessions organized during the Global Meeting)

Proposed dates for the election for staff representatives in regions: 1-31 March each year