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**Staff participation in staff representative functions**

1. It has been a practice to periodically remind all staff of UNDP/UNFPA/UNOPS's policy on participation of staff in activities of the UNDP/UNFPA/UNOPS Staff Association and on the release of staff to carry out staff representative functions.
2. Local Staff Associations in country offices and the Staff Council at Headquarters are the representative bodies called for in the United Nations Staff Regulations and Rules.<sup>1</sup> Staff representatives have been elected by staff:
  - to promote and safeguard the rights, interests and welfare of UNDP/UNFPA/UNOPS staff;
  - to provide the channel of communication between the Administration and the Staff Association for discussion and negotiation on matters of mutual concern which affect conditions of service; and
  - to promote better understanding between the Administration and the Staff of UNDP/UNFPA/UNOPS.

These purposes are in the interest of all, and must be actively promoted.

3. The general experience over the years in UNDP/UNFPA/UNOPS has been that staff representatives participate actively and responsibly in the Staff Association and that they manage to do this while still carrying out their normal work responsibilities with customary efficiency. Supervisors, for their part, have generally shown an understanding and cooperative attitude towards the release of staff representatives to participate in Staff Association matters.
4. The activities of local Staff Associations in country offices and the Staff Council at Headquarters are quite demanding and require time, energy and devotion on the part of the members. We call on you to provide staff representatives with your active support and cooperation.
5. The participation of staff representatives in the activities of the Staff Association, both at Headquarters and in country offices, should be promoted by the understanding and reasonable flexibility of managers in the release of staff representatives for the activities of the Staff Association and its Council. Participation in such activities is considered to be of an official nature. Therefore, when staff members become Staff Council members, officers of local units of the Staff Association or Polling Officers, their additional work is to be recognized as an official function and noted in both the IPP and the PAR. It is to be understood that the release of staff representatives must be for reasonable periods of time in accordance with the exigencies of the work of the office, but that some absences of staff representatives during work hours are to be expected.

<sup>1</sup>United Nations Staff Regulation 8.1 and Staff Rule 108.1 (attached)

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At Headquarters, it will be necessary for the Staff Council Chairperson to be absent from the office as required by Staff Council business, which may include travel to country offices.

6. Presidents/Chairpersons of local Staff Associations and Polling Officers in country offices can communicate directly with the Staff Council at Headquarters by telephone or fax without prior clearance of senior managers. It is expected that managers and staff representatives will establish appropriate mechanisms to facilitate this communication. As with all official communication, utilization of cost efficient e-mail, internet and intranet technologies, whenever appropriate, is expected.

7. We are confident that these arrangements are and will continue to work smoothly in UNDP/UNFPA/UNOPS and that we can count on your full cooperation. Any questions on these matters may be directed to the Human Resources management offices in each Agency and the Staff Council, as appropriate.

Article VIII  
Staff relations

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**Regulation 8.1:** (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies;

- (b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General;

(Extract from ST/SGB/1998/8 dated 1 March 1998  
Staff Regulations, United Nations, New York)

## Chapter VIII

### STAFF RELATIONS

#### Rule 108.1

##### Staff representative bodies

**Definition.** The term "staff representative bodies", as used in the present chapter of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Staff Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.