Note to Mr. Onanga-Anyanga

Secretary-General's bulletin on the "Staff Management Committee"

1. Attached please find a draft Secretary-General's bulletin entitled "Staff Management Committee".

2. The bulletin supersedes ST/SGB/2002/15, and it reflects the agreements reached with staff representatives at the Staff-Management Coordination Committee meetings in New York, in 2008, and in Belgrade, in June 2001.

3. The text has been reviewed by OLA, and has been subject to staff-management consultations.

4. The approval of the Deputy Secretary-General is recommended.

07/09/11

Rajiv Ramlal
7 September 2011

11-08116

HRMP2/001

Esra, for your URGENT attention - 11-08116 - Secretary-General's bulletin on the "Staff-Management Committee"

Silvia Gaymer to: Angela Kane 07/09/2011 07:25 PM

Cc: Patricia O'Brien, Rajiv Ramlal, Parfait Onanga Anyanga, Michelle Dore, Leslyn Raphael, Esra Dildar Gardner, Frank Smyth

---

Dear Ms. Kane,

Please find attached the Secretary-General's bulletin on the "Staff-Management Committee", duly approved by the Deputy Secretary-General. The original copy follows by Special messenger.

11-08116 - SGB on the Staff-Management Committee.pdf

Please acknowledge receipt of this message.

Thank you,

Best regards,

Silvia Gaymer
Office of the Deputy Secretary-General
Executive Office of the Secretary-General
Telephone: (212) 963-0638
Facsimile: (212) 963-2155
E-mail: gaymer@un.org

From: Silvia Gaymer/NY/UNO
To: Michelle Dore/NY/UNO@UNHQ
Cc: Rajiv Ramlal/NY/UNO@UNHQ
Date: 30/08/2011 06:28 PM
Subject: Michelle Dore, for your URGENT attention - 11-08116 - Secretary-General's bulletin on the "Staff Management Committee"

Dear Michelle,

Please note that the above-mentioned bulletin is incomplete. The first and last pages are missing - you only sent pages 2, 3 and 4.

Your kind and prompt attention is highly appreciated.

Silvia Gaymer
Executive Office of the Secretary-General
Telephone: 3-0638
Email: gaymer@un.org

From: SGCentral/NY/UNO

RL action 23/8/11
cc TM

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

RECEIVED
AUG 23 2011
11-08116
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

ACTION DSG
COPY IN
KWS

TO: The Secretary-General
A:

DATE: 18 August 2011

REFERENCE:

THROUH: Ms. Patricia O'Brien
S/C DE:: Under-Secretary-General for Legal Affairs
The Legal Counsel

FROM: Angela Kane
DE: Under-Secretary-General for Management

SUBJECT: **Secretary-General's bulletin on the "Staff Management Committee"**
OBJET:

1. Please find attached the draft Secretary-General's bulletin entitled "Staff Management Committee" for your endorsement and signature.

2. The bulletin will supersede ST/SGB/2002/15 and has been revised in order to reflect the agreements reached with the staff representatives at the Staff-Management Coordination Committee meetings in New York in 2008 and in Belgrade in June 2011.

3. The bulletin has been reviewed by the Office of Legal Affairs, and has been subject to staff-management consultations.

4. I recommend that you approve and sign the attached bulletin.

Central

United Nations Nations Unies

INTEROFFICE MEMORANDUM — MEMORANDUM INTERIEUR

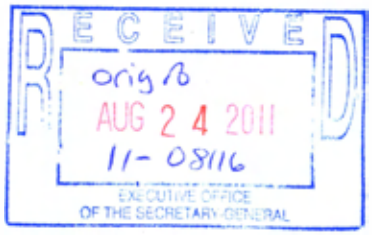
TO: The Secretary-General
A:

DATE: 18 August 2011

REFERENCE:

THROUGH Ms. Patricia O'Brien
S/C DE: Under-Secretary-General for Legal Affairs
The Legal Counsel

DSG
VN
KWS



FROM: Angela Kane
DE: Under-Secretary-General for Management

SUBJECT: **Secretary-General's bulletin on the "Staff Management Committee"**
OBJET:

1. Please find attached the draft Secretary-General's bulletin entitled "Staff Management Committee" for your endorsement and signature.

2. The bulletin will supersede ST/SGB/2002/15 and has been revised in order to reflect the agreements reached with the staff representatives at the Staff-Management Coordination Committee meetings in New York in 2008 and in Belgrade in June 2011.

3. The bulletin has been reviewed by the Office of Legal Affairs, and has been subject to staff-management consultations.

4. I recommend that you approve and sign the attached bulletin.

United Nations ST/SGB/2011/XX

Secretariat

XX XXX 2011

Approved

Secretary-General's bulletin

Staff-Management Committee

The Secretary-General pursuant to section 3.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff regulation 8.2 and staff rule 8.2, hereby promulgates the following:

Section 1
Objective and purpose

1.1 The objective of the Staff-Management Committee is to have an equitable and effective principal mechanism for staff-management negotiation.

1.2 The Staff-Management Committee shall identify, examine and resolve issues through consensus relating to staff welfare, in particular such issues as conditions of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1(a).

1.3 The Staff-Management Committee shall agree by consensus on those issues within the authority of the Secretary-General. For matters outside the authority of the Secretary-General, the Committee shall agree on a position to be presented to the General Assembly. In the instances where consensus is not reached in the deliberations, modalities shall be developed by the Staff-Management Committee to facilitate reaching a consensus. Should these efforts fail, the Secretary-General shall appoint a party acceptable to staff and management to mediate and, if necessary, submit a tripartite presentation to the Secretary-General for a decision.

1.4 All interventions made by the members of the Staff-Management Committee shall carry equal importance and, as such, shall be given due consideration. In all their negotiations, the Staff-Management Committee participants shall observe the highest standards of integrity, which includes probity, impartiality, fairness, honesty and truthfulness.

Section 2
Relationship with local joint committees

2.1 The existence of the Staff-Management Committee does not preclude the consideration by local joint staff-management bodies of issues of importance to staff globally, it being understood that such matters shall be referred to the Staff-Management Committee for final negotiation.

RECEIVED
SEP - 8 2011
EOSG / CENTRAL

11-08116 HKM/02/001

Section 3
Membership, participation and authority

Membership

3.1 The Staff Management-Committee shall consist of 18 members, as follows:

(a) One member designated, respectively, by the Staff Union of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the Field Staff Union, the United Nations Office in Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna. Each member may be accompanied by an alternate.

(b) Nine members at an appropriately high level representing the management, with due regard for representation from the various duty stations.

Each member may be accompanied by an alternate.

3.2 A President shall be selected by the Secretary-General from a list proposed by the staff representatives, in accordance with staff rule 8.2(b). The President shall serve for one year and will act at all times impartially and independently.

3.3 The staff representatives shall elect a member to serve as Vice-President, for a term of one year.

3.4 Duly designated representatives of organizations/organs of the United Nations system whose staff are directly affected by the Staff-Management Committee agreements shall be granted the status of associate members upon request. Associate Members may fully participate in the discussion and provide their opinions on all matters. On matters that directly affect these organizations/organs, their representatives shall have the same rights of the regular members and fully participate in the negotiations.

3.5 Other participants in the Staff-Management Committee are the following:

(a) The Office of Legal Affairs, after consultation with the President of the Staff-Management Committee, shall designate a Legal Advisor to the Staff-Management Committee, who shall participate in an advisory capacity to the Committee;

(b) Both staff and management representatives shall be entitled to have advisors in attendance. The advisors may request to speak; and,

(c) Up to three staff members from the duty station where the session is held may be permitted to attend in an observer capacity.

Authority

3.6 Both staff and management acknowledge that effective staff-management relations require both staff and management representatives to have a mandate to negotiate.

3.7 Staff representatives shall designate a lead person to present their position and conduct negotiations. Staff representatives may need to consult with their constituents before entering into agreement on some issues, it being understood that such consultations will be completed within the session.

3.8 The management representatives are led by the Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management, and other officials at an appropriately high level. The Secretary-General delegates authority to the Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management to reach consensus with respect to agenda items falling within the scope of his authority. Management shall designate a lead person to present its position and conduct negotiations. The Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management may need to consult with the Secretary-General prior to reaching agreement on some issues, it being understood that such consultation will be completed within the session.

Section 4
Funding arrangements

4.1 The travel and subsistence expenses of the members, their alternates and associate members shall be borne by the United Nations organizations.

4.2 The inter-sessional programme of work and the requisite facilities for effective dialogue shall be funded in accordance with section 4.1.

Section 5
Staff Management Committee Secretariat

5.1 The Secretary-General shall designate a Secretary, in consultation with the Staff-Management Committee.

5.2 The Secretary of the Staff-Management Committee shall act as an impartial party and shall support the President in preparing the agendas, in consultation with all members, and distributing the documentation and reports.

Section 6
Role of the President and Vice-President

6.1 The President shall be impartial and shall have the following functions:

(a) To convene the Staff-Management Committee meetings and coordinate, direct and/or facilitate as impartial party, its proceedings;

(b) To hold informal consultation with management and staff on the draft agenda and yearly programme of work for the Staff-Management Committee;

(c) To facilitate, as necessary, the preparation of the Staff-Management Committee draft session reports by the rapporteurs, referred to in section 7.4;

(d) To submit to the Secretary-General, with a copy to the Staff-Management Committee members, alternates and associate members and other participants, the negotiated agreements and adopted reports of the Staff Management Committee; and,

(e) To supervise the Staff Management Committee secretariat in receiving, preparing and circulating documents to members and participants.

6.2 The Vice-President shall act as an impartial party in the discharge of the functions of the President in his/her absence. When acting in that capacity, the Vice-President shall not represent the interests, or speak on behalf, of the staff.

Section 7
Meetings and procedures

7.1 The Staff-Management Committee shall hold annual sessions and periodic meetings, and may hold special sessions and establish working groups.

7.2 The Staff-Management Committee shall, at each session, draw up a yearly programme of work.

7.3 The Staff Management Committee shall establish its own procedures.

7.4 Staff and management representatives shall each designate two rapporteurs, who shall together draft the Staff-Management Committee session report. Other reports shall be drafted by the Secretary.

7.5 Provisional agendas and documents shall be circulated to all members, associate members, and alternates at least six weeks in advance of the session. They shall also be distributed to the local joint staff-management committees.

7.6 The agenda for the session shall include standing items on:

(a) Election of the Vice-President;
(b) Implementation of the Staff-Management Committee agreements;
(c) Matters of a global nature referred to the Staff-Management Committee by local joint staff-management bodies;
(d) Yearly programme of work; and,
(e) Adoption of the report.

Section 8
Reports

8.1 The Staff-Management Committee shall adopt its report on the last day of its session.

8.2 The Staff-Management Committee, through its President, shall submit a final report on each session to the Secretary-General. The report shall cover all agenda items, by topic. Where agreements have been reached, the report shall indicate the timeframe and party (ies) responsible for implementation. Where consensus has not been reached, the report shall outline further action to be taken to resolve the issue.

8.3 The Staff-Management Committee reports shall be distributed to all members, associate members, alternates and other participants and shall be posted on the intranet.

Section 9
Implementation, monitoring and follow up

9.1 Agreements of the Staff-Management Committee shall be implemented by the responsible party (ies) within established timelines.

9.2 Once agreements are reached at the Staff-Management Committee, both staff and management shall be responsible and be held accountable to implement agreements falling within their purview within agreed

timeframes. Both staff and management shall honour and support the agreements reached at the Staff-Management Committee meetings, including those submitted to the General Assembly.

9.3 Staff and management shall report on a regular basis through agreed means on the implementation of agreements reached. Modalities will be developed to address non-implementation of agreements.

Section 10
Final provisions and transitional measures

10.1 The present bulletin shall enter into force on 1 October 2011

10.2 The Secretary-General's bulletin ST/SGB/2002/15, entitled "Staff-Management Coordination Committee" is abolished and the Staff Management Coordination Committee is dissolved as of 1 October 2011.

10.3 The following transitional measures shall apply following the dissolution of the Staff-Management Coordination Committee on 1 October 2011:

(a) The President of the Staff-Management Coordination Committee will serve the remainder of her term or until the President of Staff-Management Committee is appointed, whichever date comes earlier. During this period, the President of the Staff-Management Coordination Committee will perform the functions and responsibilities of the President of the Staff-Management Committee.

(b) The Vice-President of the Staff-Management Coordination Committee will serve the remainder of her term or until the Vice-President of the Staff-Management Committee is elected, whichever date comes earlier. During this period, the Vice-President of the Staff-Management Coordination Committee will perform the functions and responsibilities of the Vice-President of the Staff-Management Committee.

(c) The Secretary of the Staff-Management Coordination Committee and the Legal Adviser to the Staff-Management Coordination Committee will continue to provide any services, as needed, to the Staff-Management Committee until the new Secretary of the Staff-Management Committee and the Legal Adviser to the Staff-Management Committee have been designated.

(d) The working groups and contact group of the Staff-Management Coordination Committee will continue it work and report to the Staff-Management Committee.

(e) The agreements reached under the Staff Management Coordination Committee will remain in force and the implementation of these agreements shall be placed on the agenda of the Staff-Management Committee.

10.4 The representatives of organizations/organs of the United Nations system that have been granted the status of associate members in the Staff-Management Coordination Committee shall be automatically granted the status of associate members in the Staff-Management Committee.

(*Signed*) **BAN** Ki-moon
Secretary-General