

Part I Introduction

The Staff Committee is a body established in Articles 33 to 37 ServRegs, with Article 34(2) ServRegs specifically providing that the duties undertaken by Staff Committee members and their nominees shall be deemed to be part of their normal service. Such staff should be allowed to carry out their duties under the Service Regulations efficiently and effectively.

To this end Staff Committee members should be exempted from carrying out their official duties for all or part of their working time. Furthermore, staff members who are nominated by the Staff Committee to bodies pursuant to Article 36(2)(a) ServRegs shall be entitled to make time deductions. Additional resources shall also be granted to the Staff Committee to enable it to exercise its functions fully.

At the same time, it is necessary to have regard to the needs of the service and to ensure the continued and smooth performance of the Office's core tasks. In accordance with Article 34(3) ServRegs, this Circular sets out the resources and facilities which shall be granted to the Staff Committee. It also sets out how such resources may be used by the Staff Committee, in order to ensure a balance is achieved between the needs of the Staff Committee on the one hand and the interests of the service on the other.

[The provisions below constitute a temporary agreement, valid until the end of the present mandate.](#)

Part II General Provisions

Article 1 Definitions

For the purposes of this Circular, the following definitions shall apply:

- (1) A "member" or "Staff Committee member" is any employee elected as a member (whether full or alternate) of the Staff Committee pursuant to Article 35 ServRegs.
- (2) A "fully exempted member" is a member who has been exempted [up to 165 working days](#) from his official duties in accordance with Article 3(1).
- (3) A "partially exempted member" is a member who has been exempted up to [115 working days](#) from his official duties in accordance with Article 3(2).
- (4) A "nominee" or "Staff Committee nominee" is any employee other than a member who is nominated by the Staff Committee to a body pursuant to Article 36(2)(a) ServRegs.
- (5) "Staff representative" is a collective term referring to both members and nominees.
- (6) [Where the masculine is used in these regulations, the feminine is also implied.](#)

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Part III Human Resources

Article 2 Composition of the Staff Committee

- (1) The Central Staff Committee and each Local Staff Committees respectively elect a chairman from among their members. The chairmen of the Central and Local Staff Committees shall inform the President in writing of the composition of their committee, stating in particular which members hold the positions of chairman, deputy chairman and secretary. This notification shall be made within five working days of the composition being established at a constituting meeting. Any changes to the composition shall be notified to the President within the same timeframe.
- (2) The chairmen, deputy chairmen and secretaries of the Central and Local Staff Committees shall hold such position for the entire duration of their term of office according to Article 35(7) ServRegs. They may only be replaced in the event that they cease to be members of the Staff Committee.
- (3) The chairmen of the Central and Local Staff Committees shall provide the President with a copy of their Rules of Procedure, if any, within five working days of adoption or amendment.
- (4) Performing their duties as chairman, deputy chairman, secretary, full or alternate members of the Central and Local Staff Committees shall in no way be prejudicial to the person concerned.

Article 3 Time budget and exemptions for Staff Committee members

(1) A time for budget is made available to each Staff Committee from which the elected staff representatives draw their time exemption as indicated in paragraph (2) and following. The time budget is set as follows:

- (a) Central Staff Committee: 2905 working days
- (b) Local Staff Committee Munich: 1315 working days
- (c) Local Staff Committee The Hague: 1085 working days
- (d) Local Staff Committee Berlin: 510 working days
- (e) Local Staff Committee Vienna: 510 working days

(2) The chairman of the Central Staff Committee shall be exempted up to 100% from his official duties.

(3) The full members of the Central Staff Committee and the chairmen of each Local Staff Committee shall be exempted up to 165 working days from their official duties, notwithstanding any redistributed budget as in paragraph (5) below. This time exemption shall be used only for staff representative activities.

(4) All other Staff Committee members shall be exempted up to 115 working days from their official duties (reduced pro rata for staff working part-time), notwithstanding any redistributed budget as in paragraph (5) below. This time exemption shall be used only for staff representative duties. Such members shall manage their working time efficiently to ensure a balance between their staff representative duties on the one hand and their official duties on the other.

(5) Any time budget that has not been used may be distributed amongst the members of the respective Committee up to a maximum individual time exemption of 180 days per calendar year. The Chairman of the respective Staff Committee shall be responsible for the distribution of such budget. Any Rules of Procedure of the respective Staff Committee shall contain a procedure which will be applied.

Article 4 Career of fully and partially exempted staff

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Comment [A1]: 220 days (chairman) + 1650 days (10 full members @ 165 days) + 1035 (9 alternates @ 115 days) = 2905

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Comment [A2]: 165 days (chairman) + 1150 days (10 members) = 1315

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Comment [A3]: 165 days (chairman) + 920 days (8 members) = 1085

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Comment [A4]: 165 days (chairman) + 345 days (3 members) = 510

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Comment [A5]: 165 days (chairman) + 345 days (3 members) = 510

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Comment [A6]: Total days CSC + LSCs = 6325, i.e. just short of 29 FTE (at 220 working days) which is below communiqué 48 & CA/4/14

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- (1) No staff reports shall be issued for staff representative activities. The fact of performing staff representative activities shall be neither prejudicial nor beneficial to the person concerned.
- (2) For rewarding purposes, a fully exempted member shall be deemed to have been subject to an average career progression during such periods. For partially exempted members, in the absence of the allocation of a reward based on a managerial decision, a compensation scheme is applied pro rata temporis only to the up to 50% staff representative activities.
- (3) At the end of his term of office, the Staff Committee member concerned shall at once be reinstated in his post where possible. If this has been filled, the Staff Committee member concerned shall be reinstated in the first post corresponding to his grade which falls vacant or is created provided that he satisfies the requirements for that post.
- (4) The members of the staff committees and their nominees to the bodies set up under the Service Regulations shall enjoy special protection in respect of their activities. The appointing authority shall not subject them to the provisions of Articles 21a, 52, 53(1)(b), and Title VII of the Service Regulations or depart from the reasoned opinion under Articles 53(b) or 102 Service Regulations without prior information of the Administrative Council and the Central Staff Committee.

Article 5 Time deductions for Staff Committee nominees

- (1) Staff Committee nominees appointed in accordance with Article 36(2)(a) ServRegs shall be entitled to deduct reasonable time incurred for their duties as follows:
 - (a) For each disciplinary procedure in which a nominee participates, up to three working days subject to the approval of the Chairman of the relevant Disciplinary Committee;
 - (b) For each selection procedure in which a nominee participates, up to two working days subject to the approval of the Chairman of the relevant Selection Board;
 - (c) For appointees to the Appeals Committee the time deduction shall be laid down by the Appeals Committee in accordance with the distribution of workload. No other time limitation shall be applicable.
- (2) The above deductions shall be available to partially exempted Staff Committee members notwithstanding their exemption granted for their work as Staff Representative.
- (3) Save for the Appeals Committee, additional time deductions may be granted in response to a reasoned written request (supported by the appropriate Chairman) to the Principal Director Human Resources.

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Article 6 Time recording for staff representative activities

- (1) All Staff Committee members and nominees (including the fully exempted members), shall record their time spent on staff representative activities using the electronic tool provided by the Office in accordance with the workflows established for that purpose.
- (2) When practicable, partially exempted members and nominees shall inform their line managers in advance of any absence due to staff representative activities.
- (3) The Chairmen of the Central and Local Staff Committees shall be sent a quarterly report of the time recorded.

Part IV Other Resources

Article 7 Premises

- (1) The Office shall provide sufficient working space for the Staff Committee. Such premises shall not be used for trade union activities.

Article 8 Equipment

- (1) The Office shall provide the relevant departments with a complete list of the office, computer and mobile communication equipment to be issued to the Staff Committee and its members.
- (2) Staff Committee members shall return all such equipment issued to them personally at the end of their term of office.

Article 9 Duty travel

- (1) The Office shall set an annual budget to cover the cost of all duty travel required for the performance of staff representative activities.
- (2) The Chairman of the Central Staff Committee shall be responsible for ensuring that the budget under paragraph 1 is not exceeded. To this end he shall receive a monthly report of the costs incurred.
- (3) Duty travel shall be organised and reimbursements made in accordance with the provisions of Articles 77 to 79 ServRegs and Circular No. 319 while taking due account of the budget.

Article 10 Training

- (1) The Office shall allocate the Staff Committee an annual budget for training purposes.
- (2) Each Staff Committee member shall be granted up to five days for training per year. In the case of partially exempted members, these five days, if used, shall be deducted from the exemption granted under Article 3(2).

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Article 11 Communication

- (1) The Office shall make available to the Staff Committee dedicated intranet sites and noticeboards in communal spaces. The Staff Committee may also request the Office to print and distribute reasonable amounts of documents to facilitate the exercise of its duties.
- (2) The Staff Committee shall observe all rules in force with regard to communication, including those governing the use of mail, telecommunications and electronic communications.
- (3) As exception to the above rules, the Central Staff Committee may send emails to all staff; Local Staff Committees may send emails to staff at their respective place of employment. Staff shall have the possibility to unsubscribe from mails received from either Staff Committee.
- (4) The Staff Committee shall ensure that all of its communications are professional and respectful and meet the standards expected of the international civil service.

Article 12 Use of Office premises

(1) If the Staff Committee wishes to use Office premises (other than those covered by Article 7) for the exercise of its functions, it shall obtain the prior written approval of the Vice-President Administration.

If these Office premises are in Haar, the written approval shall be obtained from the President of the Boards of Appeal. A copy shall be sent to the Vice President General Administration.

(2) Whenever meetings are held for the purpose of informing staff at large or holding a general assembly, the Staff Committee shall ensure that they take place outside the Office's core hours.

Part V Final Provisions

Article 13 Delegation

(1) The President may delegate his powers under this Circular.

Article 14 Entry into force and transitional provisions

(1) This Circular shall be into force from 1 July 2019 until 30 June 2020. It supersedes the former Circular No. 356,

(2) For employees who are elected as members of the Staff Committee pursuant to Article 35 ServRegs with effect from 1 July 2017, the provisions of this Circular shall apply as from the date of entry into force.

(3) The President may take any further measures necessary to ensure a smooth transition to the new system.

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