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FINANCE COMMITTEE

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Statement of the FAO Staff Bodies

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EXECUTIVE SUMMARY

- The document outlines the institutional framework of the relationship between FAO management and staff representative bodies, the process that led to the establishment of the Staff Management Consultative Committee (SMCC), and the way it operates. It presents a detailed list of the items that formed part of the consultation process during 2016-18 and the results obtained, which underline management's commitment to consultation with staff representative bodies.

GUIDANCE SOUGHT FROM THE FINANCE COMMITTEE

- The Committee is invited to take note of the information presented in this document.

1. As per Staff Regulation 301.8.13 “ Recognized staff representative bodies shall not have the right to engage in “negotiations” with any of the governing bodies but, in exceptional circumstances, the Council may grant them access meetings to present their views, provided their application for such access is endorsed by the Director-General.”
2. Following the request of the staff representatives bodies (SRBs), and the endorsement of the Director-General, the General Secretary of the Association of Professional Staff delivered a statement to the 159th Session of the Council on behalf of the staff representative bodies. The Council noted that the statement "will be submitted in full to the next session of the Finance Committee, for discussion."
3. This document provides detailed information on the institutional framework governing staff relations, on FAO’s past experience on the matter, as well as management’s views on issues raised in the statement, and on broader staff relations matters. This document also contains detailed information on topics that have been the subject of consultation with staff representative bodies in the course of the past few years.

Institutional Framework governing staff-management relations

Staff Regulations

4. The basic legal provisions on staff relations are set out in Article VIII of the Staff Regulations, as follows:

301.8.1 In accordance with the principle that the staff has the right to organize for the purpose of safeguarding and promoting its interests, one or more representative staff bodies recognized by the Director-General shall maintain continuous contact and negotiate with the Director-General with respect to the terms and conditions of employment of the staff and general staff welfare.

301.8.11 Negotiations between recognized staff representative bodies and the Director-General shall be subject to the understanding that the Director-General will retain, under the provisions governing his constitutional responsibility, the right of final determination in matters within his authority.

301.8.12. In negotiations with such staff bodies, the Director-General shall not be committed to any final decision whenever such decision rests with the governing bodies of the Organization or would deviate from the common system of the United Nations; in such cases, the Director-General shall strive for agreed positions to be forwarded to the competent organs of the Organization or of the common system.

301.8.13. Recognized staff representative bodies shall not have the right to engage in “negotiations” with any of the governing bodies but the Council may, in exceptional circumstances, grant them access to the Council meetings to present their views, provided their application for such access is endorsed by the Director-General.

Recognition Agreements with the staff associations

5. The above framework is further clarified by the Recognition Agreements with the Association of Professionals in FAO (AP-in-FAO) and with the Union of General Service Staff (UGSS). The two staff unions operating in FAO have Recognition Agreements dating back to 1976 for UGSS and 2009 for AP-in-FAO (when the HQs APS merged with the Field Staff Association to become AP-in-FAO).
6. Under the Recognition Agreement with the UGSS of 1976 “*the Organization confirm(ed) the right of the Union to consult and be consulted and negotiate with it on all aspects of the terms and conditions of employment of General Service staff and on any other matter which shall be jointly agreed as suitable for negotiation/consultation*” (cf. paragraph 2.2.). Under paragraph 3.1 “*the Union acknowledge(ed) that the granting of recognition in no way detracts from the Director-General’s*

power and authority to direct the work of the Organization” (Article VII, paragraph 4 of the Constitution).

7. Under the Agreement with the Association of Professionals in FAO of 2009, *“the Organization confirm(ed) the right of the Association to consult, be consulted and to negotiate with it on all aspects of the terms and conditions of employment and on any other matter which directly affects the general welfare of the membership of the Association”* (cf. paragraph 2.3.). Under paragraph 3.1 *“the Association acknowledge(ed) that the granting of recognition in no way detracts from the Director-General’s “power and authority to direct the work of the Organization”* (Article VII, paragraph 4 of the Constitution). Paragraph 3.3 recalled that *“the Organization and the Association recognize the need for joint consultation. The Organization shall consult the Association before issuing administrative provisions relating to terms and conditions of employment or affecting the general staff welfare”*.

8. Both Recognition Agreements provide in some detail for a number of facilities to be granted to recognized staff representative bodies and deal with matters such as conditions of exercise of representational functions, extent of facilities to be granted to staff associations, time off, etc.

Engagement of management with staff associations through consultation with staff bodies

9. Staff representative bodies are involved in the process of establishment of policies and procedures through prior consultation with the administration on general terms and conditions of employment. The nature of this process, which has raised much discussion, calls for some clarifications.

10. The FAO Staff Regulations, which reflect similar instruments of other organisations of the system, refer to *“negotiation”* and *“consultation”*. The reference to *“negotiation”* would seem to imply that the two parties are on a status of parity and must reach a common agreed position for given rules or procedures to be changed. This terminology suggests procedures reminiscent of collective negotiations, which exist in labour law in some national systems (and it may have been the origin of the terminology). Staff representative bodies often refer to *“negotiations”* (i.e. implying the need for an agreement of both parties) whereas the administration tends to refer to *“consultation”*. While the above framework has not been substantially amended, the reference to negotiations should be construed as meaning *“consultation”* with staff representative bodies. This is so for a number of reasons explained below.

11. Under Staff Regulation 301.8.11 *“negotiations between recognized staff representative bodies and the Director-General shall be subject to the understanding that the Director-General will retain, under the provisions governing his constitutional responsibility, the right of final determination in matters within his authority”*. A constitutional right of final determination is incompatible with any general obligation of negotiation with staff bodies.

12. Under the FAO Constitution, *“subject to the general supervision of the Conference and the Council, the Director-General shall have full power and authority to direct the work of the Organization”* (cf. Article VII, paragraph 4). The General Rules of the Organization (GRO) provide that *“the Director-General shall have full powers and authority to direct the work of the Organization, subject to the general supervision of the Conference and the Council and in accordance with the GROs and the Financial Regulations. The Director-General is the executive officer of the Organization and as such shall service the Conference and the Council, carry out their decisions, and act on behalf of the Organization in all its transactions”* (GRO XXXVIII, paragraph 1). *“The Director-General is responsible for the internal administration of the Organization”* and for the appointment and discipline of the staff (GRO XXXVIII, paragraph 2(a)). This would also be incompatible with a general right to negotiation on the part of staff representative bodies.

13. In addition, authority to decide on a number of matters was transferred to the International Civil Service Commission (ICSC) and the General Assembly of the United Nations and, therefore,

authority to intervene in these areas is “outside” the Organization. The Statute of the ICSC provides in its article 28, paragraph 2 that “*executive heads of the organizations and staff representatives shall have the right, collectively or separately, **to present facts and views** (emphasis added) on any matter within the competence of the Commission. The manner in which this right shall be exercised shall be set out, after consultation with executive heads and staff representatives, in the rules of procedure established under article 29*”. Under the Rules of Procedure of the Commission they present facts and views on any matters within the competence of the Commission.

14. The history of the FAO Staff Regulations, including its review by the Finance Committee, the CCLM and the Council, confirms that staff representative bodies were much attached to the word “negotiations”. However, as confirmed in the reports of those Governing Bodies this word does not reflect the reality of the relationship between the management and the staff bodies¹. This is so in view of the above considerations, with particular reference to those governing the constitutional authority of the Director-General to direct the work of the Organization, his/her right of final determination in matters within his/her authority, the wide authority of the ICSC on a range of matters and the clarifications established in the Staff Rules and the Recognition Agreements, while references are made to negotiation along with consultation, the staff relations process is essentially one of consultation. Consultation is different from agreement or concurrence or approval of a staff body. This is also in line with the conclusions of two reports of the Joint Inspection Unit².

15. The case law of the Administrative Tribunals also confirms this. As a particularly clear example, the United Nations Administrative Tribunal noted references to “*negotiations*” with staff representative bodies, but firmly considered that this terminology was wholly irrelevant. The Tribunal “*considered that it is not the words used but the substance of the procedure that has to be deduced from the circumstances*”. The various procedures in place, irrespective of the words used, and in particular the word “negotiation” established a consultative process for a number of decisions to be taken on staff matters. Whether or not referred to as negotiations there was, in fact, an established practice of “*joint consultation*” (cf. Judgment No 236). The Administrative Tribunal in that judgment also concluded that while there are laws in some countries imposing obligations on employers and employees and agreements between employers and employees undertaking such obligations, not only there is no general principle establishing a right to collective negotiations in all countries, but that principle did not exist in the United Nations System.

16. Thus the position regarding the meaning of consultation within the United Nations is currently settled. Consultation – both in a staff relations context and in the context of the operation of the organs of the United Nations - has been consistently construed as requiring the consulting party to seek the views of the party which is to be consulted and to give due consideration to the views expressed when reaching the decision as to the specific action to be taken. The consulting party is considered as having responsibility for taking the final decision as it considers appropriate in the light of the consultations it previously held. Consultation is to be distinguished from concepts such as concurrence, agreement or approval³.

¹ CL64, paragraph 300. This type of relationship would concern only specific situations, for instance, in areas of medical insurance.

² JIU/REP/2011/10 (Staff-management relations within the United Nations) and JIU/REP/2012/10 (Staff-management relations in the United Nations specialized agencies and common system).

³ Details on the scope and extent of the concept of consultation have been clarified by the Tribunals over the years. In general “*consultation does not require negotiation, let alone approval. The staff representatives merely state their opinion, and it is not binding on the administration. The Tribunal is satisfied that in the instant case the required consultations took place*” (cf. Judgment No 1020, consideration 2). The administration must convey the proposed decision or amendment to the terms and conditions of employment to staff representative bodies and formally invite the staff representative bodies to offer their views on the proposal (cf. judgment N° 2682).

17. The obligation to consult staff representative bodies on matters pertaining to terms and conditions of employment has been duly discharged by FAO as described in detail in this document.

Access by staff representatives to the Governing Bodies (Conference and Council)

18. As mentioned earlier, per Staff Regulation 301.8.13 “*Recognized staff representative bodies shall not have the right to engage in “negotiations” with any of the governing bodies but the Council may, in exceptional circumstances, grant them access to the Council meetings to present their views, provided their application for such access is endorsed by the Director-General*”. This is reflected in the Recognition Agreements. The Agreement with the AP foresees that “*where final decisions do not rest with the Director General, the Association may apply through the Director-General for access to a meeting of a Governing Body in order to present its views on matters within the decision making authority that Governing Body*”. The Agreement with the UGSS contains a similar provision.

19. The Council in 1974, at its Sixty-third Session, discussed this matter extensively. In dealing with the question of access to it by staff representative bodies the Council stressed that access should be sought only in exceptional and grave circumstances, and that the Council would be prepared to consider on a case by case basis any application for the privilege of access, provided that the application enjoyed the full backing of the Director-General. It was understood that access would concern matters related to terms and conditions of employment within the authority of the Council⁴. Some considerations put forward by the Council are especially important and relevant:

“The Council was aware that the granting of a right (of access to the Council by staff bodies) would impose an obligation on it to hear the staff whatever the particular circumstances of the case. Further, it considered that the outcome could result in attempts to oblige the Council and its Committees to adopt the role of arbitrator between the Director-General and the staff, thus diluting the responsibility and authority of the Director-General for the detailed management of the Organization. The Council therefore decided that it could not approve this recommendation”⁵ (...) “The Council reaffirmed that the responsibility for management/staff relations rested with the Director General, subject to any decisions or policies adopted by the Council”⁶.

20. Situations where staff bodies addressed Governing Bodies remained exceptional. Thus from 1975 until 2011, staff representatives addressed the Council only three times. It had been a tradition, however, that staff representatives were allowed to address Commission III of all sessions of the Conference and, after the abolition of that Commission, to a plenary meeting of the Conference. In all cases, consistent with the provisions of the Staff Regulations and of the Recognition Agreements and the above deliberations of the Council, the request to address the Governing Bodies had to be approved by the Director-General and submitted by him, either to the Chairperson of the Council, or to the General Committee of the Conference which reviews proposals regarding the agenda of the Conference. Traditionally addresses by staff representative bodies would not lead to a debate involving Members. In general, staff representative bodies tended to address a range of matters that were outside the authority of the Governing Bodies, also in consideration of the fact that salaries, allowances and benefits are matters within the authority of the ICSC.

Note to the Legal Counsel of the Food and Agriculture Organization of the United Nations on the meaning of the expressions consultation with and after consultation with in the practice of the United Nations, 10 May 1962” remains a reference document within the United Nations on this matter.

⁴ CL63, paragraph 43 and 44.

⁵ CL63, paragraph 44.

⁶ CL63, paragraph 53.

21. Since his assumption of office, the current Director-General has endorsed all the requests that staff representative bodies address the sessions of the Council, as well as of the Conference of FAO. They have therefore been able to systematically deliver statements to all sessions of the Conference and the Council.

Staff-Management consultations during the FAO Reform

22. To place in context the current situation vis-à-vis staff-management relations, it should be mentioned that between 2008 and 2012, FAO went through extensive reforms which impacted heavily on staff due to various restructuring exercises, off-shoring of many key administrative functions, and long drawn-out redeployment processes etc. The Joint Advisory Committee on FAO Reform (JAC/FAR) was established to provide a consultation forum with the Staff Representatives Bodies (SRBs) during the FAO reform and the Independent External Evaluation (IEE) of FAO.

23. Since 2012, a large number of new administrative changes and cost efficiency measures have been introduced which have impacted on staff entitlements, and therefore resulting in increased engagement with the staff representatives.

24. Notwithstanding the significant challenges of implementation, the Organization was able to push forward most of these initiatives and new procedures, as well as resolve other sensitive staffing matters, in a timely and efficient manner. At the same time FAO administration maintained a thorough and constant dialogue with the Staff Representatives; first through the JAC/FAR (2006 to 2014) and then via the SMCC since 2014.

Establishment of the Staff Management Consultative Committee (SMCC)

25. By 2014, the reforms derived from the IEE and the Immediate Plan of Action (IPA) of the FAO reform were completed and it was decided to move to a newer consultative mechanism with a leaner membership and the Staff Management Consultative Committee was established (SMCC). The terms of reference were only signed off in 2015 after lengthy consultation and a certain degree of resistance by the SRBs and are now part of the Administrative Manual (see Annex I).

26. As can be seen, the mandate of the SMCC covers human resources strategies, policies, practices and procedures, and new and proposed changes to these, insofar as they affect terms and conditions of employment and general welfare of staff. The SMCC also deals with the implementation of decisions taken within the framework of the International Civil Service Commission (ICSC), by the FAO Governing Bodies or by Management and any other decisions which may affect terms and conditions of employment and general welfare of staff.

27. Members of the SMCC are two members nominated by management, depending on the topics to be discussed, three members of the Union of General Service Staff (UGSS), currently numbered at 266 members out of 665 GS staff in Rome, and three members of the Association of Professionals, AP-in-FAO, currently numbered at 551 members out of 1482 professional staff in FAO.

Methods of work of the SMCC

28. As per terms of reference of the SMCC, the Committee is the forum for dialogue and consultation between Management and SRBs on matters pertaining to terms and conditions of employment and general welfare of staff and to provide recommendations and advice to Senior Management.

29. Since 2017, the SMCC elaborates, at the beginning of the year, a workplan with the substantive topics to be covered by the consultation process during the year. This workplan forms the basis of the consultation process even though additional items can be incorporated in the agenda of the meetings by any of the parties.

30. Regular meetings of the SMCC (previously the JAC/FAR) have created the opportunity for an open forum at which dialogue and discussion take place and, together with bilateral meetings, these have been a pivotal and successful joint staff management mechanism which has contributed to the successful implementation of new initiatives. It should be noted that 19 SMCC meetings were held in 2016, 13 meetings in 2017 and to date the SMCC has met 8 times in 2018 (see Annex II). Before every meeting, the staff representatives are invited to submit agenda items for SMCC meetings and the Staff Relations Officer keeps track of the issues and organizes follow-up actions or invites relevant managers to brief the SMCC on any issues pertinent to staff welfare and conditions of employment. Normally, half or the agenda items of each SMCC are proposed by SRBs and there are no restrictions on the type of items to be treated, as some could be considered only for information while others for discussion and consultation.

31. Furthermore, constant dialogue through SMCC has resulted in gains for FAO, as it has avoided lengthy redeployment exercises or abrupt contract termination of any employees as a result of the transformational process during recent biennia. This transformational process poses considerable challenges both for Management and for the staff representative bodies. The ability of Management to carry out a number of reforms and implement a range of initiatives may have occasionally placed staff representative bodies under pressure in consultative processes. However, this is a reality in a context of fast evolving general circumstances that affect both parties.

SRBs Communication Channels

32. Communication channels are available for the SRBs to communicate with their constituents in FAO. A specific section in the front-page of the FAO Intranet allows the two bodies (UGSS and AP-in-FAO) to issue communications, including bulletins, without any restriction in terms of contents or frequency. In addition, the bodies are allowed facilities to hold meetings with their members, and they are provided with dedicated offices for their support staff and representatives, who are exempted from their duties to devote up to 50% of their time to their functions as leaders, plus additional time for their meetings.

Topics discussed at the SMCC

33. As mentioned earlier, the SMCC workplan includes a list of topics to be covered during the year, but at any time additional topics may be proposed by the bodies or by management. Topics are added as agenda items during the SMCC meetings, and they might be of the following nature:

- Topics for information, normally proposed by management or SRBs where the purpose is to exchange information pertinent to the conditions of service of staff;
- Changes in conditions of service dictated by the ICSC or applied by the UN system-wide, where the consultation focuses on the implementation process;
- Changes to the FAO Administrative Manual, which are part of a continuous improvement process and very often proposed by internal audits by OIG;
- Cost-efficiency measures, normally proposed by management as proposed reduction to entitlements not under the authority of the ICSC, which is the only area where management can act with cost containment measures.

34. Annex III presents a comprehensive list of topics discussed since 2016. As it can be noted, 39 main topics were discussed, most of them in many meetings of the SMCC. Of these agenda items:

- a) Eleven topics were tabled for information only. These topics were addressed by management for reasons of transparency and to keep staff representatives informed of issues affecting staff services/entitlements. Specifically the topics are:
 - i) CEB Task Force actions to address sexual harassment in the UN system;

- ii) Dismissal of President of AP-in-FAO (confirmation that due process was followed in accordance with MS 330 and clarification that the dismissal had no connection whatsoever with his duties as President of AP-in-FAO);
 - iii) Delay in payment of service incurred accidents (most cases concern pensioners and incidents date back to before the year 2000. Some delays attributed to requests for independent medical evaluations);
 - iv) Draft Administrative Circular on sick leave (arising from internal audit recommendation to implement systematic way to deal with sick leave);
 - v) Temporary assistance pool issues (clarification on mandatory break in service in coincidence with closure of premises at FAO headquarters);
 - vi) Confirmation on provisions regarding compensatory leave for staff on duty travel;
 - vii) Information note on the Emergency Notification System (additional information provided by Security Service);
 - viii) MS 505 – Information Technology (CIO provided clarification on new email system when Office365 was deployed);
 - ix) MS 311 – Change in status (clarifications regarding the not applicability of continuing contracts for FAO Representatives);
 - x) Staffing issues in CIO (OHR clarified that these were discussed with CIO);
 - xi) Lump sum calculation for home leave (information provided on abolition of basic IATA airfares and joint review in UN agencies to identify best option for calculation of lump sum).
- b) Two topics are still work in progress, namely revisions to MS 314 (separation) and rental subsidy calculations in the field (revisions to MS 308 have been shared with staff representatives for review/comment);
- c) In the case of only four topics, management was unable to entertain the views of staff representative bodies, despite thorough consultation with them, prior to exercising its decision-making obligations, namely: i) an increase of medical insurance premiums, as this was a contractual obligation with the provider, ii) global call for expression of interest for general service positions, to which the staff representatives objected absolutely, iii) changes to the post adjustment in Rome, as this was an implementation of an ICSC decision, and iv) changes to the Administrative Manual regarding compensation issues, as changes proposed by management following the UN system-wide approach.
- d) For the rest of 22 issues, management took into consideration the views and comments of the staff representative bodies.
- e) Topics (13) on which management fully agreed with the views and comments of the staff representative bodies are listed below:
- i) TORs of JAC/MC (management agreed to revisions proposed by SRBs);
 - ii) Adoption leave – section on adoption leave with limit of 6 children reinstated;
 - iii) PEMS survey – management fully agreed to all suggestions and survey was carried out jointly;
 - iv) Mandatory age of separation (MAS) – clarifications provided and new MAS implemented;
 - v) Staff Welfare Fund – agreed to review in context of new commissary model;
 - vi) Revised recruitment guidelines for consultants/PSA – suggestions to avoid overlapping of duties with General Service staff were agreed;
 - vii) Professional Recruitment Guidelines – agreed to more training of members and other suggestions;
 - viii) MS 308 (granting of special post allowance) – agreed not to introduced changes;

- ix) MS 323 Sick leave (medical certification) – agreed that procedural changes were covered by existing rules;
 - x) Temporary mobility for GS staff – agreed to prepare a proposal for further discussion at the SMCC;
 - xi) Whistleblower protection policy – management confirmed that policy will be updated;
 - xii) New members appointed to Appeals Committee, following request to replace members that left the Organization;
 - xiii) Centralization of IT functions in CIO – agreed that SRBs will be informed of any staffing issues.
- f) Items (9) on which management partially agreed to views and comments offered by staff representative bodies:
- i) MS313 – language exams – management agreed to re-testing but did not agree that external candidates will continue to be tested offsite;
 - ii) MS 307 – Transfers/secondments/loan of staff – management took account of some of the SRBs feedback on procedures and included it in the revised MS;
 - iii) Commissary matters (management confirmed abolition of the JCC and agreed with request not to join IFAD tender);
 - iv) Changes to education grant (reinstatement of reimbursement of Capital Assessment Fee agreed but for staff on mobility only);
 - v) Guidelines to geographic mobility programme (agreed partially to changes proposed by SRBs but did not agree that only voluntary mobility should be basis of policy);
 - vi) MS 321 Special leave – agreed partially to feedback and reinstated section on leave for adoption of children, did not agree on proposal regarding approval procedures;
 - vii) Changes to the Field Staff Selection Report (not all of the changes to the template were accepted by SRBs);
 - viii) MS 316 short-term personnel – management agreed to a transition period for short-term staff but did not agree that AC 2015/07 was invalid and confirmed its validity (55 month rule);
 - ix) Headquarters holidays – management did not agree to reinstate Rome holidays but agreed to take into consideration other holidays e.g. Easter.

Description of consultation on key topics

Duration of short-term staff contracts

35. It should be noted that in 2015, the section of the Administrative Manual on Short-term staff was updated, introducing a limit of accumulated 55 months for short-term employment. The aim was to encourage hiring managers to recruit staff to positions instead of retaining staff for several years on precarious short-term contracts. UGSS protested due to the impact on the temporary assistance pool (all temporary staff are hired on short-term contracts governed by this manual section) and called for a 4-day work stoppage (23-26 March 2015). It should be noted, however, that between the issuance of the directive in March 2015 and December 2016 the majority of short-term staff affected by these regulations were absorbed on fixed-term contracts.

Methodology for the Determination of Rental Subsidy

36. In 2017 the Organization decided to review the management of this entitlement. This was triggered by an OIG review calling the attention to staff entitlements as areas with control and compliance issues and of potential risks of fraud. Following a review of 15 cases of extraordinarily high rental subsidies paid by the Organization, OIG found that basically none of the requests were falling under what could be considered fraud, misuse or abuse i.e. all of them were certified as per established rules, as reasonable but in reality OIG concluded with certainty that in 9 cases out of the 15 cases reviewed the rents appear unreasonably high, and in 4 cases they did not have all the facts to conclude but indicated that the level of rental corresponded to luxury housing.

37. OIG concluded that despite the appearance of general compliance in most cases the certifying officer judgement that the rents were reasonable is questionable and the process applied to date is ineffective, it does not ensure that unreasonable rents are identified and rejected

38. In 2017, AP-in-FAO brought to the attention of Management some queries received from staff members in decentralized offices related to the methods used to apply the rental subsidy. This topic was discussed several times during 2017 and Management provided background information on the process, more specifically noting that OIG conducted a control of how the application of the rental subsidy in the field complies with the regulations stipulated in MS 308.

39. During 2018, the topic was raised again by AP-in-FAO and Management informed AP-in-FAO that a report on rental subsidy was prepared including a review of the maximum ceiling for rental subsidy. AP-in-FAO reiterated their disagreement with the current method of calculating the rental subsidy. During an SMCC session, management clarified that adjustments in the review process were based on recommendations made by OIG in a report on risk of financial fraud and a subsequent review of the 15 highest rental subsidy amounts paid to staff in the decentralized duty stations.

40. Management noted that in reviewing the submissions forwarded to DDO for approval, many discrepancies and lack of coherence were found as certifying officers had different attitudes in assessing the reasonableness of rental levels, even in the case of staff with similar family situations, in the same duty station, at the same period of time. In establishing a refined review methodology, the focus was on reasonableness of rent, and therefore on ways to evaluate the reasonableness of rental levels taking into consideration a variety of factors, including the results of ICSC cost of living surveys, the average rental paid by staff members in the same duty station with similar family circumstances, as well as web-based information on rental market rates available for expatriates and security requirements/constraints. Savings to the Organization by using the new approach are estimated in USD 1 million per biennium.

Closure of the Commissary

41. Following the closure of the Commissary in 2017⁷, management assured the staff bodies that all staff members working in the commissary would be transferred to new positions in other offices in FAO HQ, based on their technical skills and knowledge (all transfers were completed in 2017). In 2018, the new ADG/CS provided further updates on the review of the business module and FAO's intention to join IFAD on the tender that would be launched within the months of October/November 2018. Staff representative bodies requested management to take more time to review this matter and not to join the IFAD tender, a suggestion that management has taken into consideration, and in the end decided not to participate in the IFAD tender.

⁷ See Document FC 170/15 for details.

Dismissal of the President of AP

42. AP-in-FAO commented that the dismissal of the AP-in-FAO President, was an unprecedented situation and it was perceived as an attempt to undermine the role of AP-in-FAO. Management clarified that the dismissal action had no connection to this role as AP-in-FAO President, but was a result of an investigation by the Office of the Inspector General into his former role as Commissary Manager.

43. Management further clarified that all procedures in this case were followed accordingly, as per the MS 330 “Disciplinary Measures”. The decision was based on findings and the disciplinary measure is proportional to the findings.

PEMS Review

44. As part of the review of the Performance Evaluation and Management System (PEMS), management proposed to the staff representative bodies to conduct a survey to all eligible staff members to get their views of the PEMS process and what could be improved. The Staff Bodies welcomed the proposal to conduct a PEMS survey and discuss the results at the next SMCC. The survey was conducted from 28 March to 4 April 2018 and on 13 April 2018, OHR met with the Staff Representative Bodies to discuss the results. The SRBs welcomed the initiative and noted that the general feedback received on PEMS has been positive. With regard to the areas of focus outlined above, the SRBs indicated their agreement on setting a fixed PEMS timeline, introducing upward feedback and providing additional training to staff members.

CONCLUSIONS

45. Management is committed to continuing consulting with the staff representative bodies on matters pertaining to terms and conditions of employment and general welfare of staff, through the well established mechanism of the SMCC. The number of meetings and ample latitude of the topics covered (see Annex II and III) during these meetings in recent years is a demonstration of the importance management attributes to the consultation with staff bodies, whereby the latter have the opportunity to propose any item for discussion and all topics are discussed with intervention of additional relevant managers as appropriate.

46. It should be noted that out of the 39 items discussed at the SMCC during 2016-18, 11 were for information and 2 are still work in progress. Of the remaining 26, in 22 of the cases management agreed fully or partially with the suggestions proposed by staff bodies as part of the consultation process. In only 4 cases (10%), management was not able to agree with the comments provided by staff bodies, as they were not viable since they were either against ICSC decisions (changes in post adjustment in Rome), against UN rules and regulations (changes to the compensation plan), did not consider sharing the increase of the medical insurance contract renewed together by FAO, IFAD and WFP (as per standard practices); or were against the principle of competition and merit (opposition to the GS Global call to return to the “closed-shop” model).

47. The high number of topics discussed, the number of SMCC meetings attributed to each topic, and the regular attendance of staff representatives bodies' leaders to all meetings, coupled with the fact that in 90% of cases, management accepted changes proposed by staff bodies, are an unequivocal indicator of the commitment and willingness of management to continue the dialogue and consultation with staff bodies. However, while staff representative bodies are heard and consulted on issues related to employment, the final responsibility for decision-making, and the concomitant accountability, rests with management.

48. Finally, it may be noted that staff/management relations matters are indeed within managerial authority, and the fact that a document of this nature is submitted to the Finance Committee is unprecedented. It is in this spirit that the above-mentioned deliberations of the Council of 1974 cautioning against the negative consequences of the involvement of the Council in areas within managerial authority must be viewed. Obviously this is not foreseen anywhere in the Basic Texts of the Organization. Involvement of the membership in staff/management relations matters undermines the managerial authority of the Director-General. More importantly, the initiative by the Council, at variance from the position that it had previously taken, sets a precedent for the future that can be invoked in respect of any future Director-General.

49. It may be of interest to mention that this position is in line with the conclusions of two Joint Inspection Unit Reports on staff management relations within the United Nations System⁸.

⁸ JIU/REP/2011/10 and JIU/REP/2012/10. Both reports contain sections on access to and role on Member States on staff relations matters.

Annex I. 146 Appendix T - Staff-Management Consultative Committee (SMCC)

1. Introduction

Without prejudice to the authority of Members and the Director-General and in accordance with the established rules and regulations and the Recognition Agreements between the Organization and the Staff Representative Bodies (SRBs), the Committee is established as the forum for dialogue and consultation between Management and SRBs on matters pertaining to terms and conditions of employment and general welfare of staff and to provide recommendations and advice to Senior Management. The Committee will operate under the general principle that, under the provisions governing his constitutional responsibility, the Director-General retains the right of final determination on matters within his/her authority.

2. Mandate

The mandate of the Committee will cover the following:

- i) human resources strategies, policies, practices and procedures, and new and proposed changes to these, insofar as they affect terms and conditions of employment and general welfare of staff;
- ii) the implementation of decisions taken within the framework of the International Civil Service Commission (ICSC), by the FAO Governing Bodies or by Management and which may affect terms and conditions of employment and general welfare of staff;
- iii) staff remuneration and allowances, including the post adjustment system and local labour market, and review of any new and/or proposed evaluation, research, study or survey affecting terms and conditions of employment and general welfare of staff;
- iv) communication on matters affecting terms and conditions of employment and general welfare of staff.

3. Membership

The Committee shall be composed of:

- i) the Deputy Director, OHR (Chairperson);
- ii) the Staff Relations Officer (Secretary);
- iii) up to two members appointed by Management, depending on the items to be discussed;
- iv) up to three members appointed by the AP-in-FAO, depending on the items to be discussed;
- v) up to three members appointed by the UGSS, depending on the items to be discussed.

Members may be designated, exceptionally, and on an ad hoc basis for specific meetings of the Committee when required, and depending on the items to be discussed. The names of any such ad hoc participants should be previously communicated to the Committee's Secretary by the parties. In designating them, Management and SRBs will take into account the need to associate in the work of the Committee individuals who possess the necessary administrative and technical qualifications and skills.

4. Procedures

In the discharge of its functions, the Committee shall apply the following procedures:

- i) meetings of the Committee will be held every two weeks, or as requested, and scheduled as appropriate and in accordance with prevailing circumstances;
- ii) the agenda of the Committee will be set in advance of each meeting. Management and SRBs may propose to the Secretary items within the mandate of the Committee for inclusion in the agenda;
- iii) the draft agenda and related documentation shall be circulated by Management two working days in advance, where possible;
- iv) the first two items of the agenda shall always be the adoption of the draft agenda and the approval of the records of the previous meeting;
- v) records of meetings of the Committee should be circulated by Management preferably within 72 hours of the end of the relevant meeting and comments provided by the SRBs preferably within 72 hours of receipt, and in any case before the next meeting of the Committee.

5. Reporting

Through the Chairperson, the Committee will report to the Director, OHR, for action and/or decision as appropriate.

The Committee will strive to work by consensus. However, should consensus not be achieved, members shall be granted the right to include minority views in the report.

Annex II. List of SMCC meetings for the period 2012 - 2018

SMCC	Date	Main Topics
2018		
2018 / 08	10/10/2018	<ol style="list-style-type: none"> 1) Rental subsidy in the field - with the participation of Senior Adviser DDO 2) JAC/MC – Issues related to Allianz - with the participation of Chief OHRS 3) Procedures for separation following increase in MAS 4) Calculation of lump sum for home leave after abolition of reference IATA air fare 5) Issuance of revised MS 342 - Compensation for Death, Injuries or Illness 6) AOB: <ol style="list-style-type: none"> a. Update on the commissary matters b. Insertion of TALEO profile for staff members c. Agreed termination for staff members
2018 / 07	9/12/2018	<ol style="list-style-type: none"> 1) Commissary - with participation of ADG-CS 2) Sick leave 3) Update on changes to MS 314 - Separation 4) Update on the issue of Allianz requesting proof of payment and of the issue on potential errors in the calculation of premiums of Allianz insurances 5) Implementation of policies to protect whistle-blowers
2018 / 06	7/17/2018	<ol style="list-style-type: none"> 1) JAC/MC 2) Recruitment guidelines for Regular Programme professional posts 3) PEMS – Approach to Rewards and Recognition 4) Staff Welfare Fund and update on Commissary
2018 / 05	5/17/2018	<ol style="list-style-type: none"> 1) Medical Visits – with participation of Chief, CSDH 2) Revision to MS 314 (Separation) – with participation of Chief, CSDH 3) CEB Task Force actions to address sexual harassment and exploitation in the UN system organization 4) AOB: <ol style="list-style-type: none"> a. Updates on the Commissary b. Reform of ILOAT c. Staff Bodies Address to the Council

2018 / 04	5/2/2018	<ol style="list-style-type: none"> 1) Allianz and proof of payment 2) Medical insurance premiums 3) Language exams 4) Rental subsidy in Rome 5) AP's letter to the DG/FICSA letter to DG 6) AOB: <ol style="list-style-type: none"> a. Cash shortage in Zimbabwe b. Q&A session on recruitment
2018 / 03	3/14/2018	<ol style="list-style-type: none"> 1) Dismissal of President AP-in-FAO 2) Adoption leave 3) AOB: <ol style="list-style-type: none"> a. PEMS Survey
2018 / 02	3/1/2018	<ol style="list-style-type: none"> 1) MS 307 - Transfer, secondment loan and exchange of staff 2) Draft A/C on Sick Leave (HQ) 3) AOB: <ol style="list-style-type: none"> a. PEMS Survey b. Increase in the medical premium insurance c. Bullying and sexual harassment course d. Annual UGSS General Assembly e. Mandatory age of separation (MAS)
2018 / 01	1/30/2018	<ol style="list-style-type: none"> 1) Follow up on Rental Subsidy topic 2) Parental leave in case of adoption 3) Education Grant 4) Commissary 5) Compensatory leave for staff on duty travel during official holidays 6) Global call for GS 7) Global Staff Survey - postponed 8) Information on SRBs on the Orientation tools for newcomers 9) AOB: <ol style="list-style-type: none"> a. Personnel issues in CIO b. Mandatory age of separation (MAS)
2017		
2017 / 13	11/20/2017	<ol style="list-style-type: none"> 1) AP-in-FAO Consultancy on Career Development 2) Contract extension with Allianz 3) Rental Subsidy 4) Follow up on individual cases of delay in payment of service incurred invoices 5) Education grant 6) Mental health of FAO staff 7) Status of ex-TAPs now in consultancy positions 8) AOB: <ol style="list-style-type: none"> a. Speech to the Council b. FSSP (Field Staff Selection Panel)

2017 / 12	10/19/2017	<ol style="list-style-type: none"> 1) Updates on Rental Subsidy in the Field 2) Updates on SMCC Action plan 3) Long delayed payments for Service Incurred Incidents 4) Revised guidelines for recruitment of consultants/PSAs 5) GS Recruitment 6) Staff Welfare Fund - to be discussed at next SMCC 7) TAPs (TORs, grades) 8) Mental Health of FAO staff members 9) AOB: <ol style="list-style-type: none"> a. JAC/MC
2017 / 11	10/11/2017	<ol style="list-style-type: none"> 1) Rental Subsidy in the Field - with the participation of Senior Adviser DDO 2) Service Incurred Incidents 3) TAP Mandatory Break 4) AOB: <ol style="list-style-type: none"> a. Information Note on the Emergency Notification System (ENS) b. Disposal of the Commissary Stock c. Guidelines for the Geographic Mobility Programme d. Update to the SMCC work plan and pending minutes of past meetings
2017 / 10	9/19/2017	<ol style="list-style-type: none"> 1) Update on Commissary matters - with the participation of ADG-CS 2) AOB: <ol style="list-style-type: none"> a. Capital Assessment Feeds (CAF) Education Grant b. Professional Recruitment Guidelines c. Rental Subsidy for the staff in field offices d. Mandatory break in servicer for TAPs
2017 / 09	7/20/2017	<ol style="list-style-type: none"> 1) Commissary matters - with the participation of ADG-CS 2) ICSC review of post adjustment in Rome 3) CAF (education grant) 4) MS 505 - Information Technology
2017 / 08	6/27/2017	<ol style="list-style-type: none"> 1) Management response to AP-in-FAO bulletin dated 23/06 2) CAF and Education Grant 3. AOB: <ol style="list-style-type: none"> a. SRBs address to the Conference b. Update on commissary staffing
2017 / 07	6/15/2017	<ol style="list-style-type: none"> 1) Commissary issues 2) Pending summary records 3) AOB: <ol style="list-style-type: none"> a. Changes to education grant scheme

2017 / 06	6/2/2017	<ol style="list-style-type: none"> 1) A/C 2017/05 – Rome Rental Subsidy 2) SMCC Work plan 3) Updates on Commissary staffing 4) MS 321 – Special Leave
2017 / 05	5/19/2017	<ol style="list-style-type: none"> 1) Education Grant: CAF issue 2) Commissary matters 3) AOB: <ol style="list-style-type: none"> a. Event facilitated by Zensium HR
2017 / 04	5/3/2017	<ol style="list-style-type: none"> 1) Commissary matters 2) MS 308 - special post allowance (SPA) 3) AOB: <ol style="list-style-type: none"> a. TORs for JAC/MC b. GSSC Review
2017 / 03	4/21/2017	<ol style="list-style-type: none"> 1) SMCC Work plan – next items 2) UGSS elections 3) AP-in-FAO planned event on 6 June (Panel discussion: Identity and creativity in the workplace: how investing in staff wellness brings dividends) 4) Compensatory Leave for Staff at Professional and Higher Categories (Message of Ms Altmaier of 22/2/17 refers) 5) Sharing staff data (for AP, for FICSA dues, etc.) 6) Invitation to FAO-Link: Welcome to New Staff: Requesting a list of the newly recruited Professional staff in order to publicize the activities of the Association 7) AOB <ol style="list-style-type: none"> a. PSA call for interest
2017 / 02	3/14/2017	<ol style="list-style-type: none"> 1) SMCC Work Plan 2) MS 505 - Information Technology 3) MS 323 - Sick Leave 4) AOB: <ol style="list-style-type: none"> a. Reply from DG on special leave for FICSA event b. Request to discuss GSSC in next SMCC
2017 / 01	2/22/2017	<ol style="list-style-type: none"> 1) Proposed SMCC Programme of Work 2017 2) MS 313 (re-testing for language allowance) 3) GSSC Review 4) Ms 311 - Change in Status 5) MS 308 - granting of special post allowance (SPA) 6) JAC/MC TORs 7) Temporary mobility for GS staff 8) AOB: <ol style="list-style-type: none"> a. Feedback from OIG on investigation guidelines b. Council documents c. Events organized by the Staff Unions

2016		
2016 / 20	12/20/2016	<ol style="list-style-type: none"> 1) Revised TORs of the JAC/MC 2) SRBs participation to the FICSA Council in February 2017 3) Short-Term Contracts (GS staff) 4) Official HQ holidays and mobility
2016 / 19	11/18/2016	<ol style="list-style-type: none"> 1) MS 505 - Information Technology and next steps 2) OIG Guidelines on Investigations - next steps 3) MS 330 - Disciplinary Measures 4) Appeals Committee matters 5) AOB <ol style="list-style-type: none"> a. GSSC recruitment process b. SRBs Address to the Council
2016 / 18	10/27/2016	<ol style="list-style-type: none"> 1) MS 505 - Information Technology and feedback from SRBs 2) OIG Guidelines on Investigations - Feedback from SRBs 3) A/C on Short-Term Personnel 4) A/C on Official Holidays at HQ for 2017 5) PSSC procedures 6) AOB: <ol style="list-style-type: none"> a. MS 323 - Sick Leave b. JM 2016.2/2
2016 / 17	10/20/2016	<ol style="list-style-type: none"> 1) Mandatory Age of Separation (MAS) 2) Career opportunity studies by AP-in-FAO
2016 / 16	9/20/2016	<ol style="list-style-type: none"> 1) Introduction of the Inspector-General to the SRBs 2) Revisions to MS 323 - Sick Leave 3) AOB: <ol style="list-style-type: none"> a. FAO language levels b. Revision of manual section on language allowance retesting
2016 / 15	9/6/2016	<ol style="list-style-type: none"> 1) Revisions to MS 316 - Short-Term Personnel 2) AOB: <ol style="list-style-type: none"> a. Inter-agency loans

2016 / 14	8/30/2016	<ol style="list-style-type: none"> 1) Revisions to MS 316 - Short-Term Employment 2) Revisions to MS 323 - Sick Leave 3) Staffing (vacant positions) 4) Revised official HQ holidays for 2016 5) UN Staff Day 6) AOB: <ol style="list-style-type: none"> a. Request for review of the geographic mobility programme b. Evaluation of the GSSC recruitment process
2016 / 13	7/1/2016	<ol style="list-style-type: none"> 1) Revisions to MS 316 - Short-Term Personnel 2) Update on vacant positions/recruitment processes 3) Update on TAPs approaching the 55 month limit and swap with WFP 4) AOB: <ol style="list-style-type: none"> a. Review of the GSSC selection process
2016 / 12	6/24/2016	<ol style="list-style-type: none"> 1) Revisions to MS 323 - Sick Leave 2) AOB: <ol style="list-style-type: none"> a. A/C 2016/16 - Outside Interests
2016 / 11	5/24/2016	<ol style="list-style-type: none"> 1) Approval of the SMCC agenda 2) Revisions to MS 316 - Short-Term Employment 3) Revisions to MS 323 - Sick Leave 4) Request by the SRBs to address the FAO Council 5) AOB: <ol style="list-style-type: none"> a. Draft A/C on Gross Negligence b. Collaboration with WFP on temporary assistance pool
2016 / 10	5/13/2016	<ol style="list-style-type: none"> 1) Approval of the SMCC agenda 2) Approval of previous outstanding SMCC draft summary records (January/April 2016) 3) AOB: <ol style="list-style-type: none"> a. Global Call Rosters (GS)
2016 / 09	5/3/2016	<ol style="list-style-type: none"> 1) Approval of the SMCC agenda 2) Policy on GS short-term recruitment and update on TAPs 3) Centralization of IT support functions in CIO 4) Language tests for internal/external candidates 5) AOB: <ol style="list-style-type: none"> a. Mandatory age of separation
2016 / 08	4/19/2016	<ol style="list-style-type: none"> 1) Approval of the SMCC agenda 2) Revised official holidays at HQ 3) Use of corporate communications channels 4) Policy on GS short-term recruitment and update on TAPs 5) Centralization of IT support functions in CIO - postponed for the next meeting 6) Language tests for internal/external candidates - postponed for the next meeting

2016 / 07	4/12/2016	<ol style="list-style-type: none"> 1) Approval of the SMCC agenda 2) Update on/approval of the SMCC draft summary notes 3) Matters arising from the summary notes 4) Revised official holidays at HQ 5) Working arrangements of SMCC and emerging issues in SMR (staff management relations) 6) Use of corporate communications channels - postponed for the next meeting 7) Policy on GS short-term recruitment and update on TAPs - postponed for the next meeting 8) Centralization of IT support functions in CIO - postponed for the next meeting 9) Language tests for internal/external candidates - postponed for the next meeting
2016 / 06	3/15/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) Revised medical insurance premiums 2016 3) Professional vacancies 4) TAP staff - A/C 2015/07 5) Revised official holidays at HQ - postponed for the next meeting 6) Paper on GS short-term staff - postponed for the next meeting 7) Working arrangements of SMCC - postponed for the next meeting 8) Corporate communications channels - postponed for the next meeting
2016 / 05	2/26/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) A/C 2016/05 - revised HQ holidays for 2016 3) Mandatory age of separation 4) Redeployment 5) Update on TAPs and short-term contracts
2016 / 04	2/16/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) GS short-term staff - comments on the Concept Note 3) Centralization of IT functions in CIO; composition of SP teams, pouch services 4) Draft A/C on Language Testing 2016 5) A/C 2016/05 - revised HQ holidays for 2016 - postponed for the next meeting
2016 / 03	2/9/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) Approval of previous outstanding SMCC draft summary records 3) Matters arising from previous SMCC summary records 4) MS 341 and Staff Pension Committee elections 5) GS short-term staff - comments on the Concept Note
2016 / 02	2/2/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) Approval of previous outstanding SMCC draft summary records 3) AOB: <ol style="list-style-type: none"> a. Breach of confidentiality b. Clarification on A/C 2016/05 on revision of official HQ holidays for 2016

2016 / 01	1/19/2016	<ol style="list-style-type: none"> 1) Adoption of the SMCC agenda 2) Short-Term GS Contracts 3) Appeals Committee 4) Proposed changes to MS 341 - Pension Fund 5) MS 343 - Health Protection and Medical Insurance Plan 6) Replenishment of GS rosters and temporary assistance pool
2015		
2015 / 26	12/16/2015	<ol style="list-style-type: none"> 1) Adoption of Agenda 2) Approval of records from previous meetings 3) Appeals Committee 4) Proposed revisions to MS 341 (SPC) 5) MS 313 – Language Allowance 6) TAPs – Long-term approach to short-term staff 7) MS 343- Health Protection and Medical Insurance Plan 8) AOB
2015 / 25	12/10/2015	<ol style="list-style-type: none"> 1) Security issues
2015 / 24	12/8/2015	<ol style="list-style-type: none"> 1) Approval of the Agenda 2) Clearance of previous Summary records and matters arising from same 3) Long-term approach to short-term contracts 4) TORs SMCC 5) Staff Pension Committee elections 6) Post-Council update 7) Update on job growth upgradings 8) AOB: <ol style="list-style-type: none"> a. MS 313 - language allowance
2015 / 23	12/3/2015	<ol style="list-style-type: none"> 1) GSSC matters 2) Long-term approach to short-term contracts 3) Address to the Council by the SRBs 4) Staff Pension Committee elections 5) AOB: <ol style="list-style-type: none"> a. ACs on MS 343 - Health Protection & Medical Insurance Plan

2015 / 22	11/24/2015	<p>1) Pending replies to messages addressed to the Director General:</p> <p>(a) UGSS request for meeting on urgent issues</p> <p>(b) SRBs request for discussion of security matters, as DO (designated official) for Italy</p> <p>(c) SRBs request to address the 153rd Council on Monday 30/11</p> <p>(d) SRBs request be invited to the celebrations of the Organization's 70th anniversary</p> <p>2) Activity report of the GSSCs/A-O-N (Apex-DDO-DDN)</p> <p>3) Representation of GS and locally recruited staff in FAO regional and country offices</p> <p>4) Changes to the cost-sharing arrangement of Plan 1 BMIP/MMBP</p> <p>5) Update on upgradings based on job growth</p> <p>6) Workplan for SMCC for 2016</p> <p>7) AOB:</p> <p>a. Long-term approach to short-term contracts</p> <p>b. Report of union meeting of Italy-based agencies</p>
2015 / 21	11/17/2015	<p>1) TORs of SMCC/Joint Staff Management Advisory Committee (JSMAC)</p> <p>2) Temporary Assistance Pool</p> <p>3) GSSC Update</p> <p>4) Update on agreed terminations and criteria adopted for approval</p> <p>5) TORs of the Staff Relations Officer in the HR/APEX structure</p> <p>6) Changes to the cost-sharing arrangement of Plan 1 BMIP/MMBP</p> <p>7) Staff Pension Committee – issuance of MS 341 and date of elections of representatives of participants.</p> <p>8) AOB:</p> <p>a. Staff Pension Committee (SPC)</p> <p>b. Job growth upgradings</p> <p>c. GS representation in the field</p>
2015 / 20	11/10/2015	<p>1) Finalization of TORs of SMCC/Joint Staff Management Advisory Committee (JSMAC)</p> <p>2) Update on TAP situation</p> <p>3) AOB:</p> <p>a. Membership of Staff Pension Committee (SPC) and Advisory Committee for Compensation Claims (ACCC)</p>
2015 / 19	11/6/2015	<p>1) Finalization of TORs of SMCC/Joint Staff Management Advisory Committee (JSMAC)</p>
2015 / 18	10/21/2015	<p>1) Draft TORs of SMCC</p> <p>2) TAP Pool Proposal by UGSS</p>
2015 / 17	10/13/2015	<p>1) Draft TORs of SMCC</p> <p>2) TAP Situation</p> <p>3) Agreed Termination procedures</p>
2015 / 16	10/6/2015	<p>1) Draft TORs of SMCC</p> <p>2) TAP Situation</p> <p>3) Agreed Termination procedures</p> <p>4) AOB:</p> <p>a. GS lateral transfers</p>

2015 / 15	9/29/2015	<ol style="list-style-type: none"> 1) Draft TORs of SMCC 2) Agreed Termination procedures 3) TAP Situation
2015 / 14	9/23/2015	<ol style="list-style-type: none"> 1) SMCC mandate/TORs 2) Agreed terminations 3) Performance Evaluation and Management System (PEMS) 4) Restructuring
2015 / 13	9/14/2015	<ol style="list-style-type: none"> 1) MS 305 - Recruitment & Selection 2) AOB: <ol style="list-style-type: none"> a. TORs for SMCC b. TAP situation c. Redeployment
2015 / 12	8/5/2015	<ol style="list-style-type: none"> 1) TORs of SMCC and Rules of Procedures 2) MS 305- Recruitment & Appointment 3) TAP Situation 4) AOB: <ol style="list-style-type: none"> a. Sick leave b. Agreed terminations
2015 / 11	7/15/2015	<ol style="list-style-type: none"> 1) Performance Evaluation and Management System (PEMS) 2) GSSC matters
2015 / 10	7/10/2015	<ol style="list-style-type: none"> 1) GSSC matters 2) MS 305 - Recruitment & Selection 3) Performance Evaluation and Management System (PEMS)
2015 / 09	7/2/2015	<ol style="list-style-type: none"> 1) GSSC matters 2) Performance Evaluation and Management System (PEMS)
2015 / 08	6/24/2015	<ol style="list-style-type: none"> 1) GSSC matters 2) Performance Evaluation and Management System (PEMS) 3) Job growth upgradings 4) TAP situation 5) MS 342 App C - Membership of the Advisory Committee on Compensation Claims 6) Commissary tender 7) Agreed terminations 8) ICSC 9) Sick leave 10) JAC/MC situation
2015 / 07	6/16/2015	<ol style="list-style-type: none"> 1) Performance Evaluation and Management System (PEMS) 2) TAP situation 3) GS Recruitment, including interim guidance for recruitment tests 4) Follow-up to the 39th Conference 5) AOB: <ol style="list-style-type: none"> a. Performance appraisal for TAPs b. MS 311 - Change in Status c. SMCC TORs

2015 / 06	6/3/2015	<ol style="list-style-type: none"> 1) Draft SMCC Meeting Minutes 2) SRBs Address to the Conference 3) TAP issue 4) Performance Evaluation and Management System (PEMS) 5) Geographic mobility 6) GS Global Call
2015 / 05	5/27/2015	<ol style="list-style-type: none"> 1) TAP staff 2) Performance Evaluation and Management System (PEMS) 3) Geographic mobility 4) Staff/Management relations
2015 / 04	5/8/2015	<ol style="list-style-type: none"> 1) Performance Evaluation and Management System (PEMS) 2) Geographic Mobility 3) TAP staff 4) Elections to Staff Pension Committee (SPC) 5) Funding for SRBs 6) M.S. 311 – Change in Status
2015 / 03	4/16/2015	<ol style="list-style-type: none"> 1) Performance Evaluation and Management System (PEMS) 2) Temporary Assistant Pool (TAP) 3) G3/G6 rosters 4) AOB: <ol style="list-style-type: none"> a. Reprimands
2015 / 02	3/27/2015	<p>First meeting after strike</p> <ol style="list-style-type: none"> 1) 55 months for short-term 2) Performance Evaluation and Management System (PEMS) 3) GS global call for interest 4) Job growth upgradings 5) Reprimands
2015 / 01	3/5/2015	<ol style="list-style-type: none"> 1) Revised Performance Evaluation and Management System (PEMS) policy 2) MS 316 - Short-Term Personnel
2014		
2014 / 14	11/14/2014	<ol style="list-style-type: none"> 1) MS 316 - Short-Term Personnel 2) Revised PEMS policy 3) Mobility 4) Prevention of Harassment policy 5) AOB: <ol style="list-style-type: none"> a. Permission to address the Council
2014 / 13	10/27/2014	<ol style="list-style-type: none"> 1) TORs of the SMCC 2) Upgradings 3) MS 316 - Short-term staff 4) Ebola situation 5) Health insurance 6) AOB: <ol style="list-style-type: none"> a. Update on staffing situation in CSA

2014 / 12	10/3/2014	<ol style="list-style-type: none"> 1) Redeployment 2) Job growth upgradings 3) Draft policy on Prevention of Harassment 4) MS 325 - Overtime 5) GSSC 6) AOB: <ol style="list-style-type: none"> a. ICN2 - International Conference on Nutrition b. HLCM - High Level Committee on Management
2014 / 11	7/31/2014	<ol style="list-style-type: none"> 1) Job growth upgradings 2) Draft policy on the Prevention of Harassment 3) MS 325 - Overtime 4) MS 305 - Probationary period 5) RBAs framework agreement (GS recruitment) 6) Staff Welfare Fund 7) AOB: <ol style="list-style-type: none"> a. Finalization of TORs of SMCC
2014 / 10	6/27/2014	<ol style="list-style-type: none"> 1) Probationary period – revisions to MS 305 - Recruitment & Appointment and MS 311 - Change in Status 2) Redeployment package 3) Status of vacancies already cleared by the GSSC 4) Status of PWB upgradings 5) Redeployment of FT staff upon abolition of post 6) MS 314 - Separation 7) 149th Council report/Debriefing on 149th Council 8) PEMS - Strategic Review report 9) UGSS Secretary position 10) ACOSH
2014 / 09	4/16/2014	<ol style="list-style-type: none"> 1) Appointments to positions at grade D1 and above 2) Probation provisions – suggestion for revision
2014 / 08	4/2/2014	<ol style="list-style-type: none"> 1) MS 314 App. A - Separation & Redeployment Guidelines 2) Restructuring of CSA
2014 / 07	3/24/2014	<ol style="list-style-type: none"> 1) MS 314 - Separation 2) AOB: <ol style="list-style-type: none"> a. Professional redeploment b. TAP short-term contracts
2014 / 06	3/18/2014	<ol style="list-style-type: none"> 1) MS 314 App. A – Redeployment Guidelines 2) AOB: <ol style="list-style-type: none"> a. Communications

2014 / 05	3/6/2014	<ol style="list-style-type: none"> 1) Selection Procedures – Call for expression of interest to be nominated by staff as member of department/regional PSSC 2) GS Recruitment Selection 3) Redeployment status 4) Mobility 5) PEMS 6) AOB: <ol style="list-style-type: none"> a. MS 324 - Maternity and Paternity Leave b. Communications c. Forax fuel cards
2014 / 04	2/21/2014	<ol style="list-style-type: none"> 1) Communications 2) CS Restructuring 3) PSSCs – Appointment of Chairs/Alternates/Representatives of Staff 4) MS 305 - Update 5) AOB: <ol style="list-style-type: none"> a. Selection of new Staff Relations Officer b. APO issue
2014 / 03	2/11/2014	<ol style="list-style-type: none"> 1) Selection Procedures – MS 305 - Recruitment & Appointment 2) Official Travel – amendments to MS 401 - Duty Travel 3) MS 314 - Separation 4) Communications 5) CS Restructuring 6) AOB: <ol style="list-style-type: none"> a. Ombudsman b. FICSA Council in 2015
2014 / 02	1/21/2014	<ol style="list-style-type: none"> 1) PSSC 2) AOB: <ol style="list-style-type: none"> a. GS vacancies b. Mobility Roster c. Job growth promotions d. PEMS rebuttal e. IPA positions f. Redeployment
2014 / 01	1/14/2014	<ol style="list-style-type: none"> 1) PSSC – amendments to MS 305 - Recruitment & Appointment and Appendix A - Terms of Reference and Procedure for FAO Professional Staff Selection Committees 2) Official Travel – amendments to MS 401 - Duty Travel 3) AOB: <ol style="list-style-type: none"> a. PEMS rebuttal policy b. OIG report on the recruitment process c. Communications meeting d. Professional redeployment pending cases e. Revisions to Harassment Policy
2013		
2013 / 21	12/12/2013	<ol style="list-style-type: none"> 1) Revisions to MS 305 - Recruitment & Appointment 2) Revisions to MS 314 - Separation

2013 / 20	11/27/2013	1) MS 314 - Separation 2) Corporate Framework on employment of consultants and PSAs
2013 / 19	11/22/2013	1) Mobility 2) Professional Staff Selection Committees (PSSC) 3) MS 314 - Separation 4) NSHR issues
2013 / 18	11/15/2013	1) Mobility 2) Policy on Harassment
2013 / 17	11/6/2013	1) Mobility 2) Separation Payment Scheme 3) Professional Staff Selection Committees (PSSC)
2013 / 16	10/28/2013	1) Proposed improvements to MS314 - Separation 2) Communications 3) Professional Staff Selection Committees (PSSC)
2013 / 15	10/18/2013	1) Mobility 2) Redeployment Task Forces 3) Professional Staff Selection Committees (PSSC) (Revisions to MS305)
2013 / 14	10/7/2013	1) Updates on Redeployment Task Forces 2) Professional Staff Selection Committees (PSSC)
2013 / 13	9/20/2013	1) Redeployment Guidelines 2) Reduction in Force provisions
2013 / 12	9/18/2013	1) Redeployment Guidelines 2) RIF (Reduction in Force)
2013 / 11	9/17/2013	1) Proposed Redeployment 2) Guidelines for posts abolished to achieve efficiency in PWB 2014/2015
2013 / 10	9/12/2013	1) Follow-up on issues discussed at SMCC meeting of 10 September 2013
2013 / 09	9/10/2013	1) Procedural changes proposed by Management in order to assist in achieving the targeted 37 million USD in savings for this biennium.

2013 / 08	9/4/2013	<ol style="list-style-type: none"> 1) Interview on InTouch on Adjustments to the Programme of Work and Budget and post abolitions 2) Changes in the Administrative Manual regarding the recruitment process, draft of revised reassignment process 3) Abolition of posts exercise
2013 / 07	8/13/2013	<ol style="list-style-type: none"> 1) Staffing issues (Follow upon discussions held on 6 August meeting)
2013 / 06	8/6/2013	<ol style="list-style-type: none"> 1) Full picture of foreseen job cuts 2) Organization's briefing on the ICSC and HR Network meetings 3) Future of the Professional Staff Selection Committees (PSSC) 4) Lifting of the need to obtain DG's waiver to interview candidates from overrepresented countries
2013 / 05	7/11/2013	<ol style="list-style-type: none"> 1) Future of PSSC/GSSC 2) JAC/MC – updates 3) Redeployment of security guards & Redeployment Task Force (pending cases) 4) ICSC meetings (updates on the items relevant to the GS category) 5) State of Staff Representative/Management Relations 6) Feedback/briefing on the imminent ICSC meeting, specifically as regards the question of Mandatory Age of Separation for currently-serving staff members
2013 / 04	7/2/2013	<ol style="list-style-type: none"> 1) Outcome of Conference and implications for staff 2) Briefing on the upcoming HR Network 3) Ombudsman/Ethics Officer
2013 / 03	6/13/2013	<ol style="list-style-type: none"> 1) Outcome of Conference and implications for staff 2) Briefing on the upcoming HR Network 3) Ombudsman/Ethics Officer
2013 / 02	6/10/2013	<ol style="list-style-type: none"> 1) Information Note No. 6 C2013/3 possible ways to reduce increases in staff costs (other than efficiency savings)
2013 / 01	6/4/2013	<ol style="list-style-type: none"> 1) Draft TORs for SMCC
Joint Advisory Committee on FAO Reform (JAC/FAR)		
JAC/FAR 5	5/23/2013	<ol style="list-style-type: none"> 1) TORs of SMCC for discussion
JAC/FAR 4	4/17/2013	<ol style="list-style-type: none"> 2) JAC/FAR meeting on recruitment issues
JAC/FAR 3	4/16/2013	<ol style="list-style-type: none"> 3) JAC/FAR meeting on working arrangements for security staff

JAC/FAR 2	3/28/2013	4) Meeting with SRBs on communication matters
JAC/FAR 1	3/14/2013	1) High Level Committee on Management (HLCM) de-briefing 2) After-Service Medical Coverage (ASMC) 3) Finance Committee/Programme Committee matters
2012 Joint Advisory Committee on FAO Reform (JAC/FAR) Meetings		
2012 / 06	11/27/2012	1) Post abolitions/redeployment
2012 / 05	11/13/2012	1) Finance Committee/Programme Committee issues arising from recent session 2) Post abolitions in CSA
2012 / 04	10/23/2012	1) Cairo Investigation Report 2) CSF Restructuring 3) Post abolitions in CSA 4) Ombudsman
2012 / 03	10/15/2012	1) Discussion on the type and timing of dissemination of the statement to be issued regarding the staff/management consultative process 2) Clarification on the results of the PWB job growth upgradings exercise 3) Communications with SRBs (closing of pharmacy, opening of breastfeeding facility)
2012 / 02	10/8/2012	1) Offshoring/Outsourcing Redeployment 2) NSHR hire
2012 / 01	10/4/2012	1) Consultative Process 2) Working methods of JAC/FAR

Annex III

Nr.	Topic	Discussed at SMCC Nr.	Date of SMCC	Staff Bodies Position	Management Position	SRBs Comments Taken into Consideration
1	Revision to MS 314 (Separation) Introduction of Medical Home Visits	2018 / 07 2018 / 05	12/09/2018 17/05/2018	<p>Neither agree nor disagree, queried the role of SPC on separation on medical grounds and what options there are if the sick leave entitlement is exhausted.</p> <p>Requested info on timing of the home visits, whether there will be advanced notice, who would be the third party doctors and whether they would be carrying official identification</p>	<p>Medical visits to be implemented in case of sick leave, an average of 3 visits a day.</p> <p>Proposed change in the process for disagreements in case of termination on medical grounds to include an intermediary step: an independent medical evaluation. Final version of MS 314 to be shared with the Staff Bodies for comments</p>	In progress, CSDH to provide more information on the home visits
2	CEB Task Force actions to address sexual harassment and exploitation in the UN system organization	2018 / 05 2018 / 02	17/05/2018 01/03/2018	In agreement with Management's position, suggestion to strengthen the whistle blower policy	<p>Reiterated the Organization's zero tolerance policy for any form of sexual harassment, exploitation or abuse.</p> <p>Action Plan PSEA/SH FAO in place to address sexual harassment, exploitation and abuse.</p>	Information only

3	Commissary matters	<p>2018 / 08 2018 / 07 2018 / 06 2018 / 05 2018 / 01 2017 / 11 2017 / 10 2017 / 09 2017 / 07 2017 / 06 2017 / 05 2017 / 04</p>	<p>10/10/2018 12/09/2018 17/07/2018 17/05/2018 30/01/2018 11/10/2017 19/09/2017 20/07/2017 15/06/2017 02/06/2017 19/05/2017 03/05/2017</p>	<p>Opposed to the closure of the commissary, opposed to the abolishment of the Joint Commissary Committee (JCC).</p> <p>Request for updates from DDO on the new business model for the commissary and the situation of staff working in the commissary</p> <p>ADG-CS provided updated on the status of the commissary including the intention to join IFAD tender. Staff Bodies requested management to take more time to review this matter and not to join the IFAD tender.</p> <p>Asked for updates on the commissary</p>	<p>Abolition of the Joint Commissary Committee (JCC) was done with the understanding that all matters related to commissary will be discussed at the SMCC, as the forum for staff-management relations.</p> <p>All commissary staff transferred to other positions in the Organization.</p> <p>Negotiations with the Italian government ongoing for the new business model.</p> <p>FAO is exploring the possibility to join the IFAD tender for a new company in order to speed up the process to replace the Commissary by an on-line version.</p> <p>Management will liaise with ADG-CS for any updates</p>	<p>Partially. Management confirmed the abolition of the JCC.</p> <p>Management agreed not to join the tender with IFAD and review the matter further.</p>
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4	Allianz Contract Medical Insurance	2018 / 07 2018 / 04 2018 / 02 2017 / 13	12/09/2018 02/05/2018 01/03/2018 20/11/2017	Opposed the increase in the premium insurance and reported cases of decreased premiums for some GS staff.	Increase in premium as a result of the extension of contract with Allianz for an additional two years, the Organization uses reserve funds to decrease the impact of the rates from 7.4% to 4%.	No, the increase in premium was part of the extended contract with Allianz. However, Management informed that the reserve funds were used to decrease the impact of the rates from 7.4% to 4%
5	JAC/MC TORs	2018 / 08 2018 / 06 2017 / 12 2017 / 04 2017 / 01	10/10/2018 17/07/2018 19/10/2017 03/05/2017 22/02/2017	Queried why the JAC/MC committee does not meet to discuss the medical insurance tender. In agreement with the new TORs circulated on 30 July 2018. Queried when the next meeting of the JAC/MC will be convened.	JAC/MC committee cannot meet due to old TORs. FAO liaised with WFP and IFAD for new TORs. Meeting held on 18 July 2018 with WFP, IFAD, Staff Bodies from all RBAs, FFOA representatives. New TORs circulated on 30 July and no further comments received. Management indicated that the official decision of WFP to join FAO and IFAD in a common tender for the medical contract was pending. Once the decision is formalized, the JAC/MC will be convened. Management also informed that Allianz in proposing initiatives in terms of preventive care and Chief OHRS will do a presentation at the next SMCC on this topic	Yes, Management has revised the TORs based on feedback from SRBs and will convene the JAC/MC as soon as WFP officially confirms their position.

6	Language Exams MS 313 (re-testing for language allowance)	2018 / 04 2017 / 01 2016 / 09 2016 / 04	02/05/2018 22/02/2017 03/05/2016 16/02/2016	<p>Objected the discontinuation of language allowance. Asked to insert in A/C 2016 clear indications that the re-testing is only applicable to staff who receive language allowance.</p> <p>Objected in 2016 to external candidates for GS positions to be tested off-site.</p> <p>UGSS requested for GS staff to be able to re-take the exam more than once a year.</p>	<p>Management informed that the A/C 2016 will be re-worded to specify the re-testing eligibility criteria.</p> <p>Management informed that external candidates were tested via online testing coupled with online video interviewing (in 2016).</p> <p>Changes to MS 313 in line with new UN practices on certification for language levels. Re-testing only for staff who are in receipt of language allowance.</p> <p>Not possible, staff need time to improve and re-take the exam.</p>	<p>Yes, AC 2016/08 specifies GS eligibility criteria, changes to MS 313 are in line with the new UN practices on certification for language levels.</p> <p>No, Management informed that external candidate for GS positions will continue to be tested off-site.</p>
7	Rental Subsidy	2018 / 08 2018 / 04 2018 / 01 2017 / 13 2017 / 12 2017 / 11 2017 / 10 2017 / 06	10/10/2018 02/05/2018 30/01/2018 20/11/2017 19/10/2017 11/10/2017 19/09/2017 02/06/2017	<p>In disagreement with the method of calculating rental subsidy. Queried on the cases where the request for rental subsidy was not yet answered.</p> <p>Queried on the change of methodology applied for field offices which varies from the procedure described in MS 308/Appendix H</p>	<p>Based on OIG recommendations, to revise the rental subsidy ceiling in Rome.</p> <p>DDO Representative provided more information on the pending cases. DDO Representative explained the methodology applied and recognized that more guidance needs to be provide to certifying officers to ensure consistency and fairness of process. Management will propose changes to MS 308 including on maximum rental ceilings in HQ.</p>	<p>In progress, Management has shared the revised MS 308 with the SRBs for comments, deadline 03 November.</p>

8	Changes to MS 321 (Parental Leave in case of Adoption)	2018 / 03 2018 / 01	14/03/2018 30/01/2018	MS revised in June 2017 with SRBs agreement. Subsequently SRBs opposed the deletion of the section on parental leave in case of adoption	Agreed to review and re-discuss the deletion of the section on parental leave in case of adoption. Section re-instated in MS 321 with a limit of six dependent children.	Yes, Management agreed to reinstate the section on parental leave in case of adoption, with a limit of six dependent children.
9	PEMS Survey	2018 / 06 2018 / 04 2018 / 03 2018 / 02	17/07/2018 12/04/2018 14/03/2018 01/03/2018	Welcomed the proposal to conduct a PEMS survey and discuss the results at the SMCC. Survey conducted, results discussed and agreement on certain changes to the process such as fixed timeline, inclusion of direct reports as multiraters, more training and guidance. UGSS strongly rejected any proposal for rewards other than promotion. AP-in-FAO indicated that they will review and provide their comments	Proposal to conduct a PEMS survey and review the results with the Staff Bodies. Survey conducted and results discussed with the Staff Bodies. Proposal to establish a mechanism for rewards and recognition to be shared with the Staff Bodies for comments.	Yes, Management included the feedback received in the survey. Results were discussed with the SRBs, and agreement was obtained on a fixed timeline, inclusion of direct reports as multirater and more training for staff and managers.

10	Dismissal of President AP-in-FAO	2018 / 04 2018 / 03	02/05/2018 14/03/2018	Expressed dismay over the dismissal of the former AP-in-FAO President and addressed a letter to the DG in this respect	Clarified that the dismissal had no connection to this role as AP-in-FAO President but as a result of an investigation on his role as Commissary Manager. Management further clarified that all procedures in this case were followed accordingly, as per the MS 330 "Disciplinary Measures". Response provided to letter from AP-in-FAO	Information only
11	Changes to MS 307 - Transfer, secondment loan and exchange of staff	2018 / 02	1/3/2018	AP-in-FAO requested clarification on the procedural aspects	Management indicated that the questions made by AP-in-FAO have been answered therefore the updated Manual Section will be published	Yes, Management took part of the feedback into consideration and issued the revised MS 307
12	Mandatory age of separation (MAS)	2018 / 08 2018 / 02 2018 / 01	10/10/2018 01/03/2018 30/01/2018	Strong position that the MAS should be raised to 65 immediately. Queried on whether the procedures for separation have changed due to the increase in MAS.	MAS to be raised to 65 as of 01 July 2019. Management clarified that the procedure remains the same and the MAS has been automatically updated in the system for continuing staff members.	Yes, Management raised the MAS to 65, following the decision of the Council

13	Changes to Education Grant	2018 / 01 2017 / 13 2017 / 10 2017 / 09 2017 / 08 2017 / 05	30/01/2018 20/11/2017 19/09/2017 20/07/2017 27/06/2017 19/05/2017	Strongly opposed the proposed changes to the education grant package, including the removal of the CAF	Based on recommendations of ICSC, the CAF is no longer part of the scheme. The new procedure was waived for staff going on mobility in 2017.	Yes, Management took the feedback into consideration and reinstated the CAF for staff transferred on mobility.
14	Delay in payment of service incurred accidents	2017 / 13 2017 / 12 2017 / 11	20/11/2017 19/10/2017 11/10/2017	Queried on late payments in some cases of service incurred accidents	Most cases are pensioners and the cases date before 2000. Delays may be related to the fact that the Medical Center requested independent medical evaluations in some cases.	Information only
15	Draft A/C on Sick Leave (HQ)	2018 / 07 2018 / 02	12/09/2018 01/03/2018	Not agree or disagree, more information on how the home visits would work, if the staff member is away to see the doctor, language barrier, exemptions, random selection process	More systematic way of dealing with sick leave, based on OIG audit recommendations. Follow up with Medical Office on more details on home visits	Information only
16	GS Recruitment	2018 / 01 2017 / 12 2017 / 04 2017 / 01	30/01/2018 19/10/2017 03/05/2017 22/02/2017	Opposed the GS Global Call, request of issuance of VAs for each single GS position.	Maintains position on GS Global Call as the most efficient manner in which to recruit GS staff.	No, as the feedback opposes the established HR policy on GS recruitment

17	Temporary Assistance Pool	2017 / 13 2017 / 12 2017 / 11 2017 / 10	20/11/2017 19/10/2017 11/10/2017 19/09/2017	Queried on the mandatory break TAPs needed to take in December 2017, although some of them had another break during the year, at what grade TAPs were hired and the situation of ex-TAPs in consultancy positions	Clarified that less than 10% of TAPs had a mandatory break during the year, all TAPs are hired at G2 level and the ex-TAPs have been offered opportunities in WFP but declined. If qualified, they would be included in the GS roster.	Information only
18	Staff Welfare Fund	2017 / 12	19/10/2017	Queried the future of the Staff Welfare Fund, considering the closure of Commissary	Will depend on the new commissary business model	Yes, Management has taken into consideration the feedback and the situation will be reviewed as soon as the new commissary business module is in place
19	Compensatory leave for staff on duty travel during official holidays	2018 / 01 2017 / 03	30/01/2018 21/04/2017	Queried on communication issued in February 2017 stating that staff will not be entitled to compensatory leave while on mission during official holidays	To review the communication and discuss at next SMCCs	Information only
20	Revised guidelines for recruitment of consultants/PSAs	2017 / 12 2017 / 03	19/10/2017 21/04/2017	Concern from UGSS that some consultancy/PSA work may overlap with GS work	Clarified that special attention is given to VA for consultants or PSAs to not include any mention of administrative tasks	Yes, Management assured that SSC checks the TORs for consultants/PSAs to ensure that they do not contain any administrative tasks

21	Information Note on the Emergency Notification System (ENS)	2017 / 11	10/11/2017	Agreed with the principle of setting efficient security tracking systems and asked for more detailed information on ENS	More information provided by DDOS	Information only
22	Guidelines for the Geographic Mobility Programme	2017 / 11	10/11/2017	Comments made by AP-in-FAO are consistent with those made for the 2017 policy	Revised guidelines published	Yes, Management took part of the feedback into consideration and incorporated it in the revised mobility guidelines
23	Professional Recruitment Guidelines	2018 / 06 2017 / 10	17/07/2018 19/09/2017	Concerns around the understanding of the PSSC panel and of their roles. More justification from hiring managers why certain internal candidates were not interviewed	More guidance and training to be provided to PSSC panel members. To review option to add a section in the PSSC report where the hiring manager can justify why certain internal candidates were not interviewed	Yes, Management took the feedback into consideration. Debriefings have been completed with each PSSC Chair/Member of Staff and more guidance and training is being prepared (e.g. new e-learning modules under elaboration on "How to eliminate unconscious bias in the recruitment process" and "How to promote a Gender-Equal Workplace). The PSSC report will include a section for the hiring manager to justify why certain internal candidates were not interviewed
24	ICSC review of post adjustment in Rome	2017 / 09	20/7/2017	Not in agreement with the decision of the ICSC	ICSC decision to be implemented as of August 2017	No, as the feedback goes against the decision of the ICSC

25	MS 505 - Information Technology	2017 / 09 2017 / 02	20/07/2017 14/03/2017	Concerns from AP-in-FAO that the applications for Microsoft 365 and Skype-for-Business would be invasive on staff's privacy.	No concerns over how the Organization has implemented the new e-mail system, any issue would be related to the application design. CIO Director provided clarification.	Information only
26	Changes to MS 321 - Special Leave	2017 / 06	2/6/2017	Comments not provided by the given deadline. Opposed to the proposed changes to MS 321	Proposed changes to MS 321 (special leave) and in particular MS 321.3, Procedures and Authorization, which is updated for alignment with AC 2017/10, issued on 5 May 2017	Yes, Management took part of the feedback into consideration by reinstating the paragraph on adoption leave
27	Changes to MS 308 - granting of special post allowance (SPA)	2017 / 04 2017 / 01	03/05/2017 22/02/2017	Concerns over whether the SPA will be discontinued	Changes made to MS 308, SPA maintained	Yes, Management confirmed that the SPA is maintained in MS 308 with a clearer approval process.
28	Changes to MS 311 - Change in status	2017 / 01	22/2/2018	Noted comment from Management	Changes made to MS 311 on the change in status for FAO Representatives	Information only
29	Changes to MS 323 - Sick Leave	2017 / 02	14/3/2017	AP-in-FAO enquired about the medical certification issue and whether a confidentiality policy was being formulated	CSDH provided the reply that this was covered by existing rules and policy on confidentiality	Yes, Management consulted with CSDH who confirmed that the medical certification is covered by existing rules and policies on confidentiality
30	Temporary mobility for GS staff	2017 / 01	22/2/2017	Confirmed interest in this initiative	Exploring possibilities on a voluntary basis for mobility for GS staff	Yes, Management took note of the feedback and will explore the possibility of

						voluntary mobility for GS staff
31	Personnel issues in CIO	2018 / 01	30/1/2018	Received queries from CIO staff of constant monitoring and feeling of being untrusted	To discuss with CIO Director on the underlining issues and the best approach to address them	Information only
32	FSSP (Field Staff Selection Panel)	2017 / 13	20/11/2017	Noted comment from Management Comments received from AP-in-FAO on the draft report on 01.12.2017	Changes will be made to the FSSP report and shared for comments Draft report shared on 24.11.2017 for comments and comments received on 01.12.2017	Yes, Management took part of the feedback into consideration and incorporated it into the report template.
33	Whistleblower protection policy	2018 / 07	12/9/2018	Received comments from some staff who do not report misconduct as they do not feel protected from retaliation by the whistleblower protection policy	Took note of the comment and indicated that more can be done to make staff aware and confident that the policies are being applied, such as internal communication addressed to all staff	Yes, Management took the feedback into consideration and will collaborate with OIG and OCC to issue an internal communication on the revised whistle-blower protection policy
34	Calculation of lump sum for home leave after abolition of reference IATA air fare	2018 / 08	10/10/2018	Queried how the lump sum for home leave will be calculated once the basic IATA air fare will be abolished.	Management indicated that other UN agencies have stopped using the IATA air fare and will request for more information from the travel unit	Information only, Travel Unit confirmed that the basic IATA fares will be abolished after October 2019 and there is a joint review with other UN agencies to identify the best option for the future calculation of the lump sum for home leave

35	Revision to MS 342 - Compensation for Death, Injuries or Illness	2018 / 08	10/10/2018	Comments to be provided to revised MS 342 circulated in October 2018.	Revised version of MS 342 circulated for comments.	No, SRBs comments against changes introduced following UN rules. SRBs asked for further clarification. Subject to be discussed at future SMCC
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36	Short-Term Personnel	<p>2016 / 18 2016 / 15 2016 / 14 2016 / 13 2016 / 11 2016 / 10 2016 / 09 2016 / 08 2016 / 06 2016 / 05 2016 / 04 2016 / 03 2016 / 01</p>	<p>27/10/2016 06/09/2016 30/08/2016 01/07/2016 24/05/2016 13/05/2016 03/04/2016 19/04/2016 15/03/2016 26/02/2016 16/02/2016 09/02/2016 19/01/2016</p>	<p>UGSS rejected the AC 2015/7 on the 55-month rule for short-term staff and noted that it has been the cause of industrial action. Queried on the situation of the GS short-term staff over the 55-months limit. Requested language waivers for internal candidates.</p> <p>UGSS asked whether waivers were still granted to extend GS short-term staff beyond the 55-month limit. Objected to short-term staff being offered other types of contracts (e.g. PSA).</p> <p>Requested a clear differentiation between the functions of short-term staff and NSHR and that MS 316 should be changed at the same time with MS 317 and MS 319 that define NSHR functions.</p> <p>UGSS noted that the some staff members were informed by email that</p>	<p>Management shared note containing principles to be followed in any amendments to the recruitment policy for short-term staff.</p> <p>Management informed that, despite the validity of AC 2015/7, a lenient approach was taken for the group of GS short-term staff immediately affected by the rule. Message to be sent to the GSSC panels on the language waiver for internal candidates.</p> <p>Management noted that extensions have been granted and many short-term GS staff have been appointed to fixed-term positions. The remaining ones are included in the GS roster.</p> <p>Management took note of SRB comments on MS 316 and informed that an AC would be issued concerning the hire of short-term professional staff. Revised MS 316 issued.</p>	<p>Yes, Management took part of the feedback into consideration. The selection process for short-term staff was revised and official communication issued to employees on the revised process.</p> <p>No, Management acknowledged the validity of AC 2015/07 and had a lenient approach with all GS short-term staff affected by the 55-month rule.</p>
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				<p>they were excluded from the GS roster without any further clarification.</p> <p>Expressed disagreement with the GS global call process to fill GS positions.</p>		
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37	Appeals Committee	2016 / 19 2016 / 03 2016 / 01	18/11/2016 09/02/2016 19/01/2016	Requested to replenish the memberships of the Appeals Committee	Management confirmed that nominations were under way	Yes. New members appointed
38	Revised HQ Official Holidays	2016 / 20 2016 / 18 2016 / 14 2016 / 08 2016 / 07 2016 / 05 2016 / 02	20/12/2016 27/10/2016 30/08/2016 26/02/2016 02/02/2016	<p>Objected to the new proposed holiday. Requested clarification on the publishing of an AC with the revised official holidays for 2016 and that SRBs were only informed and not consulted. Asked for withdrawal of the AC.</p> <p>Requested a preliminary list of 2017 official holidays to be used for further discussion at next SMCC.</p> <p>Requested the full details of the savings to be done due to the revised official holidays.</p> <p>AP-in-FAO requested that staff transferring on mobility from HQ should</p>	<p>Management informed that the reasoning behind the revised dates is to concentrate holidays during the Christmas/New Year period. Reiterated the position to accept changes to improve but the AC would not be withdrawn as it will create uncertainty and confusion amongst staff.</p> <p>Management confirmed that the 2017 official holidays will follow the same model as 2016 and there is no requirement for skeleton staff to work at HQ during that period.</p> <p>Management confirmed that 8 official holidays are decided by duty station and that staff has two floating holidays to use when decided.</p>	Partially, Management agreed to take feedback on the dates into consideration but not to revert to having the holidays for Rome in the Manual Section.

				be granted 10 official holidays per year.		
39	Centralization of IT functions in CIO	2016 / 09 2016 / 04	03/05/2016 16/02/2016	Reiterated that the SRBs should have been consulted in this re-organization of IT functions. Remarked that any type of restructuring exercise should be brought up in the SMCC	Management agreed that official communication will be sent from OHR to staff affected by the changes and any restructuring exercise will be discussed in the SMCC.	Yes, Management agreed to inform SRBs of staffing issues in case of restructuring