



Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration,  
Finance and Management

Subject: FACILITIES TO BE PROVIDED TO STAFF REPRESENTATIVES

Definition

1. The term "staff representatives" shall mean staff members of the United Nations who have been duly elected to a Staff Council or corresponding staff representative body in accordance with the Staff Regulations and Rules.
2. The functions of staff representatives are official. Staff representatives shall have the same rights, duties, obligations and privileges as other staff members of the United Nations under the Staff Regulations and Rules and shall enjoy protection against any discriminatory treatment or prejudicial action based on their status or activities as staff representatives.

Facilities to be afforded

3. Staff representatives as well as staff representative bodies shall be afforded such facilities as may be required to enable them to carry out their functions promptly and efficiently, while not impairing the efficient operation of the organization. The precise nature and scope of the facilities to be provided at each duty station shall be determined in accordance with the procedures set out in chapter VIII of the Staff Rules.
4. Facilities for the holding of meetings duly convened by staff representatives, including general meetings, Staff Council meetings, Staff Committee meetings and Unit meetings, shall be provided, to the extent possible.
5. Each Staff Council, Staff Committee or corresponding staff representative body shall be provided with secretarial assistance, office space and supplies as may be necessary for the proper discharge of their functions.

6. Each Staff Council, Staff Committee or corresponding staff representative body shall be accorded facilities for reproduction and distribution of notices, bulletins and other documents required for the proper discharge of their functions. The provision of such facilities shall be subject to the procedures governing requests for internal reproduction and distribution of documents.

7. Each Staff Council, Staff Committee or corresponding staff representative body may have its notices or bulletins posted at spaces or on bulletin boards especially designated for that purpose.

8. Each Staff Council, Staff Committee or corresponding staff representative body shall have use of telephone and cable communication facilities subject to the procedures governing requests for such services, budgetary considerations and any necessary security arrangements. Authority to sign cables and initiate calls shall normally be delegated to an officer designated by the Staff Council or by the staff representative body at the respective duty station.

Official time for staff representational activities

9. Staff representatives shall be entitled to attend established meetings of the Staff Council or corresponding staff representative body. Staff representatives shall also be granted reasonable official time to attend meetings of related bodies or to represent the staff in joint advisory bodies, including standing committees, working groups, etc. The proportion of official time spent by staff members on representational activities should not be unreasonable in relation to the carrying out of assigned duties.

10. The President or Chairman of the Executive Committee of each Staff Council or corresponding staff representative body at New York, Geneva, Vienna, Addis Ababa, Baghdad/Beirut (ECWA), Bangkok, Nairobi and Santiago shall, if he/she wishes, be released from assigned duties during his/her term of office, as follows:

(a) Full-time release, if the number of staff members represented is 1,000 or more;

(b) Half-time release, if the number of staff members represented is less than 1,000, except that in the latter case, should circumstances warrant, full-time release may exceptionally be authorized, such release to be determined in accordance with the procedures set out in chapter VIII of the Staff Rules.

11. Other members of the Executive Committee should be afforded the necessary time required for them to carry out their functions promptly and efficiently. The details of such arrangements are to be determined in accordance with the procedures set out in chapter VIII of the Staff Rules.

12. Staff representatives duly designated to attend intra-organizational, interorganizational or intergovernmental meetings shall be placed on official duty status for the time required to attend such meetings, including appropriate travel time.

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13. Staff members duly designated or elected by the Staff Council, Staff Committee or corresponding staff representative body to perform representational functions may be accorded such facilities as may be required to perform those functions under arrangements to be determined in accordance with the procedures set out in chapter VIII of the Staff Rules.

14. Disagreements concerning the implementation of the above provisions shall be discussed and resolved in accordance with the procedures set out in chapter VIII of the Staff Rules.

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