



18 December 2019

Circular no. 12**Subject: Joint Negotiation Committee at UNOG**

1. The Director-General, pursuant to ST/SGB/172, ST/SGB/2007/9, staff regulation 8.2 and staff rule 8.2, promulgates the following:
2. The Joint Negotiation Committee at UNOG, hereinafter referred to as “the Committee”, is established to have an equitable and effective mechanism for staff-management relations at UNOG.
3. As the joint staff-management mechanism for negotiation in good faith between representatives of staff and the administration, the Committee shall identify, examine and resolve issues relating to staff welfare, including conditions of employment and of work specific to Geneva, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). It is understood that matters that have Secretariat-wide implications, such as general conditions of employment, shall be referred to and considered by the established Secretariat-wide joint staff-management mechanisms.
4. The Committee shall normally consist of three members representing the administration and three members representing the staff. The three members representing the administration shall normally include the Director of Administration and the Chief of the Human Resources Management Service. The three members representing the staff shall normally include the Executive Secretary and the President of the Staff Coordinating Council.
5. Meetings of the Committee shall be held as required, but normally no less than every three months, with a prepared agenda that shall be issued seven calendar days before each meeting. Emergency or informal meetings may be called by either side, as required.
6. Subject to prior notification, an alternate may be designated as necessary to attend a specific meeting in the absence of a full member. The alternate should normally be:
 - a) In the case of the staff, another member of the Executive Bureau
 - b) In the case of the administration, the deputy or officer-in-charge of the division, office or service concerned.

7. Both parties shall be entitled to have advisers in attendance at meetings of the Committee, who shall have the right to speak. Each side shall give prior notice to the other side of its intention to invite such advisers to the meeting, except in cases of emergency or informal meetings, in which case notice shall be given when calling for the meeting
8. The parties shall alternately preside at the meetings of the Committee.
9. A staff member from the Division of Administration shall act as Secretary to the Committee. The Secretary shall be responsible for convening meetings, preparing the agenda in consultation with both sides and preparing and circulating the minutes. Minutes shall be subject to the agreement of the Committee and will be signed by the Chairperson of the meeting at which they are agreed.
10. The Committee shall establish such *ad hoc* bodies as it deems necessary to assist it when considering specific issues.
11. Agreements of the Committee are binding and shall be implemented by the parties by an agreed date. In case of disagreement on a matter, it shall be brought to the attention of the Director-General together with each party's position for decision.
12. This information circular supersedes ST/IC/Geneva/2008/18 ("Joint Negotiation Committee at UNOG").

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