



SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF MANAGEMENT RELATIONS: DECENTRALIZATION
OF CONSULTATION PROCEDURE

1. A comprehensive review of staff-management relations in the Secretariat is being undertaken by the Joint Advisory Committee. As decisions are taken on the basis of its recommendations, Secretary-General's Bulletins will be issued from time to time to provide general policy guidelines on various aspects of the subject. This Bulletin, the first in a series, deals with decentralization of the consultation procedure and the role of unit representatives of the Staff Council in it.
2. Under staff regulation 8.1, the Staff Council is established as the staff representative body with which the Secretary-General shall consult on questions relating to staff welfare and administration. In the consultative process, members representing the Staff Council meet regularly with members representing the Secretary-General regarding personnel policies and general questions of staff welfare. In line with the policy of expanded delegation of authority in the administration of staff as announced in the Secretary-General's Bulletin ST/SGB/151 and in recognition of the effective and responsible role that the unit representatives of the Staff Council should play in the decision-making process affecting the conditions of service at the local level, the staff-management consultation procedure will be decentralized so that issues of particular concern to the staff of an organizational unit may be resolved expeditiously at the departmental level, without necessarily being referred to the Joint Advisory Committee.
3. To this end, the heads of departments or offices at Headquarters, or their designated officials, will hold consultations with the appropriate unit representative regarding matters that affect the conditions of work or interests of the particular unit. The unit representatives, on their part, may initiate consultations by taking up such matters with the head of the department or office concerned or his/her designated officials and may be assisted, if necessary, by a member of the Staff Committee. Consultation at the departmental level may include such questions as the administrative arrangements in implementation of

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decisions involving major organizational changes or relocation of groups of staff. If issues involve matters of Secretariat-wide policy, or for any other reason cannot be resolved at the departmental level, they should be brought forward to the Joint Advisory Committee for further consideration.

4. Staff members serving as unit representatives of the Staff Council will be allowed sufficient time off to permit their attendance to staff representation duties and should be helped and encouraged in every way to discharge those duties effectively.
