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| Report by the Secretary-General | |
| PROGRESS REPORT ON THE IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGIC PLAN AND OF RESOLUTION 48 (REV. BUSAN, 2014)  Creation of an HR Handbook | |

**Introduction**

Whether you are a new staff member, a newly promoted manager, or a human resources professional, knowing the ins and outs of dealing with HR issues is essential in your professional day-to-day life. The HR Handbook is a quick-reference guide that sheds light on the issues that keep you up at night. It is filled with information, tools, tips, checklists, and road maps to guide staff, managers and HR professionals through the maze of people and legal issues, from recruitment to the end-of-service, providing detailed and general descriptions of regulations and rules, policies, programs, and benefits, as well as guidelines for job performance and job behavior relating to staff members.

The HR Handbook is organized on the basis of the various texts applicable to all staff members of ITU and guiding the status, conditions of service and conduct as ITU staff members, including the following:

* ITU Constitution  
  Article 8, the Plenipotentiary Conference, Number 52  
  Article 27 Elected officials and Staff of the Union
* ITU Convention  
  Article 4, The Council, Numbers 63 to 72
* Resolution 48 (Re. Busan, 2014) on human resources management and development
* Council decisions and resolutions
* D 2 List of permanent and temporary posts and of their incumbents
* D 399 Staff representation
* D 517 Strengthening Dialogue between the ITU Administration and the ITU Staff Council
* D 548 Conditions of service of the Elected Officials – Special housing subsidy
* D 579 Mandatory age of retirement at ITU
* D 582 Voluntary Separation and Early Retirement programme
* D 593 Amendments to Staff Regulations applicable to appointed Staff
* D 594 Mandatory age of retirement at ITU
* D 595 Amendment to Article 5 of the Regulations for the Staff Superannuation and Benevolent Funds of the International Telecommunication Union
* D 596 Final disposal of the assets of the Pension Fund for the Staff Superannuation and Benevolent Funds of the International Telecommunication Union
* D 597 Amendments to Staff Regulations applicable to appointed Staff
* R 105 Issue of United Nations laissez-passer to officials of the ITU
* R 260 Leave for military service
* R 261 Position of families of Union officials liable to mobilization
* R 440 Investments of funds of the ITU staff superannuation and benevolent funds
* R 463 Actuarial bases for the ITU Staff Superannuation and Benevolent Funds
* R 559 Cost-of-living allowances to beneficiaries of the S.S. and B. Funds
* R 626 Advertisement of vacancies
* R 647 Changes in the United Nations common system conditions of remuneration
* R 685 International recruitment procedure
* R 747 International Civil Service Commission
* R 792 Proposed amendments to Staff Regulations and Staff Rules
* R 1004 Privileges, immunities and facilities related to activities of the Union
* R 1106 Implementation of the recommendations of the Tripartite Consultative Group on Human Resources Management
* R 1107 Classification
* R 1108 Post management
* R 1142 Occupational illness
* R 1299 Establishment of a Strategic Plan for Human Resources
* R 1369 Amendments to Staff Regulations applicable to appointed Staff
* R 1383 Conditions of service of ITU Elected Officials
* R 1187 Gender Perspective in ITU Human Resource Management, Policy and Practice
* R 589 Cost-of-living allowances granted to beneficiaries of the ITU SS and B. Funds
* R 1211 Statutory rate of interest of the ITU Staff Superannuation and Benevolent funds
* R 1371 Membership of the ITU Staff Pension Committee
* Staff Regulations and Rules applicable to Elected officials, Staff Regulations and Rules applicable to appointed staff and Staff Rules applicable to staff appointed for conferences and other short term service.
* Service orders and office memoranda published by the Secretary-General in accordance with the applicable consultative process, complementing the Staff Regulations and Rules.

These texts serve as the organization’s legislative framework, defining rights and obligations of management and staff.

Here are the descriptions of the various issuances within the legislative framework. All of these follow a hierarchy as explained below, and can be found in the HR Handbook.

#### **ITU Constitution and Convention**

These are two fundamental instruments of the Union, as adopted and amended by the plenipotentiary Conference.

#### **Council resolutions and decisions**

Pursuant to Article 4, number 63 to 70, the Council is competent to approve and revise the Staff Regulations, taking into account of current practice of the United Nations and of the specialized agencies applying the common system of pay, allowances, and pensions. It includes the approval and adjustments to the basis salary scales for the various staff categories, the post adjustment for professional and higher categories, the various allowances to all staff of the Union, the plans concerning Union posts and HR development programmes, and the contributions to the UNJSPF. These decisions are embodied in resolutions and decisions.

#### **Staff Regulations**

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the staff members of the Union both at the Headquarters and in the offices away from the Headquarters. They represent the broad principles of personnel policy for the staffing and administration of the secretariats at the Headquarters and in the offices away from the Headquarters. The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules consistent with these principles as he considers necessary, taking into account as far as possible the rules and practice of the United Nations common system.

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#### **Service orders**

A service order is a prescriptive administrative action which constitutes an integral component of the organization’s internal legal order and gives rise to rights or obligations for all or some of the staff. A service order may thus, in particular:

* amend or add to the Staff Rules;
* add to the Staff Regulations and Financial Regulations;
* institute administrative or operational procedures;
* authorize or prohibit an action or mode of conduct.

A service order will by definition have lasting effect and will remain in force as constituted on its date of issue until such time as it is formally abrogated, cancelled or revised by another service order.

#### **Office memorandum**

An office memorandum contains text that is purely informative (having neither statutory nor prescriptive force) and intended to help staff members in discharging their duties and responsibilities, or in matters of personal interest associated with their status as international civil servants (e.g. office memoranda informing staff of new administrative rules or changes to existing rules governing residence in Switzerland or France issued by the competent authorities of the two countries).

The information contained in an office memorandum is of lasting effect and shall be deemed valid until explicitly declared to be outdated, superseded or revised.

#### **Information circular**

An information circular contains routine information of a specific nature and relating to a specific time-frame, possibly involving a precise deadline. After the date in question, or very soon after publication, the information is no longer of any value and may automatically be deemed to be outdated, without the need for any formal statement or action to that effect.

#### **Guidelines**

Guidelines are being developed for setting detailed operational standards and procedures for the application of Staff Rules and Regulations and services orders for the guidance of both management and staff. In case of conflict with provisions in instruments of a higher legal order such as Staff Rules and Regulations or service orders, the provisions of these instruments prevail.

***Agreements***

Multilateral agreements are the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff, and the CEB/AIIC/AITC Agreements.

**Structure of the HR Handbook**

The HR Handbook will be an online electronic tool which allow staff to access the official source documents by categories established on the basis of the existing structure of the Staff Regulations and Rules and additional subject not covered in these texts:

* Duties, obligations and privileges
* Classification of posts
* Salaries and allowances
* Recruitment, appointment, transfer and promotion principles
* Annual, special and home leave
* Social security
* Travel and removal expenses
* Staff relations
* Separation from service
* Disciplinary measures
* Appeals
* Entry and residence in Switzerland
* Miscellaneous

but also through an alphabetical index or by sources referred to above.

Specific guidelines in relations with the list of subjects mentioned above, as well as administrative mechanisms required for supporting the full implementation of the new compensation package for staff in the professional and higher categories are being developed, and will be integrated into the HR handbook.

The Annex to this document gives an example of the structure by alphabetical index which is being used for building the Handbook.

***Annex:*** *1*

Annex

LEAVES

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Index | ITU Constitution and Convention | Council resolutions / decisions | Staff Regulations | Staff Rules | Service Order | Information Circular | Guidelines | Forms/Link |
| Annual Leave |  |  | 5.1 | 5.1.1 |  |  |  |  |
| Family emergency leave |  |  |  |  | SO 07/10 |  |  |  |
| Home Leave |  |  | 5.3 | 5.3.1 | SO 16/12  SO 73 of 311/08/1992 |  |  |  |
| Internal leave |  |  |  |  | SO 11/15 |  |  |  |
| Leave for military service |  | R.260 |  |  |  |  |  |  |
| Maternity leave |  |  |  | 6.2.3 |  |  |  |  |
| Paternity leave |  |  |  |  | SO 07/24 |  |  |  |
| Official holidays |  |  |  | 1.3.2 | SO 16.02 |  |  |  |
| Sick leave |  |  |  | 6.2.2 | SO 10/11 |  |  |  |

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