

**Languages Service Sectoral Assembly (LSSA)**  
**Minutes of the first meeting of the 2018/2019 Bureau<sup>1</sup>**

*Held on Thursday, 20 June 2019, from 10.00 to 12.00 a.m., room E-5116.*

**Attendees:** Anna **Aleksandrova**, RTS/SRT – Patricia **Blanc**, RU/GR – Edith **Bourion**, FTPU/GFTT – Jianjun **Chen**, CTS/SCT – Emily **Duggan**, ETS/SAnT – Hassan **Harrafa**, ATS/SArT – Laura **Johnson**, ETS/SAnT – Ahid **Manja**, LSU-TST/UAT-EAT – Bruno **Nissou**, FTS/SFT – Kristina **Redesha**, RTS/SRT – Francisco **Rovira**, STS/SET – Suzanne **Starcevic**, ES/SE – Nina **Stepanova**, RTPU/GRTT – Luz María **Urquizu**, STPU/GETT – Mei **Wang**, ES/SE

**Main topics discussed:**

- Adoption of the agenda
- Appointment of Vice-President and call for volunteers to draft the minutes of the meetings
- Recall on functioning of the LSSA Bureau
- Situation of the Reference Unit
- Drafting of the LSSA Annual Work Programme
- Update on teleworking practices
- Update on the Strategic Heritage Plan
- Support to the Staff Coordinating Council
- Support to New York colleagues' request for clarification about recent P-5 vacancy announcements
- Promotion of the work of the LSSA
- ICSC Global Staff Survey

**Decisions taken:**

1. *Appointment of Vice-President and call for volunteers to draft the minutes of the meetings:* **Laura Johnson** was elected Vice-president of the LSSA. **Emily Duggan**, **Bruno Nissou**, **Francisco Rovira** and **Suzanne Starcevic** volunteered to draft the minutes of the meetings.
2. *Situation of the Reference Unit:* The Reference Unit now has only 3 remaining members (2 Reference Assistants, 1 Editorial Assistant). On 01-04-2019, following a LS Note de service dated 31-01-2019, 7 of its members (nominated "Linguistic Support Assistants" on 01-09-2018) formed the new LSU Linguistic Support Team (LST). However, this situation is not clearly reflected in Umoja, LSU-LST Weekly list and LS Website. The **President** will seek written clarification from management about the actual status and tasks of the remaining Reference Unit staff.
3. *Drafting of the Annual Work Programme for the LSSA:* The **Bureau** discussed and adopted the following items:
  - Flexible Working Arrangements (an informal working group was established to identify FWA-related issues)
  - Strategic Heritage Plan (SHP): follow-up on decisions related to SHP affecting Languages Service staff
  - Situation of the Reference Unit until 31st December 2019
  - Problems related to harmonization of working tools
  - Problems related to lack of harmonization of practices among units
  - Rights of staff as regards training (nature, time spent, etc.)
4. *Update on teleworking practices:* A document was presented featuring FWA-related statistics throughout Languages Service. On average, 38.5% of LS staff telework 1 or 2 days a week. The **Bureau** decided to continue to monitor the evolution of the proportion of teleworkers, especially with the implementation of the recent ST/SGB/2019/3.
5. *Update on Strategic Heritage Plan (SHP):* The LSSA noted the vagueness of information concerning certain aspects of the SHP development, such as future location of staff, and calendar for the move. The **President** will seek clarification on this issue.
6. *Support to Staff Coordinating Council:* The **President** noted the importance of a strong Staff Coordinating Council as well as its current financial issues, and asked representatives to encourage all staff to become dues-paying members.
7. *Support to Staff Member's request for clarification about vacancy announcements for P-5 Senior Reviser posts:* Our colleagues from New York are concerned by a sudden change in the title of P5 posts in Translation Services (from *Senior Reviser* to *Senior Reviser/Project Manager*) and about the sudden drop in the level of requirement for revision skills that it means. A request for clarification on that issue was presented. The **Representatives** decided they would seek support to this petition from their colleagues as of Friday 28/06/2019.
8. *Promotion of the work of the LSSA:* The **President** noted poor participation in recent elections for the LSSA. **Representatives** committed to reflect on ways of enhancing the visibility of the Sectoral Assembly.
9. *ICSC Global Staff Survey:* A kind reminder was made concerning the communication by the Staff Coordinating Council on the ICSC Staff Survey on the compensation package. The **Bureau** advises LS staff to follow the Council's recommendations contained in emails dated 19/06/2019 and 24/06/2019.

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<sup>1</sup> Unless otherwise stated, the opinions reflected herein represent staff suggestions and views collected by their representatives and are aimed at promoting communication between management and staff. In order to avoid misunderstandings, any comments or requests for corrections to the minutes should be submitted to the President of the LSSA only, for inclusion in the minutes of the following meeting.