

Languages Service Sectoral Assembly (LSSA) (April 2017-March 2018)
Minutes of the second meeting of the Bureau¹

Held on Tuesday, 23 May 2017, from 10 to 12 p.m., room E-5116.

Attendees: Wréda Amziani (Terminology Unit), Edith Bourion (FTPU), Ossama Elkofangy (ES), Pauline Escalante (ETPU), Leslie Fillion-Wilkinson (President), Melanie Guedenet (ETS), Olivier Meyer (FTS), Bruno Nissou (FTS), Olga Ovchinnikova (RTPU), Annick Reignier-Chappaz (RU), Enrique Sanchez-Real (STS) and Luz Maria Urquizu Marroquin (STPU).

Main topics discussed:

- Activities of the President since the previous meeting
- Flexible working arrangements (FWAs) and special assignments (SPAs)
- LSSA suggestion box
- Quality & productivity
- Survey on P-staff overtime

Decisions taken:

1. *SPA and FWAs:* **The President** will request that SPA and FWAs and the related issues of transparency, clarity and harmonization be discussed at the next meeting of the Staff Relations Management Group (SRMG).
2. *Information about the role of LSSA and staff representatives:* In an effort to better inform staff about the role of LSSA and of staff representatives, **Olivier Meyer and Melanie Guedenet** will draft French and English versions of a template email and circulate them to the rest of the Bureau, which in turn may translate/circulate it to their respective units/sections as appropriate.
3. *LSSA suggestion box:* At the urging of staff from various sections/units, it was decided to place a suggestion box in the Staff Lounge so that all staff may feel free to leave suggestions/comments for LSSA. **The Bureau** will task one member of the Bureau to collect and sort the suggestions/comments for submission to the Bureau as a whole. **The President** will check with the Polling Officers about the availability of a ballot box that could serve as the suggestion box. The initiative will be piloted for an initial three months.
4. *Quality/productivity:* **The Bureau** will continue to reflect on ways to boost recognition of the work of the Languages Service in terms of quantity *and* quality. Suggestions included establishing a rating system for a source text's level of difficulty; having some texts not undergo revision; and a publicity campaign.
5. *Survey on P-staff overtime:* Pending a few additional tweaks, the survey will be uploaded to SurveyMonkey and an email will be sent to staff with the link in June.
6. **The Bureau** will continue to meet in the summer even if some members are on leave.

¹ 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.