

Languages Service Sectoral Assembly (April 2017– March 2018)

Minutes of the fifth meeting of the Bureau¹

Held on Thursday, 28 September from 2 to 3:30 p.m., room E.4116

Attended by: Wreda Amziani (TU), Edith Bourion (FTPU), Olga Campos (STS), Ossama Elkoftangy (ES), Pauline Escalante (ETPU), Eduard Friesen (TU), Melanie Guedenet (ETS), Tatiana Lazdin (Ref. Unit), Romina Merino (STPU), Olivier Meyer (FTS, acting president), Ksenia Mursankova (RTS), Bruno Nissou (FTS), Annick Reignier Chappaz (Ref. U)

Topics discussed:

- Report on the most recent meeting of the Staff Relations Management Group
- Interaction with the Staff Council
- Update on UN Special contributions
- UNOG Open Day
- Overtime survey
- Leave and flexible working arrangements
- Adjustable-height desks

Decisions taken:

1. *Update on UN Special contributions.* Noting the work already done in the preparation of a two-page section presenting the various professions involved in the Languages Service, to be published in the October issue, the Bureau **agreed** to Olivier Meyer's offer to organize a meeting of volunteers to coordinate the articles planned for forthcoming issues.
2. *UNOG Open Day.* The Bureau **invited members** to call for volunteers to assist with this event.
2. *Overtime survey.* The Bureau **invited the President** to put a discussion of the survey on the agenda for its next meeting.
3. *Leave and flexible working arrangements.* The Bureau **called for volunteers** to compile any discrepancies with regard to internal arrangements observed within LS, but also between LS in UNOG and the languages services in UNHQ.
4. *Adjustable-height desks.* Noting LS management's 2016 offer to provide adjustable-height desks to interested staff members and observing that staff members attempting to obtain such desks were told that these were reserved for severe medical cases, the Bureau **gratefully accepted** Olivier Meyer's offer to seek clarification from management regarding the policy so as to determine whether there was any scope for the use of such desks to prevent medical conditions rather than merely palliate them.

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.