

**Languages Service Sectoral Assembly (April 2017– March 2018)**  
**Minutes of the sixth meeting of the Bureau<sup>1</sup>**

*Held on Tuesday, 31 October, from 9:45 to 11:45 a.m., room E.5116*

**Attended by:** Elena Alonso (ES), Wreda Amziani (TU), Edith Bourion (FTPU), Emily Duggan (ETS), Pauline Escalante (ETPU), Leslie Fillion-Wilkinson (President), Tatiana Lazdin (RU), Olivier Meyer (FTS), Ksenia Mursankova (RTS), Annick Reignier-Chappaz (RU), Enrique Sánchez-Real (STS), Luz María Urquizu (STPU)

**Topics discussed:**

- Activities of the President since the previous meeting
- Monitored self-revision
- Dissemination of *UN Special* articles given the end of individual mail delivery services
- Strategic Heritage Plan (SHP)
- Discrepancies in work practices among TPUs
- Reference-on-demand
- Freeze of G posts in DCM

**Decisions taken:**

1. *Monitored self-revision.* Noting concerns about the additional responsibility that P3 staff undertook when assigned monitored self-revisions and cross-revisions, without a corresponding increase of their category, the Bureau agreed to remain seized of this issue.

2. *Dissemination of UN Special articles.* The Bureau expressed concern that the discontinuation of individual delivery services would reduce readership at a time when LSSA was making a concerted effort to promote the work of the Service through *UN Special*, and discussed alternative ways of continuing its promotion work. The members of the Bureau will launch a new call for contributions to the staff of their section.

3. *SHP.* The Bureau expressed grave concern at the outcome of the SHP Focus Group feedback session held on 12 October, during which staff had reacted angrily to the presentation made by the firm commissioned to carry out the activity analysis. In particular, the Bureau was deeply concerned that previous assurances from the SHP team that LS would not move into the new building, even temporarily (so-called "swing space"), now appeared less than firm and that "hot-desking" could now be an option. The Bureau invited the President to seek clarification from the SHP focal point for DCM, management and the SHP team on this issue and to ask the Coordinating Council if there had been a response to the resolution (see Staff Council message of 18 October 2017) on the absence of genuine and meaningful consultations.

4. *Discrepancies in work practices among TPUs.* The Bureau heard TPU representatives' concerns about discrepancies in their work practices, including with regard to the terms of reference for staff serving at the Desk during special shifts (i.e. expectations that they perform these extra functions while continuing to adhere to their workload standard) and to self-proofreading, productivity standards, flexible working arrangements and working hours. The Bureau invited the President to meet with TESS management to discuss these issues.

5. *Reference-on-demand.* The Bureau urged translation staff to provide feedback to the Reference Unit on the reference-on-demand service through the automated feedback email that was sent to them after each ROD request.

6. *Freeze of G posts in DCM.* The Bureau expressed concern at an apparent freeze of G posts and alleged plans to not fill vacancies and to eliminate G posts as they became vacant. It agreed to remain seized of the matter.

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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.