

IT WOULD BE APPRECIATED IF YOU COULD ASSIST IN CIRCULATING THIS INFORMATION TO ALL LOCAL STAFF AND STAFF REPRESENTATIVES. THANK YOU FOR YOUR KIND ASSISTANCE.

\*\*\* URGENT \*\*\*

**FICSA**  
**Federation of International Civil Servants' Associations**

Palais des Nations, Room VB.03/04, CH-1211 Geneva 10  
Tel: (41 22) 917 3150, Email: [ficsa@un.org](mailto:ficsa@un.org), Web: <http://www.ficsa.org>

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Geneva, 14 March 2019

**FICSA Workshop**

**General Service salary survey methodology II (non-headquarters duty stations)**  
**(PAHO Regional Office, Brazil, 3 to 7 June 2019)**

**Deadline for applications: 22 May 2019**

Dear Colleagues,

I have the pleasure to inform you that FICSA will be holding an **English-speaking workshop** on the General Service salary survey methodology II (non-headquarters duty stations) in Brasilia, Brazil, from 3 to 7 June 2019.

The Workshop will be held under the kind auspices of the PAHO Regional Office in Brasilia, with the full support and assistance of local Staff Association and conducted by a FICSA Resource Person.

The workshop is open to staff representatives and participants irrespective of their duty station of assignment. However, participation is intended principally for staff serving in the American region. Duty stations earmarked for comprehensive salary surveys in the next few months are highly recommended to attend.

**Workshop programme**

The aim of the workshop is to enhance the knowledge of salary survey techniques to the maximum extent possible by providing participants with a detailed overview of the methodology in force at field duty stations, covering survey participant's roles and responsibilities as well as due proceedings. Basic concepts relating to the system of job evaluation and job classification will also be mentioned. The following phases, within the framework of the methodology, will be analyzed: preparatory work, data collection, data analysis, construction and approval of the new salary scale. Interim adjustment procedures and special measures (inflation, devaluation and other situations) will be reviewed as well.

**Participation fees**

Please note that these workshops are offered free-of-charge to staff representatives from FICSA dues-paying members.<sup>1</sup>

A fee of CHF 550 is charged for other participants, including staff representatives from non-FICSA member organizations.

For FICSA members with consultative or observer status (from organizations not listed in the footnote), a 30% discount will be granted on the total amount.

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<sup>1</sup> BIOVERSITY - CERN - CSSA - CTBTO - ECB - ESO – FAO - THE GLOBAL FUND - IAEA - IARC - ICAO - ICCO - ICO – IDLO - IFAD - ILO/ITC Turin - IMO - IOC - IOM - IPU – ISSN - ITER - ITU – OPCW - OSCE - PAHO - SCBD - UNAIDS – UNESCO - UNFCCC - UNGSC – UNRWA Lebanon - UNWTO - UPU – WCO - WFP(GS staff) - WHO - WIPO - WMO - WTO.

### **Accommodation and general information**

Participants will receive, upon confirmation of their participation, the provisional agenda and a general information document which will include recommendations on hotel accommodation.

### **Nominations**

Please complete the attached application form before the above-mentioned deadline.

**Seats will be confirmed on a first-come first-served basis, irrespective of the duty station of assignment. Therefore, to avoid disappointment, it is advisable to register well in advance of the deadline.**

It is important to note that filing an application to participate in this workshop does not imply an automatic acceptance. You are therefore kindly requested to wait for the official confirmation before making any travel arrangements.

**All travel-related expenses, including DSA, must be funded by the individual staff association/union or administration. FICSA cannot provide any financial assistance in this respect.**