

FICSA Workshop

General Service salary survey methodology II (non-headquarters duty stations) (Manila, 3 to 7 June 2019)

Dear Colleagues,

FICSA has organized an English-speaking Workshop on the General Service salary survey methodology II (non-headquarters duty stations) to take place in Manila, Philippines, from 3 to 7 June 2019.

The workshop will be held under the kind auspices of the WHO Regional Office for the Western Pacific (WHO/WPRO) with the full support and assistance of the local Staff Association and will be 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 Asian region. All 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 participants roles and responsibilities as well as due proceedings. Basic concepts related to the system of job evaluation and job classification will be dealt with. Within the framework of the methodology, the following phases 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.¹
- 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 a 30% discount is applied on the total amount.

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.

The deadline for application has been set at **24 May 2019**.

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 AND DSA MUST BE FUNDED BY THE INDIVIDUAL STAFF ASSOCIATION/UNION OR ADMINISTRATION. FICSA cannot provide any financial assistance in this respect.

Best regards,

Evelyn Kortum
General Secretary, FICSA

¹ 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.