

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

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**ANNOUNCEMENT**

**FICSA WORKSHOPS FOR STAFF REPRESENTATIVES ON:  
NEGOTIATING IN THE CONTEXT OF PERFORMANCE APPRAISALS  
(WHO/WPRO Manila, 16 and 17 October 2017)**

and

**STAFF REPRESENTATION IN GRIEVANCE AND OTHER DISCIPLINARY CASES  
(WHO/WPRO Manila, 19 and 20 October 2017)**

**Deadline for applications: 2 October 2017**

Dear colleagues,

The Federation of International Civil Servants' Associations (FICSA) is pleased to announce the following workshops:

- 16 and 17 October 2017: Negotiating in the context of performance appraisals
- 19 and 20 October 2017: Staff representation in grievance and other disciplinary cases

which will be hosted by the WHO/WPRO Staff Association in Manila and conducted in English by an experienced trainer from the UK.

The first 2-day workshop on negotiating in the context of performance will cover: understanding policies and procedures; preparing for and meeting the staff member; analysing cases; preparing for and meeting with management; improving representation; preparing and presenting cases; and staff association/union agenda and action planning.

The second 2-day workshop will examine different negotiating styles and strategies and include sections on preparation for negotiations and managing agreements after negotiations have been concluded.

The course programmes, along with information on hotel accommodation, will be sent directly to the participants upon confirmation of their participation.

Regarding participation fees, the workshops are free-of-charge for staff representatives from FICSA dues-paying members.\*

For other participants, including staff representatives from non-FICSA member organizations, the fees are as follow:

- CHF 200 per person per workshop.
- For members with consultative status a 30 per cent discount would be applied.

General information, including recommendations on hotel accommodation, will be sent directly to the participants upon confirmation of their participation.

To sign up please use the attached application form. Nominations should be signed by the President/Chair of the local staff association/union and sent to the FICSA Secretariat <[ficsa@unog.ch](mailto:ficsa@unog.ch)> by no later than the above deadline. Seats will be confirmed on a first-come first-served basis, irrespective of the duty station of assignment. The number of participants per workshop is limited to 20. Therefore, it is advisable to register well in advance of the deadline.

ALL TRAVEL-RELATED EXPENSES AND DSA MUST BE COVERED BY THE INDIVIDUAL STAFF ASSOCIATION/UNION OR ADMINISTRATION.

Your kind assistance in circulating this information to your executive committee colleagues, membership and other local agencies would be deeply appreciated.

Kind regards,

Gemma Vestal  
General Secretary

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\* BIOVERSITY - CERN - CTBTO - ECB - ESO - FAO (GS staff) – 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 - UNLB – UNRWA  
Lebanon - UNWTO - UPU - WDO - WHO - WIPO – WMO - WTO/OMC.