



**FICSA WORKSHOP
ON GENERAL SERVICE SALARY SURVEY METHODOLOGY II**

(WHO/WPRO Manila, 3 to 7 June 2019)

Working hours: Tuesday to Friday, 8h30 to 16h30 with an hour for lunch

Provisional agenda

- i. Welcome and opening statements**
- ii. Introduction of participants**
- iii. SESSION 1 - Introduction**
 - a) Overview of the governance and main bodies of the UN common system
 - b) FICSA's activities and its role in the UN common system
 - c) The ICSC and principles of salary determination
 - d) Overview of the salary survey methodology
 - e) Principles of post classification (including its relevance to salary determination)
 - f) Major changes to the methodology and its impact on the salary survey process
 - g) Roles and responsibilities of the participants in the survey process
- iv. SESSION 2 - The preparatory phase**
 - a) LSSC
 - b) Selection of employers
 - c) Job inventory
 - d) Selection of jobs
 - e) Development of benchmark jobs
 - f) Questionnaire
 - h) Collection of other relevant information

v. **SESSION 3 - The data-collection phase**

- a) Conducting the interview
- b) Job matching
- c) Data collection
- d) Completing the questionnaire

vi. **SESSION 4 - The data-analysis phase**

- a) Establishing minimum and maximum matching points
- b) Quantification of benefits and allowances
- c) Netting down and adjusting the salary data
- d) Practicals using sample data collected

vii. **SESSION 5 - The salary scale construction phase**

- a) Arriving at a balanced salary scale
- b) Finalization and implementation of results
- c) Interim adjustment
- d) Special measures
- e) Continuation of the mock interviews

Other business (including award of certificates)

Evaluation

Closure