



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

(Brasilia, Brazil , 3 to 7 June 2019)

Setor de Embaixadas Norte, Lote 19, 70800-400 - Brasilia, D.F.

Hosted by the PAHO/WHO Staff Association

PROVISIONAL AGENDA

*All sessions will run from: 09:00 to 17:00 each day
Coffee breaks: 11:00-11:15 and 15:45-16:00
Lunch break: 13:00-14:00*

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) Periodic reviews of the methodology: major changes and their impact on the salary survey process
 - g) Main actors: institutional roles and responsibilities
- iv. SESSION 2 - The preparatory phase**
 - a) The Local Salary Survey Committee (LSSC): size and functions
 - b) Selection of comparator employers
 - c) Job inventory
 - d) Selection of representative 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: a fundamental step
- c) Data collection
- d) After the interview: completing the master 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 adjustment of the salary data
- d) Practical using sample data collected

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

- a) Features of a balanced salary scale
- b) Finalization and implementation of results
- c) Interim adjustment
- d) Special measures

Other business (including award of certificates)

Evaluation

Closing statements