

COMMUNICATIONS

NEW PROCEDURE FOR FICSA WORKSHOPS

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To: All members

From: Evelyn Kortum, General Secretary

Following decisions approved at the 73rd FICSA Council, we are implementing new procedures for organizing and holding FICSA workshops.

In general, a FICSA member association/union hosting a training should bear all cost of the training. In return, any income from participants' fees will go to the FICSA Member hosting the training. This new procedure provides an opportunity for FICSA members to boost their own staff association/union's income, while at the same time reducing the overall FICSA budget and member dues. The host may charge a small fee to FICSA participants to cover costs and a higher fee to non-FICSA member participants (as per current practice). It is, however, up to the individual staff association/union to make that decision.

Responsibilities of the FICSA member associations/union:

Secure the funds for the trainer and the training, as per the below breakdown:

- Travel costs (round trip), according to UN travel standards (to be purchased at least two weeks before the travel date by the host organization)
- DSA/per diem: The UN rate applicable at the date of the mission (to be paid directly to the trainer by the host at least 7 days before the date of travel)
- Trainer's fee: Depending on the fee stipulated by the trainer in the Training Catalogue. There are no trainer fees for Local Salary Survey Methodology workshops or UN Joint Staff Pension Fund workshops.

Responsibilities of the FICSA Secretariat:

- Maintain the FICSA Training Catalogue including the negotiation of prices
- Provide a list of expert trainers
- Facilitate the creation of trainings on topics requested
- Provide logistical support, including:
 - Assistance with registrations
 - Provision of course certificates
 - Assessment of the quality of the trainers
- Establish a dedicated site on the FICSA Website *ficsa.org*

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For staff associations/unions with a budget too small to host a workshop, a workshop can be planned with the support of FICSA to assist in its coordination, or by tapping into a dedicated training fund as a last resort. Training Fund Guidelines are in preparation and will be shared with all members once completed.

FICSA Website support system

On the FICSA website we have added a built-in workshop self-registration workflow that will help facilitate workshop registration. The FICSA Secretariat will be on stand-by to train a representative of the FICSA member association/union on how to use the FICSA electronic workshop registration system, which is currently in development. Meanwhile, if you require trainings, please contact the FICSA Secretariat at ficsa@un.org

Related links: [FICSA Training Catalogue](#); [ITC ILO course](#); [MoU with ITC ILO and offers](#)