**Sample Terms of Reference of a Local Salary Survey Committee (LSSC) for GS Salary Survey**

Based on the approved ICSC methodology for surveys of the best prevailing conditions of employment at headquarters and similar duty stations (survey methodology I), the Local Salary Survey Committee (LSSC) is responsible for:

* Ensuring that correct and up-to-date staff and job statistics are collected from all organizations.
* Gathering data, analysing issues and formulating proposals with respect to the selection of jobs, standard survey job descriptions and viable employers, applicable legislation of the duty station, including taxes, and the survey questionnaire.
* Ascertaining that the employers selected are in accordance with the requirements of the present methodology.
* Selecting representatives from among its membership to take part in both the data collection and the data analysis phases.
* Ensuring that data obtained as a result of their participation in the survey is kept confidential and not divulged to parties other than to the ICSC secretariat, the salary survey specialist or other members of the LSSC; making use only of information that becomes public through the report adopted by the ICSC.
* The LSSC shall normally meet at least once every two weeks.
* The LSSC may form working groups on different subjects, e.g. selection of employers, internal jobs and job descriptions, survey questionnaire, as deemed necessary. The working groups would be tasked to do the ground work on these subject matters with a view to reporting back to the LSSC for its endorsement and final determination before submission of proposals to the ICSC Secretariat.