

STATUTE OF THE ICTP LOCAL SECTION OF STU (STU-ICTP)
(revision following Staff Assembly 1 June 2017)

The ICTP Local Section of STU (UNESCO Staff Union) (from now on referred to as STU-ICTP) is part of STU UNESCO Paris and is thus governed by this Statute and for cases not foreseen herein refers to the Rules and Procedures of STU-UNESCO Paris, as reported in the UNESCO HR Manual Appendix 9 Staff Relations. A (Feb 2010).

1) Membership

All members of the staff of UNESCO, as defined by UNESCO Staff Regulations and UNESCO staff rules, on duty at the International Centre for Theoretical Physics (ICTP) or at the World Academy of Sciences for the advancement of science in developing countries (TWAS) are eligible for membership of the STU-ICTP.

2) Enrollment in STU-ICTP

Any staff member wishing to join STU-ICTP shall request membership and pay a monthly contribution (see Appendix I), to be deducted from his/her salary. The contribution rates may be changed by the Council of STU-ICTP when deemed appropriate.

3) Contributions to the STU-UNESCO Paris

Part of the contributions received by STU-ICTP will be paid to the STU-UNESCO Paris as membership fee of the STU-ICTP members. STU-ICTP will pay to the STU-UNESCO Paris, for each member, a monthly amount corresponding to 1/12 of 40% of the annual membership fee established by the STU-UNESCO Paris for field staff at the same grade.

4) Resignation

Members of STU-ICTP wishing to resign must inform the STU-ICTP in writing. Payment of contributions will cease from the month following the month of resignation.

5) Organs of STU-ICTP

The internal organs of STU-ICTP are:

The General Assembly;

The Council;

The Staff Representative and his/her Alternate;

The Treasurer;

The Polling Officer and his/her Alternate.

6) The General Assembly

An ordinary assembly shall be convened each year. The purpose of the assembly shall be that of informing STU-ICTP members of the activities carried out during the year by the Council and by the STU-ICTP Staff Representatives and to hear the views of STU-ICTP members. Extraordinary assemblies may be convened by the Staff Representatives or by the Council, whenever it deems necessary in order to illustrate and discuss specific issues.

Voting during the General Assembly will be considered valid by a majority of two thirds of the members voting. Voting can be made by proxy or by email to the STU-ICTP.

7) The Council

The Council is the executive organ of STU-ICTP, where issues are discussed and decisions for actions are taken. The Council of the STU-ICTP consists of the elected Officers. The term of office of the Council is two years.

The Council Officers have the responsibility of promoting the aims and objectives of the STU-ICTP on behalf of all members. Members should take their issues to a

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(revision following Staff Assembly 1 June 2017)

Council Officer, who must bring them to the attention of the Council only if the person who contacted him/her deems it appropriate. If, however, such individual issues are of wider interest, they shall be brought to the attention of the Council. The Officers shall obtain the views of the members on any matters affecting the staff as a whole and shall report these views to the Council.

If an Officer resigns or retires, the first available Reserve Officer automatically assumes the office.

The meetings of the Council should be considered valid if the majority of the Officers are present. Decisions of the Council of the STU-ICTP shall be taken by a majority of those present and voting.

The Council may establish such standing committees and subsidiary organs as it considers necessary, to analyse and investigate on specific matters or problems. Such committees should report to the Council.

The Council shall have, inter alias, the duties of administering the funds of the STU-ICTP and of implementing possible decisions taken by the General Assembly.

8) The STU-ICTP Staff Representatives

The STU-ICTP Staff Representative and the Alternate Staff Representative are elected by the members of STU-ICTP among the Officers of the Council of the Local Section and their terms of office are two years.

The STU-ICTP Staff Representatives implement the directives of the Council and act as official representatives of the STU-ICTP vis-à-vis the Director of ICTP, the UNESCO administration in Paris, STU at headquarters and any other external body.

If the Staff Representative resigns, the Alternate automatically assumes the office. In this case or in the case where the Alternate resigns, a by-election shall be organized by the Polling Officer or his/her Alternate to designate a new Alternate Staff Representative. (see: Point 11.g.)

9) The Treasurer

The Treasurer is chosen by the Council from its Officers and implements the financial decisions taken by the Council in the administration of the funds of the STU-ICTP. The term of office of the Treasurer is two years.

Each year the Treasurer will prepare a financial statement and a budgetary forecast for the approval of the Council.

10) The Polling Officer

The Polling Officer and his/her Alternate are nominated by election among the members of the STU-ICTP. The Polling Officer and his/her Alternate may not be at the same time Officers of the Council or Reserve Officers.

If the Polling Officer/Alternate Polling Officer decides to run for the Council of the STU-ICTP he/she must previously resign from his/her position of Polling Officer/Alternate Polling Officer.

The functions of the Polling Officer and his/her Alternate are to organize and verify the correctness of elections within the STU-ICTP. Moreover, in the case of elections or referendums called by STU-UNESCO Paris, they shall distribute the ballot papers and any relevant information, collect the votes of the members of the STU-ICTP and forward them to STU-UNESCO Paris. The term of office of the Polling Officer and his/her Alternate is two years.

11) Elections

Elections shall be held every two years. Before the end of the Council mandate,

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(revision following Staff Assembly 1 June 2017)

the Polling Officer and/or his/her Alternate shall:

- a. Fix the elections calendar with precise step-by-step deadlines;
- b. Draw up and circulate a list of current members of STU-ICTP;
- c. Send out a call for candidatures for Council members. Each candidature should be accompanied by a signed declaration specifying if he/she wishes to be considered for election as Staff Representative or Alternate;
- d. Collect the candidatures;
- e. Send to all STU-ICTP members a notice showing the names of all candidates in alphabetical order highlighting those running for Staff Representative/Alternate. This notice shall constitute the official ballot paper on which each member can cast his/her vote for a maximum of 12 candidates;
- f. Collect the ballot papers of the members and record the names of the members who voted;
- g. Count the ballots. The 12 candidates obtaining the highest number of votes in decreasing order shall be declared elected: the first 10 as Officers of the Council, the last 2 shall be considered as Reserve Officers;
- h. Circulate a list of the Officers and Reserve Officers elected to the Council who are willing to candidate for Staff Representative/Alternate. This list shall constitute the official ballot paper for the election of the STU-ICTP Staff Representatives, on which each member of STU-ICTP can cast his/her vote for only one Officer.
- i. Collect the ballot papers for the election of the STU-ICTP Staff Representatives.
- j. Count the ballots. The candidate obtaining the highest number of votes shall be declared STU-ICTP Staff Representative. The candidate obtaining the next highest number of votes shall be declared the elected Alternate. In the case of tie, the Polling Officer and or his/her Alternate shall organize a further ballot between the two candidates who have tied.

Immediately after the election, the new STU-ICTP Staff Representatives shall organize the election of the new Polling Officer/Alternate Polling Officer, in accordance with the above guidelines.

12) Participation in joint staff/management boards

The ICTP foresees a number of joint staff/management boards to advise the Director on personnel issues. The STU-ICTP Staff Representative and/or his/her Alternate will represent the views of the STU-ICTP members at these boards.

13) Amendments to the Organization of the STU-ICTP

Any amendment to the present document must be approved by the General Assembly of the STU-ICTP, with a majority of two thirds of the members present and voting, under the conditions that they represent at least one third of the staff affiliated to the local Section.

14) Affiliated membership

Any person of the secretariat working with the ICTP/TWAS, under a contractual arrangement different from that of point 1) of this Statute, including retired staff members, may become an Affiliate Member of the STU-ICTP, regardless of the duration of the contract held. He/she shall request membership and pay the membership contribution in the amount of Euro 10.00 to the Treasurer. The fee covers the solar year in which the affiliate member joins and is not refundable. Contributions of affiliate members will be handled with the same modalities foreseen at point 3. The contribution may be changed by the Council, when deemed appropriate. Affiliate members shall be entitled to participate in the STU-ICTP General Assembly and activities and take part in the voting process at

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(revision following Staff Assembly 1 June 2017)

the discretion of the STU-ICTP Council.

Affiliate members can neither become candidates nor vote for the STU-ICTP Council or STU-ICTP Staff Representative/Alternate.

Affiliate members wishing to resign shall so inform the STU-ICTP in writing.

Appendix I

The monthly contribution rates for the membership in the STU-ICTP (derived from the rates originally applied by the IAEA Staff Association) are:

0.15% of the monthly net base salary for staff in the GS category;

0.15% of the monthly net base salary plus post adjustment for staff in the P and above categories