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| **Extraordinary Council Guadalajara, 21 October 2010** |  |
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|  | **Document C-EXT/3-E** |
| **21 October 2010** |
| **Original: English** |
| Note by the Secretary-General | |
| Voluntary Separation and Early Retirement programme | |

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| Summary  Given the decrease in contributory units announced by Member States during PP-10, a proposal to initiate and implement a voluntary separation/early retirement programme (hitherto referred to as “The Programme”) in 2011 was approved by the Plenipotentiary Conference in Annex 2 to Decision 5 (Rev. Guadalajara, 2010) on the income and expenditure for the Union for the period 2012-2015, withdrawing the required sum from the Reserve Account.  Action required  The Council is invited **to authorise** the Secretary-General, based on the principles contained herein, to implement such measures, as necessary, to balance the ITU work force as a result of the decrease in revenues. The funding for such initiatives will come from the Reserve Account and will not exceed 3 million Swiss Francs.  \_\_\_\_\_\_\_\_\_\_\_\_  References  Decision 5 (Rev. Guadalajara, 2010), Staff Regulations and Staff Rules applicable to appointed Staff |

1. The management of the Union undertakes to ensure that the impact on programmes and skills loss will be reduced to a minimum and through redeployment of skilled staff members, may be mitigated entirely. The approval of individual applications for voluntary separation and/or early retirement rests with the Secretary-General who will safeguard the interests of the organisation**.**
2. The proposed Programme is envisioned to be based on a two pronged approach:
3. A Voluntary Separation package offered to staff members holding permanent, continuing or fixed-term appointments and having at least 5 years of continuous service, keeping in mind the best interest of the Union;
4. An Early Retirement package offered to staff members

* being either at least 53 years of age by the date of their separation;
* or within two years of completing at least 25 years of participation in the UN Joint Staff Pension Fund (UNJSPF).

3 Details of the programme and its implementation shall not be in contradiction with the legal framework of the Union, and shall be reported on to the 2011 Session of Council.

4 The total cost of the Programme shall not exceed three million Swiss Francs. A similar programme was implemented successfully in 2003 following the Marrakesh Plenipotentiary Conference (PP-02).

**Annex: 1**

ANNEX

draft DECision

The Council,

in view of

Decision 5 (Rev. Guadalajara, 2010) adopted by the Plenipotentiary Conference,

having considered

the report by the Secretary-General on the proposed voluntary separation (VOLSEP) and early retirement measures which are in conformity with the legal instruments of the Union,

decides

to approve the implementation of the proposed voluntary separation/early retirement programme withdrawing up to a maximum of 3 million Swiss Francs from the Reserve Account,

*instructs the Secretary-General*

to implement the above-mentioned programme in 2011, as necessary, and to report to the 2011 Council Session.

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