

Document No. **10**

FOR DISCUSSION

Review of the WCC Staff Rules and Regulations
A progress report

1. The mandate

The 9th Assembly recommended that the WCC review its staff rules and regulations and personnel policies, covering in particular the following aspects:

- renewal of contracts, including reaffirmation of the concept that programme executive staff contracts are not normally renewed more than once (at present, four years plus three years);
- the encouragement of the recruitment of competent younger staff who may thus also have their role in the transformation of the organization;
- the recruitment procedures be transparent and open to external applicants;
- statistics on staff costs, headcount and full-time equivalents be reported regularly in a consistent manner, with written definitions of the staff and consultant categories concerned.

Following the line adopted at the assembly, the central committee (September 2006) recommended:

- that when new positions are created, or when existing positions become vacant, recruitment procedures be open to external applicants;
- new contracts be extended for four years, with the possibility of renewal for one term of three years only.

Finally, the central committee (February 2008):

- heard a brief report on the progress made in reviewing the staff rules and regulations;
- noted that the project work had just begun, with initial focus on compliance with the Swiss law;
- confirmed that a report would be made to executive committee in September 2008.

2. The objectives

A preliminary round of discussions – which certainly have to continue and study the issues involved – has already allowed staff to identify the following objectives:

- a) *To implement the recommendations of the assembly and the central committee.*

- b) *To structure the WCC Staff Rules and Regulations, highlighting the Swiss Code of Obligations as the default standard, including a more careful consideration of emerging issues, such as the duty of confidentiality and of responsibility with regard to the assets of the organization;*
- c) *To simplify some of the existing procedures and instruments (e.g. the composition and mandate of the advisory boards);*
- d) *To anticipate, from the very beginning of the process, the legal implications of the review.*

One additional objective might be to prepare a much simpler and clearer document.

3. Comments on the nature and scope of the revision

If the range of these objectives was to be confirmed, it would become clear that the staff rules and regulations require a thorough review.

Indeed, implementing the recommendations of the governing bodies would also imply a thorough exploration of what kind of changes (e.g. in terms of conditions, obligations and benefits) would better cover the expectations of candidates responding to the profile suggested by the governing bodies (i.e. younger, competent, hired in principle for seven years, etc.).

Wherever there is no need to introduce a specific WCC policy offering more favorable or superior conditions, existing regulations could be withdrawn, and the Swiss Code of Obligations should by default become the standard. A careful review of the existing rules and regulations should be conducted in order both to identify those matters which require a policy decision (with reference to observations raised by Swiss legal counsel, as well as to our own experience with the regulations), and to propose the policy direction.

With regard to emerging issues, data, whether in electronic form or otherwise, is not covered in the existing regulations. In addressing these new needs, it may be appropriate to refer in the regulations to other policy documents, such as the information technology policies, which may more readily be subject to revision from time to time.

Finally, before undertaking the policy review, efforts should be made to draw up an inventory of observations and recommendations made by governing bodies, including the finance committee, concerning the staff rules and regulations; recommendations concerning the regulations made formally in report(s) submitted by advisory appeals board(s) or other boards; and recommendations from the human resources department or from other managers having had experience in interpreting and working with the regulations.

4. The first steps

- a) The council's legal advisor was invited to offer his opinion on how the staff rules and regulations could follow the standards of the Swiss Code of Obligations;

- b) A staff group was appointed by the general secretary to work on the review. The general secretary will consult the Staff Representative Group on any modification of the staff regulations;
- c) In light of the legal advice received and the institutional developments/needs identified so far, amendments to the staff rules are proposed to the executive committee for consideration.

5. Next steps

- a) To involve representatives of the SRG as soon as they are elected;
- b) To submit the staff rules to the executive committee in February 2009 for approval;
- c) To present progress reports on staff regulations to the executive committee in February and September 2009;
- d) To present the final version of the staff regulations to the executive committee in February 2010.

6. Expected actions

- a) The executive committee to discuss and offer advice on the directions proposed for the review; particularly on its objectives and scope;
- b) The executive committee to discuss and comment the appended staff rules as tentatively amended, with the understanding that this amended version will: (i) guide the review of the staff regulations, and (ii) be eventually adopted by the executive committee.