

COMMUNICATIONS

35/20**Administrative Guidelines for offices on the
Novel Corona Outbreak - COVID-19 -
(4th version)****Geneva
24 April 2020**

To: All members

From: Evelyn Kortum, General Secretary

Dear colleagues,

In case you have not seen the latest version of the **Administrative Guidelines**, we are sharing them with you herewith. They represent the basis on which your Organization establishes its own Guidelines during the confinement period. Please note that the version applicable in each organization may vary slightly to accommodate organizational needs and you should refer to the latest version published by your own organization. FICSA strongly encourages the inclusion of staff representatives when the guidelines are being reviewed at the organizational level.

We would like to inform you that we are in constant contact with the CEB and the HR Network Chairs, together with our sister federations CCISUA and UNISERV, and provide suggestions for improvements in the next version. This version has a number of improvements over the previous one, as concerns the following:

- Flexible working arrangements and alternate work arrangements: additional details on telecommuting / alternate working arrangements have been added, including the impacts on staff who have opted to telecommute away from their duty station under flexible working arrangements;
- General statement on carry-over of annual leave;
- General details on uncertified sick leave;
- Encouragement of staff to make use of telehealth solutions;
- Inclusion of the *url* address for the World Food Programme website showing world travel restrictions;
- Indication on the authority of Organizations to determine entitlements for initial recruitments and reassignments;
- Simplification of the provisions relating to the section entitled "Death of a staff member"; and
- Simplification of the provisions on compensation for service-incurred illness/injury/death.

After this version was issued, we proposed further improvements in the areas of medical evacuation plans, hardship allowance, extension of ILOAT and UNAT deadlines, return to work approach, among others.

COMMUNICATIONS

As the Administrative Guidelines are a living document, we will continue to closely follow this issue and would like to urge you to provide feedback to the FICSA Secretariat should you have any substantive proposals on how to improve the guidelines that we might take forward.

Continue to stay safe and healthy.