



European Bank
for Reconstruction and Development

Staff Council Working Arrangements

WORKING ARRANGEMENTS CONCERNING THE STAFF COUNCIL AT THE EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT

The following is adopted as a Decision by the President of the European Bank for Reconstruction and Development, based on his authority under Section 6 of the Staff Regulations and Section 1.3 of the Staff Handbook. The Decision is adopted to facilitate the role of the Staff Council as outlined in Section 14.2 of the Staff Handbook.

INTRODUCTION

Section 11 of the Staff Regulations of the European Bank for Reconstruction and Development provides for the right of staff to associate in order to present their views to the President through their representatives on matters pertaining to personnel policies, their conditions of service, and the establishment of procedures for the consideration of complaints and grievances of individual persons on the staff. The Staff Council is a body elected by Bank staff and its Statutory Documents (Constitution, Bylaws and Election rules) provide that it should foster a sense of common purpose among staff, promote and safeguard the rights, interests and welfare of staff and represent general staff interests. The Management of the Bank has recognised that the Staff Council has an important role in making representations on issues that concern the staff as a whole, or groups of staff. The Human Resources Department also consults the Staff Council when formulating proposals on human resources matters for consideration by the Bank's Executive Committee, particularly if these involve the adoption of new policies or changes in existing ones. The aim of the consultations or the Staff Council providing its views is, inter alia, to strive to achieve consensus on a particular issue. It is understood however that achieving such consensus is not a pre-requisite for the Bank's Executive Committee taking a decision on the respective matter.

To facilitate the consultation process, the following working arrangements will normally be followed:

I. GENERAL

1. As a condition for receiving information of a confidential nature from Bank management regarding matters covered by these working arrangements, Staff Council shall be obliged to respect the secrecy of, and not to divulge, any fact or information of confidential nature brought to their knowledge in the exercise of their duties save when seeking advice from external consultants in relation to their duties as Staff Council. In such instance, Staff Council shall make appropriate arrangements for any such external consultants being bound by confidentiality obligations.

These working arrangements do not affect the rules provided for in the Staff Regulations, Staff Handbook, including the Bank's Code of Conduct for EBRD Personnel, the Conduct and Disciplinary Rules and Procedures, the Grievance Procedures or the Appeals Procedures of the Bank except as otherwise explicitly agreed by the Management of the Bank,

II. THE STAFF COUNCIL REPRESENTATIVES

2. Staff Council Representatives shall be afforded the time needed to carry out their duties as Staff Representatives, particularly for their own internal meetings or those held with the Bank and its Management. The time devoted to fulfilling their duties including whilst travelling on Staff Council business shall be deemed working time, within reasonable limits and compatible with the discharge of their other duties to the Bank. Such time is recognised as staff delivery under the corporate objectives as defined in the Performance Appraisals system.
3. There shall be no retaliation against Staff Council Representatives on the grounds of the mandate exercised by them.

III. SUPPORTIVE FACILITIES AND RESOURCES

4. Subject to paragraph 1, Staff Council Representatives shall be entitled to reasonable use of the Bank's facilities to disseminate to staff as a whole or to members of a specific category any communication connected with the performance of their duties. They shall be able to consult all or part of the staff, notably in writing or by convening a meeting.
5. The Staff Council shall receive reasonable resources to enable it to carry out its role, including a permanent secretarial and administrative support, with the requisite facilities and equipment.
6. Additional resource e.g. in the form of a secondee position, or short-term contract position, will be agreed upon between Staff Council and Management each year following the staff council elections.

IV. FINANCIAL RESOURCES

7. The Staff Council shall be accorded an annual budget taking into account the expenses incurred in the performance of its role. This includes amongst others the selection of external consultants including legal counsel, travel costs, training, hospitality, support to the clubs, societies and sporting and social events and other issues. The budgets will take into account the composition of staff council to allow for adequate travel from ROs to HQ of staff council members, as well as Staff Officers and other members, yearly visits to ROs and the IFI Staff Association meetings, amongst others.

8. The amount of this budget and the manner of its administration shall be reviewed annually as part of the Bank's general budgetary procedure and adjusted as warranted and agreed. In addition, Staff Council may make specific requests for additional ad-hoc budgetary contributions to fund advice for and/or representation of any particularly critical unforeseen matters which affect the Staff.
9. In addition, the Staff Council will be provided with the consultancy budget to obtain an independent advice to enable it to address the Staff issues adequately. This budget will be in line with previous agreements reached.

V. LIAISON WITH THE STAFF COUNCIL

10. The Staff Council may make representations for consideration by the Management of the Bank, via the Managing Director of Human Resources, concerning the matters set out in Staff Regulation 11, namely, personnel policies, the conditions of service, and the establishment of procedures for the consideration of complaints and grievances of individual persons on the staff of the Bank. Personnel policies and conditions of service include, inter alia, the following matters: salaries and benefits; occupational health and safety; career development; matters concerning the general welfare of staff members and their families; social and cultural activities at the Bank; and any material changes in the organisational structure of the Bank.
11. Taking this role into account, Bank Management will, via the Managing Director of Human Resources, inform the Staff Council and seek its view on matters as described above.
12. Management of the Bank will inform the Staff Council with respect to the matters as provided for in Section 8 above, when preparing proposals (whether adoption of new policies or changes in existing policies) for consideration by the Bank's Executive Committee in relation to those matters. As much time as reasonably possible will be afforded to the Staff Council to provide its informal comments prior to the relevant Executive Committee meeting within the timeframe allowed by the process of the Executive Committee. The Management of the Bank will review the comments and, on request of the Staff Council, will discuss these with the Staff Council.
13. After the Executive Committee has considered a matter that has been the subject of the consultation process, the Staff Council will then be provided with the opportunity to provide its formal comments on the Executive Committee consideration, in writing, to the Executive Committee member responsible for Human Resources and/or the Managing Director of Human Resources, as applicable, within the timeframe allowed by the process before the Executive Committee. The Executive Committee may, in its discretion, decide whether to deliberate the matter further in light of the Staff Council's comments.
14. The Staff Council will be provided with an opportunity to be represented on the Working Groups, Task Forces or other forms of staff consultation convened by the Bank regarding matters affecting the staff.

15. Meetings

Meetings between Management and the Staff Council may take one of the following two forms:

- Ordinary meetings;
- Ad hoc meetings.

These meetings will normally be held with representatives of the Management and, where appropriate, with one or more members of the Executive Committee.

If both Management and the Staff Council agree, outside consultants may, as an exception, attend these meetings, subject to the applicable conditions regarding confidentiality of information.

16. Ordinary meetings

- (a) Meeting between the Staff Council and the Managing Director of Human Resources will generally be held once a month;
- (b) Meetings between the Staff Council and the member of the Executive Committee responsible for Human Resources will be held once every three months, provided that the Staff Council or this member of the Executive Committee establishes that there is a need for such a meeting;
- (c) The Staff Council will have the opportunity at least twice a year to meet with, the President and the member of the Executive Committee responsible for Human Resources and, where applicable, other members of the Executive Committee and present their views on matters pertaining to personnel policies, their conditions of service, and the establishment of procedures for the consideration of complaints and grievances of individual staff;
- (d) With respect to matters that fall within the competency of the Board of Directors, the Staff Council may meet with the representatives of the Board of Directors when necessary for the fulfilment of their duties as Staff Council members and have the opportunity to deliver presentations to the Board Committees, as agreed with them.

17. Meeting agendas

To prepare for to the meetings referred to in paragraph 14' (a), (b) and (c), an agenda will be discussed and agreed by the Staff Council and the Managing Director of Human Resources in advance of such meeting. Following the meetings referred to in paragraph 14 (a) above, the relevant participants in those meetings will draw up an agreed list of action points.¹ Minutes of meetings referred under (b) and (c) will be drawn up and distributed jointly to all staff, subject to any

¹ Actions agreed at the meeting referred to in paragraph 14 (a) will be followed up accordingly. Actions proposed by Staff Council which are not agreed by the Managing Director of Human Resources will not be further discussed in the meetings referred to in paragraph 14 (a). However, Staff Council may escalate these to the member of the Executive Committee responsible for Human Resources in the meetings referred to in paragraph 14 (b). In case of disagreement, the Staff Council may raise these points with the President in the meetings referred to in paragraph 14(c).

confidentiality restrictions.

18. Ad Hoc meetings

Should the need arise, Bank Management or the Staff Council may request ad hoc meetings for an exchange of views on a matter of importance or urgency.

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