

Union Training Guidelines

Purpose

This guideline outlines the principles and procedures related to learning and development of Council members.

Guiding Principles

- Investment in learning and development of Council members is vital for the Union to effectively deliver and contribute to promoting, defending and advocating for staff rights and welfare.
- All Council members have equal consideration for training opportunities, which will be allocated in a manner that fairly distributes them across all members on an equal basis.
- Learning offerings must be relevant to the Union's work and priorities, and to the additional functions of the Council member as relevant. Union-funded training must directly equip a Council member to effectively carry out his/her functions.

Roles and Responsibilities

The Executive Bureau guides the Union's learning agenda including defining learning priorities and budget allocations and encouraging regular exchanges of information and skills within the Council. In addition, the Executive Bureau will produce a welcome package for new Council members; this will ensure a structured and guided orientation and a unified understanding of roles and responsibilities to have common approaches to the Union's work.

Each Council member is responsible for their continuous learning in the spirit of professional excellence by availing of learning opportunities. This includes informal (online) learning and more formal training. Each Council member is mutually responsible for disseminating and actively promoting learning, including by identifying opportunities of benefit to individual members or the entire Council.

Upon completion of a training activity, a Council member should apply their new knowledge and skills in support of the Union, including by sharing their knowledge and skills with other members.

Planning and budgeting

The Council will allocate a provision for training in its annual budget.

The Executive Bureau will take the lead in identifying training requirements against wider Union (or federation) priorities and propose relevant trainings to Council members. Proposals will be circulated by the Executive Secretary through a call for interest.

Council members may present training proposals to the Executive Bureau.

The Council may consider holding an annual training in Geneva for all its members.

In addition to learning activities that are supported through allocation of funding, there are a wide range of cost-free learning resources available; Council members can avail of these offerings as a starting point and to complement resources that come at a cost.

Selection criteria and decision-making

For any training where the number of participants is limited either by the organiser or by cost, the Executive Bureau shall set selection criteria to ensure an objective, fair and transparent process. Possible selection criteria include: (a) direct relevance to the functions of Council member; (b) potential benefit to and impact on the Union's (or federation's) work; and (c) suitability for the training.

Any Council member can nominate themselves for a training if they have been a member for at least one year; have not been on a training funded by the Union in the prior two years, to ensure fairness in the use of resources; and intend to remain as a Council member for at least one more year upon completion of the learning activity.

Decisions on participating in training shall be guided by needs of the Union and the member's functional role. The Executive Secretary will collect all nominations received by the deadline and send them to the Union. The Council will vote at its next meeting if there are more applicants than spots or funding allow.

Travel related to training

Proof of registration must be provided to the Union assistant before funding for travel is approved.

Cancellation penalties

Before applying for a training opportunity, Council members should be clear on their level of commitment to participate in and their ability to complete the training within the set time period. All members should be aware that cancellations without valid justification will be taken into account when applying for future opportunities.

Compliance

Compliance is an integral part of the Union's learning and development approach, ensuring that the use of resources is both monitored and measured in terms of their impact on capacity strengthening and wider Union performance. Council members who attend training are required to provide a detailed report and briefing at the first Council meeting after the training for all members; they are required to use the acquired knowledge or skills in carrying out Union activities.

The overall responsibility for monitoring and compliance of this training guideline is under the direction and accountability of the Executive Bureau, including disseminating learning opportunities and ensuring any Council members undertaking training prepare reports and briefings to the Council in a timely manner. The policy and procedures with respect to the use of learning related funds is monitored by the Union's Finance Committee, including tracking expenditures and reporting on delivery.

7 April 2025