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**PSI CONSTITUTION 2012**



Public Services International  
Internationale des Services Publics  
Internacional de Servicios Públicos  
Internationale der Öffentlichen Dienste  
Internationell Facklig Organisation för Offentliga Tjänster  
国際公務労連

# PSI CONSTITUTION

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# PSI CONSTITUTION

## PREAMBLE

Public Services International (PSI) is a global trade union federation (GUF) that works in cooperation with the International Trade Union Confederation (ITUC) and the Council of Global Unions to defend and promote rights and interests of public sector employees.

PSI is founded on the principle of solidarity between public sector employees throughout the world.

PSI is independent of any government, political party or ideological or religious grouping.

Public Services International<sup>1</sup> shall be referred to in this Constitution as “PSI”.

## ARTICLE 1: PRINCIPLES AND OBJECTIVES

PSI promotes universal access to quality public services and upholds democratic, human, labour and environmental rights worldwide

PSI advocates for social justice through the United Nations system, including the International Labour Organization (ILO), and in partnership with other labour and civil society allies.

PSI promotes dialogue, international cooperation and solidarity as the means of solving global problems. PSI works through sharing of resources, representation of affiliates, capacity-building, coordinating the activities of affiliates and facilitating reciprocal support.

PSI cooperates with all its affiliates, other GUFs and other organisations in pursuing common economic, social, labour and political objectives.

The trade unions affiliated to PSI accept its fundamental principles and respect the plurality of affiliated unions. In a spirit of unity, PSI affiliates work together, applying a diversity of actions, for the practical achievement of PSI’s objectives.

### PSI commits to:

#### Quality Public Services

PSI promotes and defends the creation and development of quality public services delivered by public employees, which:

- guarantee equal access;
- are affordable;
- are democratically accountable to all people;
- provide for social justice;
- ensure sustainable development and a better quality of life for all citizens.

#### Union Development/Capacity-building

PSI enhances the capacity of public sector trade unions with a view to organise and:

- to achieve full trade union rights for all public sector workers;

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<sup>1</sup> The name in the other official languages shall be:

- a) in French: Internationale des Services Publics;
  - b) in German: Internationale der Öffentlichen Dienste;
  - c) in Japanese: 国際公務労連;
  - d) in Spanish: Internacional de Servicios Públicos;
  - e) in Swedish: Internationell Facklig Organisation för Offentliga Tjänster.
- The acronym in all languages shall be **PSI**.

- to influence governments;
- to be self-sufficient and responsible for their own policy and priorities, leading to independence and sustainability through increased membership and functioning democratic structures.

### **Trade Union and Human Rights**

PSI fights for respect for trade union and other basic human freedoms and rights, democracy, and social justice throughout the world.

### **Peace and Freedom**

PSI fights for peace, freedom and self-determination for all people in the struggle for social progress throughout the world, including the elimination of the social and economic inequalities between industrialised and developing countries and of exploitation perpetrated by various nations, global financial institutions and transnational corporations.

### **Equality, Equity and Diversity**

- a) PSI promotes equality, equity and diversity, and combats all forms of racism and of bias or discrimination due to gender, marital status, sexual orientation, age, religion, political opinion, social or economic status, or national or ethnic origin.
- b) PSI aims at integrating equality and equity policies and practices in all aspects of its work, actions and structures.
- c) PSI, in its work, strives towards promoting and implementing the ILO convention No 169, through increasing the active participation of indigenous peoples in its Action Programme.
- d) PSI is committed to achieving at least 50% women's representation in its own structures and expects all affiliates to strive towards the attainment of equal representation of women and men in their own decision-making bodies.

## **ARTICLE 2: SCOPE**

PSI's organisational scope includes workers in international institutions; in national, regional and local government administration; energy and water services; waste management and environment protection; social, health and education services; science; culture and recreation services; justice and correctional services; and other organisations providing services to the public.

PSI defends the interests of workers in these areas in both publicly and privately owned and managed companies.

## **ARTICLE 3: MEMBERSHIP**

All trade unions organising workers who deliver services to the public are eligible for affiliation provided that:

- a) they support the principles and objectives of PSI;
- b) their constitutions are democratic and independent in form and practice and these are organisations composed of and led by employees and/or their freely elected representatives;
- c) they have the capacity and/or potential for financial independence;
- d) they are active in pursuing their objectives.

All procedural details concerning affiliation are outlined in Annex 1, "Membership/affiliation procedure".

#### **ARTICLE 4: AFFILIATION FEES**

The amount of affiliation fees to be paid by affiliated organisations shall be determined by Congress. Congress may delegate this task to the Executive Board.

Affiliation fees shall be payable for all eligible members of affiliated organisations and shall be due on 1<sup>st</sup> January of the payment year. They must be paid before 28<sup>th</sup> February except in the case that an affiliate has applied for exemption, re-indexation, reduction, deferral or payment in instalments according to the procedures outlined in Annex 2, “Definitions of underlying key concepts and special provisions referring to payment of affiliation fees”.

Affiliated organisations, which at the 1<sup>st</sup> July of the payment year have not paid their fees and have not been granted exemption shall be declared to be in arrears for that year and will lose their PSI rights and entitlements and will be so informed. These rights and entitlements shall include:

- participation in any PSI event, activity or programme;
- sponsorship to any PSI event, activity or programme (only for countries below the 100% index);
- membership on any PSI committee, working group or other PSI structure, except for the Executive Board and the Steering Committee, where the provisions of Annex 5, “Mandate and internal rules of the Executive Board” shall apply.

All special provisions referring to payment of affiliation fees are outlined in Annex 2, “Definitions of underlying key concepts and special provisions referring to payment of affiliation fees”.

#### **ARTICLE 5: GOVERNING BODIES**

PSI consists of the following governing bodies:

- a) Congress;
- b) Executive Board;
- c) Steering Committee;
- d) regional executive committees.

Governing bodies and advisory bodies are defined in Annex 3.

#### **ARTICLE 6: CONGRESS**

- 6.1 Congress is the supreme decision-making authority of PSI. Congress consists of the delegates of the affiliated organisations.
- 6.2 Congress shall meet in ordinary session every five years; the General Secretary shall convene Congress in accordance with the decisions of the Executive Board. The affiliated organisations shall be informed of the date and place of the ordinary session at least 12 months in advance.
- 6.3 An extraordinary Congress shall be convened on the basis of an Executive Board decision within five months of that decision or at the request of not less than four affiliated organisations whose combined membership represents at least one-third of the total paid-up membership of PSI. It shall only discuss those matters for which it was specifically convened.
- 6.4 The Congress agenda shall include all items defined in Annex 4, “Congress rules/standing orders”.

6.5 Affiliated organisations, which have fulfilled their obligations in accordance with Article 4, “Affiliation Fees” shall be entitled to representation at Congress in accordance with their averaged paid-up membership over the years since the previous Congress, including the current Congress year, or since their affiliation to PSI.

6.6 Affiliates’ representation is based on the following schedule. Each gender should be equally represented where there is more than one delegate unless this is not feasible due to very significant over-representation of one gender within the affiliate’s membership.

1 delegate	up to	5,000 members	
2 delegates	from	5,001 to	10,000 members
3 delegates	from	10,001 to	20,000 members
4 delegates	from	20,001 to	35,000 members
5 delegates	from	35,001 to	50,000 members
6 delegates	from	50,001 to	100,000 members

plus one delegate for each additional 50,000 paid-up members and/or part thereof.

6.7 Congress Credentials Committee  
At its first session Congress shall elect a Credentials Committee, which is charged with the verification of delegates’ credentials.

6.8 Congress Standing Orders Committee  
The Executive Board shall appoint a Congress Standing Orders Committee which shall prepare the conduct of Congress. It will consist of: one person from each region; one member from each of the PSI official language groups if not already covered through the regional representation; one from the Women’s Committee if not already covered by the regional and language representation; one from the host country if that country’s language is not already represented; and one from the young workers’ representatives of the Executive Board.

6.9 Election of President and General Secretary  
The President and General Secretary shall be elected by the Congress by simple majority. Two Election Officers, one man and one woman, will be nominated by the Executive Board with the mandate to collect and scrutinise nominations. These persons shall be independent and have no interest in the electoral process; they will be responsible to the Standing Orders Committee. All candidates are entitled to nominate scrutineers.

A nominee for the position of President must be a reputable member of a PSI affiliate which is in good standing at the time of nomination; a nominee for the position of General Secretary must have had previous experience in a *bona fide* trade union.

All procedural details and rules are outlined in Annex 4, “Congress rules/standing orders”.

## **ARTICLE 7: EXECUTIVE BOARD**

7.1 PSI shall be governed between Congresses by the Executive Board. The Executive Board shall meet at least once a year. It bears the responsibility for:

- a) the execution of decisions and recommendations of Congress;
- b) determining policy positions for PSI on matters not already considered by Congress;
- c) strategic planning, implementing, monitoring and following up of the PSI work programme;
- d) decision-making and monitoring all financial issues;
- e) delegating relevant tasks and responsibilities to the Steering Committee, other committees or individuals and monitoring their implementation;

- f) the election of the Women’s Committee on the basis of nominations from the regional executive committees as provided in Article 12, “Regional Bodies and Structures” (paragraph 12.2 f);
- g) all membership matters including new affiliations, suspension and expulsion of affiliates, and reduction, exemption, deferral and instalment of fees payments;
- h) determining the amount of annual affiliation fee as delegated and authorised by Congress;
- i) determining the location of PSI’s head office on the basis of a two-thirds majority vote.
- 7.2 At the request of not less than four titular members of the Executive Board representing four different regions, an emergency meeting of the Executive Board shall be convened within the shortest time possible.
- 7.3 The Executive Board is made up of:
- the President as an *ex officio* member;
  - the General Secretary as an *ex officio* member;
  - the Chairperson of the Women’s Committee as an *ex officio* member;
  - the two Co-Chairs of each PSI region plus one further person from each region for every 400,000 paid-up members or part thereof. These regional representatives will be nominated by each regional executive committee for approval at Congress;
  - one young worker for each region (understood to be people under 30 years of age at the time of election), to be nominated by the relevant regional executive committee and approved by the Executive Board;
  - one seat at the disposal of each affiliate with more than 500,000 paid-up members, to be used at the discretion of such affiliates with the intention of furthering the goal of gender equity;
  - the European Federation of Public Service Unions (EPSU) President and General Secretary as *ex officio* members of the Executive Board who may each nominate one substitute member.
- 7.4 Within each region, the seats are distributed among the subregions under the responsibility of the regional executive committee. A subregion may comprise a country, or several countries that are grouped according to certain criteria (geographical, linguistic).<sup>2</sup>
- 7.5 The Executive Board shall have the power, on the basis of a two-thirds majority vote, to alter the boundaries of the subregions, including creating additional subregions, thus deleting seats or creating additional seats between Congresses, on the basis of the formula in Article 7.3, (4<sup>th</sup> list item), to take into account membership reduction or growth in a region. The current subregions are defined in Annex 11 to this Constitution.
- 7.6 The Executive Board shall have the power, with a two-thirds majority vote, to grant observer seats to affiliates such as those with international membership which are not properly part of any one region. Such observers shall have speaking but not voting rights on the Executive Board.
- 7.7 Both for itself and for other bodies listed in Article 5, “Governing bodies”, the Executive Board shall establish and/or approve **internal rules** (Annexes 5, “Mandate and internal rules of the Executive Board”; 6, “Mandate and internal rules of the Steering Committee”; 8, “Mandate and internal rules of regional bodies”; and 9, “Reimbursement of expenses incurred in attending constitutional body meetings”).

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<sup>2</sup> In Europe, the term *constituency* is used instead.

## ARTICLE 8: STEERING COMMITTEE

8.1 The Executive Board shall establish a Steering Committee which will be primarily responsible for:

- political and trade union issues;
- financial matters;
- general administrative and staffing issues;
- any other matters requiring action which cannot wait until the next meeting of the Executive Board;
- any other matters which the Executive Board shall delegate to it.

The Steering Committee is accountable to the Executive Board. It shall meet physically once per year; if additional meetings are needed, these will take place using electronic communications.

8.2 The Steering Committee is made up of:

- the President;
- the General Secretary;
- the Chairperson of the Women's Committee;
- all Vice-Presidents;
- the EPSU President and General Secretary as *ex officio* members of the Steering Committee may each nominate one substitute member.

8.3 Gender equality will be ensured in the composition of the Steering Committee.

8.4 The internal rules governing the Steering Committee are to be found under Annex 6, "Mandate and internal rules of the Steering Committee".

## ARTICLE 9: PRESIDENT AND VICE-PRESIDENTS

9.1 President

- a) The President of PSI shall be elected by Congress in accordance with the procedure defined in Article 6, "Congress", paragraph 9, "Election of President and of General Secretary" and Annex 4, "Congress rules/standing orders", and shall preside at Executive Board and Steering Committee meetings, at Congress, and, if in attendance, at all other meetings of PSI (except in those cases covered by Articles 11, "Global and Regional Women's Committees" and 12, "Regional Bodies and Structures").
- b) The President shall have a mandate which expires at the end of the next ordinary Congress, but shall be eligible for re-election.
- c) If the President's office falls vacant between two ordinary Congresses, the First Vice-President shall assume the office of President.

9.2 Vice-Presidents

- a) The Executive Board shall elect from its titular members, on the basis of nominations from the regional executive committees, two Vice-Presidents from each region (one woman and one man). In addition, the Executive Board shall elect from the titular members in the European region a further four Vice-Presidents, no less than two of whom shall be women.
- b) The Executive Board shall elect the first Vice-President who shall act on behalf of the President in his/her absence. If the President is a man, the First Vice-president should be a woman and vice-versa.
- c) If the First Vice-President position becomes vacant, a new First Vice-President will be elected at the next Executive Board meeting.



- d) If a Vice-President's position falls vacant between two ordinary Congresses, the relevant regional executive committee at its next meeting shall nominate a replacement to be submitted to the Executive Board.

#### **ARTICLE 10: GENERAL SECRETARY**

- 10.1 The General Secretary shall be elected by Congress in accordance with the procedure defined in Article 6, "Congress", paragraph 9, "Election of President and of General Secretary" and Annex 4, "Congress rules/standing orders", with a mandate which expires at the end of the next ordinary Congress, but shall be eligible for re-election.
- 10.2 The General Secretary shall:
- a) conduct the day-to-day business of PSI in accordance with the decisions of Congress and the Executive Board;
  - b) prepare and circulate the documents needed for meetings of these bodies and all others provided for in this Constitution;
  - c) attend all meetings of Congress, the Executive Board, the Steering Committee and any other meetings which these bodies of PSI deem necessary;
  - d) assume responsibility for the general administration of business, property and staff and for the preparation of all published PSI material;
  - e) monitor the implementation of the Congress Programme of Action and recommend to the Executive Board any strategic changes in specific areas to meet the changing needs of affiliates;
  - f) monitor and plan the strategic development of PSI, including improving its overall effectiveness through lobbying and advocacy work;
  - g) enhance PSI's political influence through alliance-building with key international organisations and civil society organisations;
  - h) discharge all other duties assigned to the General Secretary by this Constitution.
- 10.3 The salary and employment conditions of the General Secretary shall be decided by the Executive Board.
- 10.4 The Executive Board has the power to suspend the General Secretary from office for gross misconduct; the General Secretary has the right to appeal to Congress against such suspension.
- 10.5 If the office of General Secretary falls vacant between two Congresses, the Deputy General Secretary shall assume the responsibilities of the office until the next meeting of the Executive Board which shall appoint a person to the position of Acting General Secretary until the end of the next Congress.

#### **ARTICLE 11: GLOBAL AND REGIONAL WOMEN'S COMMITTEES**

- 11.1 The Women's Committee has an advisory function vis-à-vis the Executive Board.
- 11.2 The Women's Committee will include one woman regional executive committee representative from each subregion as a titular member. Subregions, which are represented by more than one woman, shall decide who will receive the titular position on the Women's Committee. In the event that a regional executive titular member does not serve on the Women's Committee and her substitute serves, a second substitute may be named. The President and General Secretary shall be *ex officio* members of the Women's Committee.

- 11.3 The resources of the Women’s Committee shall be approved by the Executive Board and reviewed periodically to ensure that the Committee remains representative of the PSI women’s membership.
- 11.4 The Women’s Committee shall elect from among its members a Chairperson who shall be an *ex officio* member of the Executive Board and a member of the Steering Committee. It shall also elect one Vice-Chairperson from each region other than that represented by the Chairperson. The Chairperson shall report to the Executive Board.

The detailed mandate and internal rules governing the Women’s Committee are to be found under Annex 7, “Mandate and internal rules of the Women’s Committee”.

## ARTICLE 12: REGIONAL BODIES AND STRUCTURES

- 12.1 PSI regional structure  
PSI has a regional structure consisting of four regions: Africa and Arab Countries; Asia and Pacific; Europe<sup>3</sup>; and Inter-America. This regional structure may only be modified by Congress with a two-thirds majority as required for any other constitutional amendment.
- 12.2 Regional executive committees  
The Executive Board shall establish regional executive committees for each of the PSI regions which shall be accountable to the Executive Board. The regional executive committees are the governing bodies of the PSI regions. They direct the affairs of the respective region between Congress and meet at least once a year. Within the budget approved by the Executive Board, the regional executive committees shall have full executive powers over the implementation of and expenditure for their Programmes of Action. They bear the responsibility for:
- a) planning, monitoring and follow-up to PSI global and regional action plans;
  - b) preparing the regional budget for the following year for submission to the Executive Board;
  - c) making recommendations on affiliation and membership matters to the Executive Board;
  - d) nominating the regional representatives (titular and one substitute) on the Executive Board for approval at Congress;
  - e) electing its regional Co-Chairs (one woman and one man per region) who will also be nominees as PSI Vice-Presidents;
  - f) nominating the regional representatives on the Women’s Committee;
  - g) selecting regional members of any committees established by the Executive Board.

The regional executive committees are made up of:

- a) two titular representatives from each of the regional subregions (see Annex 11, “List of PSI regions and subregions”). At least one of the titular representatives will be a woman. Each titular member will have a substitute of the same sex;
- b) one titular representative from any affiliate with more than 500,000 paid-up members, who will have a substitute of the same sex;
- c) one titular member representing the whole region, who shall be less than 30 years old at the time of election and will have a substitute of the same sex;
- d) the PSI President and General Secretary and the respective PSI regional secretary shall be *ex officio* members.

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<sup>3</sup> In Europe, the regional executive committee is represented by the EPSU Executive Committee (see also Article 12.4).

Details about guidelines, rules, administrative arrangements, and any other responsibilities for each such regional executive committee will be approved by the Executive Board and attached as Annex 8, “Mandate and internal rules of regional bodies” to this Constitution.

### 12.3 Regional conferences

Between Congresses at least one regional conference shall be held in each region: Africa and Arab Countries; Asia and Pacific; Europe<sup>4</sup>; and Inter-America. It is the task of regional conferences to:

- a) elect two Conference Vice-Chairpersons from the host country who shall not be of the same sex;
- b) elect the Credentials Committee and adopt its report;
- c) elect the Standing Orders Committee and adopt its report;
- d) adopt the regional report of activities since the previous conference;
- e) discuss and approve the regional action plan for the next period;
- f) institute debate for the mutual information of participants with respect to selected aspects of their organisations’ activities and problems and related priorities defined by Congress;
- g) discuss and adopt any resolutions and statements;
- h) make recommendations and report to the relevant regional executive committee and the Executive Board;
- i) discuss any other matters which the regional executive committee wishes to submit to the conference.

### 12.4 PSI in Europe

In Europe, PSI recognises the EPSU as its regional structure; PSI and EPSU shall closely cooperate and mutually support each organisation’s objectives. The details of this cooperation are described in the PSI-EPSU Cooperation Agreement that is appended under Annex 10, “PSI-EPSU Cooperation Agreement”.

### 12.5 Subregional advisory bodies

A region may decide to establish advisory bodies for its subregions or for certain sectors to advise the regional secretary and the regional executive committee on issues facing public sector unions in that particular subregion and to create a forum for exchange and dialogue.

The respective regional executive committee shall decide on the size, composition, meeting frequency and duration of such advisory bodies considering available resources.

### 12.6 PSI’s regional presence

PSI shall maintain a presence in each of its regions with the establishment of agreed secretariats and/or offices and the allocation of resources to the regions. The composition and nature of these resources shall be decided by the Executive Board after consulting the relevant regional executive committee and affiliates in the region and will take into account PSI’s commitment to gender equity.

Any regional or subregional activity, fundraising and expenditure shall be implemented in the context of the annual plan of activities and budget approved by the Executive Board.

## **ARTICLE 13: TRUSTEES**

- 13.1 The President, General Secretary and a third person nominated by the Executive Board and ratified by Congress shall together form a Board of Trustees of the funds of the PSI. Both genders shall be represented among the Trustees.

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<sup>4</sup> In Europe, this will be the congress of the EPSU.

- 13.2 The Board of Trustees reports to the Executive Board.
- 13.3 The Executive Board shall have power to appoint acting Trustees in the event of one or more seats falling vacant between sessions of Congress.
- 13.4 The Board of Trustees shall have the power and responsibility to invest, where possible, the uncommitted funds of the PSI, to purchase, take on lease, mortgage, or sell land or buildings on behalf of the PSI, either alone or with any other association or person.
- 13.5 The financial reports submitted to the Executive Board must include the measures taken by the Board of Trustees.

#### **ARTICLE 14: STAFF<sup>5</sup>**

- 14.1 Decisions on resources dedicated to staff shall be the responsibility of the Executive Board as part of the approval of the annual budget.
- 14.2 The appointment, suspension and dismissal of staff members, including regional and project office staff, shall be the responsibility of the General Secretary in accordance with terms of reference approved by the Executive Board.
- 14.3 Staffing decisions shall take into account PSI's commitment to gender equity.
- 14.4 The salaries and conditions of employment of staff employed at PSI's headquarters shall be governed by a collective agreement between the President of the PSI Secretariat Association and the staff's trade union.
- 14.5 The salaries and conditions of employment of staff employed in any other PSI offices shall be determined by the General Secretary after negotiation with the staffs' trade unions or the staff themselves.
- 14.6 The General Secretary shall report to the Executive Board on any changes in the composition of the staff.

#### **ARTICLE 15: CHARTERED ACCOUNTANT AND MEMBERS' AUDITORS AND RESPONSIBILITY FOR FINANCE**

- 15.1 The General Secretary is responsible for all the monies of the PSI and shall receive all monies paid to the PSI.
- 15.2 Expenditure shall be governed by the annual budget, which is prepared by the General Secretary and approved by the Executive Board.
- 15.3 The General Secretary shall be responsible for the accounting of the PSI and shall make all payments, and shall submit to the Executive Board each year a financial report, supplemented by such information as may be considered necessary or which may be required by the Executive Board.
- 15.4 The books and accounts of PSI shall be audited yearly in detail by a chartered accountant appointed by the Executive Board. This accountant must be satisfied that all money received has been properly entered in the books, that all claims to payment have been pursued, that

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<sup>5</sup> The provisions of this Article do not apply to the EPSU which is an independent federation whose relations with PSI are governed by the Cooperation Agreement to be found under Annex 9.

all expenditures were genuine, authorised and correctly entered in the books and that the financial capital of the PSI is in safe custody. The accountant shall present a formal report of the regular audit for each accounting year, and shall present a special report if requested by the Executive Board or Congress. All reports of the chartered accountant shall be presented to the Executive Board of PSI and the Members' Auditors, in accordance with Article 15, paragraph 5.

- 15.5 The financial transactions of PSI shall also be supervised and checked by two Members' Auditors. These Auditors shall be elected by Congress from among the delegates. There should be gender balance between the two Members' Auditors. If an Auditor resigns this position between two Congresses, the Executive Board shall designate an Acting Members' Auditor.
- 15.6 The Members' Auditors, acting together or individually, shall have constant access to the books, and to all financial documents, deeds and certificates of PSI. They shall satisfy themselves that all expenditures are reasonable and in accordance with the decisions of the Executive Board or were made with its approval. The Members' Auditors shall submit yearly a report on their findings, which shall be sent to all affiliated organisations. The Secretariat shall submit these reports to the Executive Board of PSI for its consideration.

#### **ARTICLE 16: WITHDRAWAL, SUSPENSION AND EXPULSION**

- 16.1 An organisation wishing to withdraw its affiliation from PSI shall give PSI one year's written notice. Financial obligation shall cease only at the expiration of this period.
- 16.2 In the event that an affiliated organisation, despite repeated reminders, does not comply with the financial obligations assumed by affiliation for two consecutive years, the Executive Board is authorised to declare that its affiliation has lapsed.
- 16.3 The Executive Board is authorised to suspend from membership an affiliated organisation that acts against the principles and objectives of PSI, as contained in Article 1, "Principles and Objectives". The organisation concerned shall be informed of this intention beforehand and be given the opportunity to answer the allegations before the Executive Board.
- 16.4 Congress may expel an affiliated organisation either on its own initiative or on a motion of the Executive Board.
- 16.5 An affiliate expelled in accordance with Article 16 paragraphs 2 or 4 ("Withdrawal, Suspension and Expulsion") may reapply for affiliation at a later date. However, the conditions for re-affiliation shall be decided by the Executive Board taking into consideration any outstanding fees due at the time of its expulsion.

#### **ARTICLE 17: AMENDMENTS TO THE CONSTITUTION**

- 17.1 In the case of amendments to the Constitution a two-thirds majority of the paid-up membership represented at Congress is required in accordance with Article 6, "Congress".
- 17.2 The Executive Board may propose a block of constitutional amendments and the Congress Chairperson may submit the block to a hand vote.
- 17.3 If any affiliates from at least four different countries from four different regions call for a membership vote on any of the individual proposed amendments, the President shall put the motion for such a membership vote to Congress for determination by a show of hands. If this motion is carried, a membership vote shall then be held on the identified individual proposed

amendments but the remaining block of amendments, if declared by the Chairperson to be approved by a two-thirds majority, shall be considered carried.

- 17.4 The annexes to the Constitution are an integral part of the Constitution; however, as they contain mainly administrative and technical provisions, they have a different status and may be amended by the Executive Board on the basis of a two-thirds majority.

#### **ARTICLE 18: DISSOLUTION**

- 18.1 The decision to dissolve PSI is reserved to Congress. A motion of dissolution must be put on the agenda in conformity with Annex 4, "Congress rules/standing orders".
- 18.2 A motion of dissolution requires a three-quarters majority of the paid-up membership represented at Congress by membership vote. A motion of dissolution must lay down what disposition shall be made of the residual assets of PSI after the settlement of all debts and liabilities and all obligations to the staff of PSI.

#### **ARTICLE 19: EFFECTIVE DATE AND INTERPRETATION OF THE CONSTITUTION**

- 19.1 This Constitution shall take immediate effect.
- 19.2 Between Congresses, the Executive Board shall interpret the Constitution.

#### **ARTICLE 20: AUTHORITATIVE LANGUAGE AND INTERPRETATION SERVICES**

- 20.1 The authoritative version of the PSI Constitution shall be the English language version. The Constitution (and documents for constitutional bodies, where appropriate) shall be published in the official PSI languages: English, French, German, Japanese, Spanish and Swedish.
- 20.2 Interpretation for meetings of constitutional bodies (where appropriate) shall be available in the official languages. The General Secretary shall, however, explore, within available budgetary resources, the possibility of providing the translation of documents and interpretation facilities for as wide a number of meetings or group participants as is financially sustainable.

## **ANNEX 1: MEMBERSHIP/AFFILIATION PROCEDURE**

- a) An organisation seeking affiliation shall submit its application form and all required supplementary documentation to the General Secretary together with a copy of its constitution. The application must be signed by at least two of the elected officers of the organisation.
- b) The General Secretary shall ascertain the character of the organisation seeking affiliation and shall report these findings to the Executive Board. Comments of the organisations already affiliated to PSI in the country concerned shall be forwarded to the relevant regional executive committee. The Executive Board shall decide on the acceptance or rejection of the application after hearing the recommendation of the relevant regional executive committee.
- c) Affiliation, including an affiliate's rights and entitlements within PSI, shall begin from the date of the first full payment of affiliation fees (unless otherwise stated by the Executive Board).
- d) Affiliation to PSI shall carry the following rights and responsibilities:

### **Rights and entitlements**

#### **Access to:**

- PSI's public sector network which struggles for workers' rights, social and economic justice, and quality public services;
- PSI solidarity and union development projects which assist affiliated unions by providing training and capacity-building support on the ground.

#### **Representation at:**

- the ILO and other United Nations bodies;
- the World Bank and regional development banks;
- the International Monetary Fund (IMF), the World Trade Organization (WTO), the Organisation for Economic Co-operation and Development (OECD) and many others.

#### **Cooperation with PSI:**

- to protect and extend workers' rights, including the freedom to join a union, to bargain collectively and equity and diversity;
- to campaign to improve the quality of public services. This involves working closely with the ITUC and other global union federations, EPSU, national governments, consumer lobbies, community organisations and non-governmental organisations (NGOs).

#### **Direct involvement in PSI decision-making bodies:**

- PSI Congress every five years which develops a programme of action;
- PSI Executive Board and regional executive committees;
- PSI women's committees at global and regional levels.

### **Responsibilities and obligations**

- a) to make its members aware of the principles and decisions of PSI and to report on the activities of PSI to its governing and executive bodies;
- b) to report to the PSI Secretariat on any action taken on decisions of the governing and executive bodies of PSI, or the reason why no action was taken;
- c) to keep the PSI Secretariat informed of its activities;
- d) to provide the PSI Secretariat with any other information which might be of interest and to respond to any request for information which the PSI Secretariat may make;
- e) to pay each year the affiliation fees fixed by Congress or, in special cases, the fee agreed by the Executive Board in accordance with Article 4, "Affiliation Fees".

## **PSI in Europe**

In principle, all European affiliates should be members of both EPSU and PSI. The number of members declared to both organisations will be the same. Further details related to affiliation policy in Europe are laid down in the PSI-EPSU Cooperation Agreement which is annexed to both PSI and EPSU constitutions (Annex 10).

### **ANNEX 2: DEFINITIONS OF UNDERLYING KEY CONCEPTS AND SPECIAL PROVISIONS REFERRING TO PAYMENT OF AFFILIATION FEES**

- a) The yearly affiliation fee is a fixed amount per member which is determined by the PSI Congress or, by delegation, by the PSI Executive Board.
- b) The currency is EURO.
- c) The minimum fee of 500 EURO is applied to all unions which would pay less than 500 EURO. This minimum fee is determined by the PSI Congress or, by delegation, by the PSI Executive Board.
- d) The calculation of the total amount per union follows an indexation system based on gross domestic product (GDP) figures produced by the United Nations Development Programme (UNDP). Those affiliates whose GDP figure is below the world average have their fees reduced to the percentage figure resulting from dividing their national figure by the world average, to the nearest of five index bands (10%, 25%, 50%, 75%, 100%). The indexes may be reviewed on a regular basis by the Executive Board or, by delegation, by the Steering Committee.
- e) The Executive Board and the Steering Committee are authorised to grant any affiliated organisation a temporary reduction of the payment in the event that the organisation, as a result of extraordinary circumstances, finds itself unable to meet its full financial obligations. In exceptional cases the Executive Board or the Steering Committee may grant exemption from the payment. The Executive Board or the Steering Committee may also approve a request that an affiliated organisation pay its affiliation fees late or in a number of part-payments in specified and agreed circumstances.
- f) All applications for such consideration by the Executive Board or the Steering Committee shall be submitted to the General Secretary with full details and must be received by 28 February in the year for which payment is due. Only in the case of emergencies will applications after that date be considered. The General Secretary shall submit all applications under Article 4 to the relevant regional executive committee for their recommendation.
- g) Affiliates in countries that have had their fee indexation set at less than 100% shall retain their full membership voting strength, providing they pay in full the indexed fee, and shall have their full membership counted in the calculation required in Annex 4, "Congress rules/standing orders".

### **ANNEX 3: DEFINITION OF GOVERNING AND ADVISORY BODIES**

A PSI governing body is a group of elected people at global or regional level with decision-making power who bear responsibility for the execution of Congress decisions, the development of policy positions, and the strategic planning of the work programmes.

A PSI advisory body is a group of elected or nominated people without decision-making power who facilitate the consultation process at regional or subregional level on policy issues and work programme implementation, and who participate in exchange and dialogue on issues relevant to PSI affiliates.



## **ANNEX 4: CONGRESS RULES/STANDING ORDERS**

### **Agenda**

The Congress agenda shall comprise the following items:

- a) Election and reports of Credentials Committee;
- b) Nominations and ratifications of:
  - i. Congress Vice-Chairpersons;
  - ii. Tellers;
  - iii. Standing Orders Committee.
- c) Confirmation of the nomination of the third Trustee identified in Article 13 paragraph 1;
- d) Report(s) of PSI activities since the previous Congress;
- e) Financial report, report of the Members' Auditors, determination of affiliation fees;
- f) Elections required by the Constitution:
  - i. President;
  - ii. General Secretary;
  - iii. Executive Board;
  - iv. Members' Auditors;
- g) The proposed programme of activities and priorities, including tasks and goals, for the next Congress period, detailing the activities to be undertaken in key areas for the PSI membership;
- h) Motions/resolutions submitted by affiliated organisations and the Executive Board;
- i) Any other matters which the Executive Board wishes to submit to Congress.

### **Resolutions**

- a) All motions/resolutions submitted by affiliated organisations and the Executive Board for inclusion in the agenda of an ordinary session of Congress must be received by the General Secretary at least seven months before the beginning of Congress.
- b) The General Secretary shall send these motions/resolutions to affiliated organisations not later than five months before the beginning of Congress.
- c) Amendments to motions/resolutions must be received by the General Secretary four months before the beginning of Congress.
- d) The General Secretary shall send to affiliated organisations all amendments not later than two months before the beginning of Congress.
- e) The draft agenda, reports and standing orders should be sent to Congress delegates not later than two months before Congress. Congress shall approve the final agenda and standing orders.
- f) Emergency motions/resolutions may be submitted on matters on which developments have arisen subsequent to the deadline for submitting proposals. Such motions/resolutions shall be admitted for discussion and vote only if one regional executive committee or more than half the delegates are in favour of their admission.

### **Participation at Congress**

- a) Organisations which have been granted **exemption** from payment in any of the years preceding Congress in accordance with Annex 2, "Definitions of underlying key concepts and special provisions referring to payment of affiliation fees" shall have their paid-up membership for the exempted year(s) set at zero. Any affiliate for whom the averaged membership figure for the period is zero shall be entitled to send one delegate.
- b) Affiliated organisations may send **observers** on the basis of one per 100,000 paid-up members and/or part thereof. Each gender should be equally represented, where there is more than one observer, unless this is not feasible due to very significant over-representation of one gender within the affiliate's membership.
- c) The Congress Credentials Committee may recommend to Congress that affiliated organisations from the **host country** be entitled to attend with additional observers.

- d) The **travel and subsistence expenses** of Congress delegates and observers shall be borne by the organisations which they represent. The Executive Board may extend financial assistance to delegates from countries below the 100% index out of PSI funds in order to ensure that affiliated organisations are represented by at least one delegate, provided that these organisations are in good financial standing according to Article 4, "Affiliation Fees".
- e) The **names of delegates and observers** shall be submitted to the General Secretary not later than four months before Congress. The General Secretary shall scrutinise these nominations and advise affiliates if they are not in compliance with the constitutional requirements.
- f) The Executive Board is authorised to invite national or international organisations with which PSI maintains relations to send **observers**.
- g) Persons whose attendance is considered desirable may also be invited as **guests**.
- h) Any affiliated organisation unable to be represented at Congress may authorise the delegate of another organisation from the same subregion to represent it. Such authorisation shall be valid on condition that the General Secretary of PSI is informed of it in writing four weeks in advance by the organisation giving authority. No organisation may exercise the **proxy** votes of more than three other organisations.

### **Congress Credentials Committee**

- a) This Committee is authorised to examine whether affiliated organisations fulfil the conditions and obligations laid down in the Constitution. The Credentials Committee is entitled to request from the General Secretary, from the members of the Executive Board and from any delegate to Congress information needed for the discharge of its duties or evidence bearing on the legitimacy of delegates' credentials.
- b) The Credentials Committee shall submit a report to Congress with appropriate recommendations. Voting or elections shall not take place before Congress has discussed and voted on the initial report and recommendations of the Credentials Committee.
- c) The Credentials Committee shall not count, for the purpose of calculating voting strength and delegate and observer entitlements, any payments of affiliation fees received later than two months before Congress. The Credentials Committee shall, however, on the recommendation of the relevant regional executive committee meeting immediately before Congress, have the authority to accept late payment where exceptional circumstances beyond the control of the union concerned justify such delayed payments.

### **Congress Standing Orders Committee**

In nominating their Congress Standing Orders Committee representatives, all regional executive committees shall have regard to Article 1, "Principles and Objectives" (Equality, Equity and Diversity). The Congress Standing Orders Committee shall elect from among its own membership a Chairperson and the General Secretary shall appoint the Secretary of the Committee. The Committee shall:

- a) examine and report on the validity of all motions/resolutions and amendments proposed by affiliated organisations and the Executive Board;
- b) prepare, where necessary, composite motions/resolutions where two or more motions/resolutions have been submitted on a similar subject and are not in conflict;
- c) recommend an order of business and time limits for speakers;
- d) report to the Congress on any other questions requiring a decision for the proper conduct of its business.

The Committee shall be convened prior to Congress and shall submit its first report in time for the first working session of the Congress. At this session, Congress shall be invited to ratify the composition of the Committee.

## **Voting**

- a) Only delegates shall have the right to vote. Voting shall normally be by **show of hands** with the delegate's identification card.
- b) If any affiliates from at least four different countries request, before voting begins, a **membership vote**, the President shall put the motion for a membership vote to Congress for determination by a show of hands. If this motion is carried, the vote shall be called and held immediately. A membership vote shall be determined in accordance with the paid-up membership of each organisation.
- c) In both voting by show of hands and membership vote, a simple majority of votes cast (i.e. half plus one of the votes cast, disregarding abstentions) shall decide, except in the case of constitutional amendments and of the dissolution of PSI.
- d) Tellers for counting votes shall be elected at the first session of Congress.

## **Election of President and of General Secretary**

- a) The General Secretary shall, at least seven months before Congress, notify all affiliates that their nominations for the positions of President and General Secretary should be received by the Elections Officer identified in Article 6, paragraph 9 at least two months before Congress.
- b) Where more than one nomination has been received, the Elections Officer shall arrange to publish ballot papers containing the names of all nominated candidates. These will be issued to each affiliated union present, or the appointed proxy of an absent member, to cast its votes on the basis of average paid-up membership since the previous Congress, including Congress year, or since affiliation.
- c) Each affiliated union shall clearly mark X against the name of the candidate of its choice and shall place its ballot paper in a box provided by the Tellers.
- d) The ballot papers shall be counted by the Tellers who will communicate the result to the Elections Officer and shall arrange for the ballot papers to be destroyed at the end of Congress.
- e) The President, or the First Vice-President during the election of the President, shall announce the result of the vote, and if no candidate has secured at least half of the votes cast plus one, a second ballot shall be held between the two candidates who received the highest number of votes in the first ballot.
- f) The candidate who receives at least half of the votes cast plus one on either the first or second ballot shall be declared elected.
- g) The details of voting by individual unions shall remain secret and shall not be published.
- h) Votes cast shall only be considered valid by the Tellers if the official voting papers issued by the General Secretary are used, and clearly marked. Tellers shall report on the number of spoiled votes.

## **ANNEX 5: MANDATE AND INTERNAL RULES OF THE EXECUTIVE BOARD**

Executive Board meetings shall be convened by the General Secretary in agreement with the President.

### **Election**

The election of titular members of the Executive Board shall be carried out in accordance with Article 7, paragraph 3. For each titular member, a substitute member shall be elected. The substitute member has the right to attend meetings of the Executive Board but shall exercise a voting right only in the absence of the titular member.

### **Gender equality and equity**

In nominating their Executive Board representatives, all regional executive committees shall ensure that at least fifty per cent of their nominations are women. In cases where a region has an uneven number of seats, the fifty percent requirement shall apply to the highest even number in the entitlement.

### **Consultation**

Before the meetings of the Executive Board, a titular member shall have the obligation to consult the affiliates in her/his subregion with the aim of representing the position of the whole subregion. If there is no common position, the obligation of the titular member is to represent the different positions. The substitute member shall have the same obligation.

### **Duration of mandate**

The mandate of titular members and their substitute members expires at the end of the next ordinary Congress. However, immediate re-election is possible.

The mandate also expires upon the resignation of a titular member or a substitute member; if the affiliated organisation from which the member comes ends its affiliation to PSI; if the affiliated organisation from which the member comes is in arrears in the payment of its affiliation fee for two years or longer; or if the member ceases to be an accredited representative of the organisation to which s/he belonged at the time of election.

### **Decision-making and right to vote**

- The Executive Board will aim to reach decisions by consensus. If this is not possible, voting will be by show of hands and simple majority.
- Each titular member and substitutes in the absence of the titular member have one **vote** at meetings of the Executive Board.
- *Ex officio* members will have the same rights as titular members.

### **Right to speak**

All titular and substitute members replacing a titular member have the right to speak. Observers, technical advisors and guests may only speak at the discretion of the Chairperson.

## **ANNEX 6: MANDATE AND INTERNAL RULES OF THE STEERING COMMITTEE**

### **Decision-making and right to vote**

- The Steering Committee will aim to reach decisions by consensus. If this is not possible, voting will be by show of hands and simple majority.
- Each titular member and substitutes replacing a titular member have one **vote** at meetings of the Steering Committee.
- *Ex officio* members will have the same rights as titular members.

### **Right to speak**

All titular and substitute members replacing a titular member have the right to speak. Observers, technical advisors and guests may only speak at the discretion of the Chairperson.

## **ANNEX 7: MANDATE AND INTERNAL RULES OF THE WOMEN'S COMMITTEE**

The Women's Committee shall advise the Executive Board on:

- a) means to promote the full development of the potential of women in trade unions and in their workplaces;
- b) programmes that would compensate for the results of discrimination against women at all organisational levels within unions;
- c) means by which affiliates might work towards fair and equitable recognition of women's contributions within unions and in paid employment;
- d) the collection and dissemination of information concerning women's involvement in unions and in public sector employment;
- e) any other matters referred to it by the Executive Board or the General Secretary.

## **ANNEX 8: MANDATE AND INTERNAL RULES OF REGIONAL BODIES**

### **Regional executive committees**

- a) The regional executive committees shall advise the Secretariat and the Executive Board on matters concerning their region and monitor the preparation of regional conferences. The regional executive committees shall be convened by the General Secretary in accordance with the instructions of the Executive Board and in consultation with the regional secretary.
- b) Regional executive committees may invite representatives of affiliated organisations in the region to attend such meetings at their own expense or with a contribution from the regional budget.
- c) In nominating their members, all regional executive committees shall ensure that at least fifty per cent of their nominations are women. In cases where a region has an uneven number of seats, the fifty percent requirement shall apply to the highest even number in the entitlement.

### **Regional conferences**

- a) The regional conference may gather under a specific theme defined by the regional executive committee in the context of the Congress's resolutions and strategic priorities. The actual conference may be combined with regional activities and workshops within the limitations of the budget and possibly additional external funding. Taking into account regional priorities, it should give guidance and recommendations for the next Congress, and monitor implementation of Congress decisions.
- b) All affiliated organisations within the region in which the conference is convened shall be invited to send delegates. Representation shall be on the same basis as for Congress as defined in Article 6, paragraph 6 and Annex 4, "Congress rules/standing orders".
- c) Travel and subsistence expenses incurred by delegates attending regional conferences shall be borne by the organisations that they represent. The Executive Board may, if necessary, extend financial assistance out of PSI funds to delegates from countries below the 100% index in order to ensure that affiliated organisations of a country or region are represented by at least one delegate, provided that the respective organisation is in good financial standing according to Article 4, "Affiliation Fees".
- d) In nominating their delegates and observers, all affiliates shall ensure that at least fifty per cent of their nominations are women. In cases where a region has an uneven number of seats, the fifty percent requirement shall apply to the highest even number in the entitlement.
- e) Voting at regional conferences shall be in accordance with Annex 4, "Congress rules/standing orders" (Voting). The Executive Board receives reports of regional conferences. All matters requiring action and/or financial resources must be brought forward to the General Secretary in advance of the Executive Board meeting.

## **ANNEX 9: REIMBURSEMENT OF EXPENSES INCURRED IN ATTENDING CONSTITUTIONAL BODY MEETINGS**

This provision is applicable to titular members or substitute members replacing a titular member of the following constitutional bodies:

- Executive Board;
- Steering Committee;
- Regional Executive Committees;
- Women's Committee;
- Regional Women's Committees.

PSI bears travel and subsistence expenses of all titular members or substitute members representing a titular member, with the exception of members from countries at the 100% index coming from the same continent as the venue of the meeting. Practical procedures will follow the PSI Travel Regulations, provided that the member's organisation is in good financial standing according to Article 4, "Affiliation Fees".

## ANNEX 10: PSI-EPSU COOPERATION AGREEMENT

### Public Services International (PSI) & European Federation of Public Service Unions (EPSU)

#### Cooperation Agreement

*Final version 10 October 2008*

#### PREAMBLE

- 1 This revised Cooperation Agreement derives from:
  - 1.1) The PSI Congress Statement on the Relationship between PSI-EUROPE and EPSU, adopted by the 28<sup>th</sup> World Congress of Public Services International, 24–28 September 2007 in Vienna, which agreed that:
    - “1) *The PSI Executive Board is authorised to continue the merger process with EPSU on the basis of the documents endorsed by PSI EUREC and the EPSU Executive Committee, including a revised Cooperation Agreement.*
    - 2) *Existing structures of PSI Europe and EPSU be merged during the transition period, which is foreseen to be concluded at the EPSU Congress in 2009.*
    - 3) *The PSI Executive Board will receive regular updates on the merger process.*”
  - 1.2) Article 5 of the EPSU Constitution on Membership, to be approved by the 8<sup>th</sup> EPSU Congress, 8–11 June 2009 in Brussels.
- 2 This revised agreement and the transitional arrangements in the appendix will take effect from 1/1/2010. The transitional arrangements shall remain in effect; superseding the relevant parts of the agreement, for such time as is specified.

#### A Shared Vision

- 3 PSI and EPSU believe that a democratic and accountable public service has a central role to play in creating sustainable, equitable, economic and social development. Effective delivery depends on the workers in those services having adequate incomes, good working conditions, and satisfying work that respects their rights, involving them in shaping the services which they deliver.
- 4 Both organisations strive to promote equality and diversity and to combat all forms of discrimination. They are committed to promote freedom of association and collective bargaining and to strengthen the capacity of their affiliated organisations and the individual members. They aim at seizing the opportunity of the public sector reform to work on issues that are of fundamental importance to the well-being and development of communities.

#### Common Goals

- 5 PSI and EPSU have a large common membership. Working together helps the two organisations to:
  - 5.1) Respond to the challenges of globalisation;
  - 5.2) Link European and global trade union work;
  - 5.3) Improve services to members;
  - 5.4) Make best use of their resources;
  - 5.5) Co-ordinate representation and organisation;
  - 5.6) Identify potential for membership.

- 6 PSI and EPSU are linked through recognition in their respective constitutions and EPSU operates as the recognised regional organisation of PSI in Europe. The EPSU Constitution will be added as an appendix to the PSI Constitution.

### **Joint Cooperation Committee**

- 7 There will be a Joint Cooperation Committee comprised of the Presidents and General Secretaries of PSI and EPSU. The Committee may be supplemented or substituted by other officers by agreement.
- 8 The main role of the Committee shall be the general oversight of the Cooperation Agreement and ensuring the coordination and cooperation of the two organisations. This will include ensuring there are regular coordination meetings between the management and staff of the two organisations. It will be the Committee's responsibility to monitor a programme of joint activities and progress generally, which in turn will be reported to the decision-making bodies of each organisation.
- 9 In particular, the Committee will have responsibility for jointly considering:
- 9.1) Membership issues – including affiliation and disaffiliation proposals;
  - 9.2) Recruitment strategy;
  - 9.3) Project coordination;
  - 9.4) Finance matters;
  - 9.5) Relations with other organisations;
  - 9.6) Dispute resolution.
- 10 The Committee will normally meet at least twice a year.



## Public Services International (PSI) & European Federation of Public Service Unions (EPSU)

### COOPERATION AGREEMENT

*Final version 10 October 2008*

#### **I. Parties to the agreement**

- 11 Public Services International (PSI) and the European Federation of Public Service Unions (EPSU), known as the parties to the agreement, hereby agree the following:

#### **II. Purpose and timeframe of the agreement**

- 12 EPSU and PSI Europe will be merged into a single federation known as the European Federation of Public Service Unions (EPSU). Following the endorsement of the PSI Steering Committee and the EPSU Executive Committee at their respective meetings in November 2008, and following the adoption of a new Constitution at the EPSU Congress in June 2009, this agreement will come into force from 1 January 2010.

#### **III. Name and identity of the Federation**

- 13 As specified in Article 1 of its Constitution, EPSU is:
- 13.1) A Federation of independent and democratic trade union organisations for workers in public services and services in the public interest in Europe;
  - 13.2) A Federation, which contributes to promoting the interests of public service workers at global level and which is autonomous regarding European Union (EU)/European internal policies;
  - 13.3) A Federation of the European Trade Union Confederation (ETUC);
  - 13.4) The recognised Regional Organisation for Europe of Public Services International (PSI);
  - 13.5) The geographical area as defined in the PSI and EPSU constitutions.
- 14 In relation to points 13.3 and 13.4, EPSU will insert the logos of the ETUC and the PSI at the bottom of its letter head and publications, mentioning:
- 14.1) EPSU is a member federation of the ETUC + ETUC logo;
  - 14.2) EPSU represents PSI in Europe + PSI logo.

#### **IV. Areas of cooperation**

- 15 EPSU and PSI are cooperating on a number of issues of common interest in the areas listed below. As other areas of cooperation develop over time, they will be agreed in the respective governing bodies of both organisations and thereby offer the opportunity to monitor and evaluate activities:
- 15.1) Quality public services and services of general interest;
  - 15.2) EU policies on external relations and neighbouring countries;
  - 15.3) Sectors represented by EPSU and PSI;
  - 15.4) Transnational companies;
  - 15.5) Gender equality, equal opportunities and diversity;

- 15.6) Trade union rights in the public sector;
- 15.7) Organisation and recruitment of public sector workers;
- 15.8) Communication and public relations where appropriate.

## **V. *Methods of cooperation***

### ***Representation***

- 16 PSI and EPSU are represented on each other's governing bodies and Congresses. Each organisation will afford the other the opportunity to attend other committee meetings and conferences, which cover areas of common interest.
- 17 In principle however:
  - 17.1) EPSU will be responsible for meetings and contacts with the following: ETUC and its Industry Federations, European public sector employers, relevant European non-governmental organisations (NGOs), EU sectoral social dialogue and related ad-hoc meetings, EU institutions and bodies such as the Commission, Parliament, Economic and Social Committee, Committee of Regions, and other European organisations such as the Council of Europe;
  - 17.2) PSI will be responsible for meetings and contacts with the following: the International Trade Union Confederation (ITUC) and its Global Union Federations, international employers' organisations, relevant NGOs, the Trade Union Advisory Committee (TUAC) and Organisation for Economic Cooperation and Development (OECD), the United Nations including the International Labour Organisation (ILO), the World Trade Organisation (WTO) and the International Financial Institutions.

### ***Membership and recruitment***

- 18 In order to implement Article 5 of the EPSU Constitution on Membership – in particular that in principle all affiliates should be members of both EPSU and PSI – it is agreed that:
  - 18.1) A joint recruitment and organising strategy will be developed and regularly evaluated;
  - 18.2) All affiliates in the PSI Europe region, currently not affiliated to EPSU, can join EPSU without additional formal requirements. They will pay the EPSU affiliation fee, to be gradually phased in as agreed by the EPSU Executive Committee. EPSU / PSI indexation rules will apply (see Appendix: Transitional Arrangements, Section II Affiliation Fees);
  - 18.3) EPSU will encourage all its affiliates to become members of PSI;
  - 18.4) The EPSU Executive Committee will consider all applications for affiliation – within its organisational scope – to both EPSU and PSI. It forwards its proposed attitude to membership to the PSI for comment and joint consideration;
  - 18.5) The same applies for applications for exemption or reduction of fees and withdrawal of affiliation;
  - 18.6) If an organisation affiliated to both EPSU and PSI does not comply with its financial obligations to either organisation over a period of two consecutive years, the case will be brought before the EPSU Executive Committee and the PSI Executive Board prior to any declaration that the affiliation be terminated. Expulsion will apply to both PSI and EPSU unless Article 5 (3) of the EPSU Constitution applies. Unions eligible for financial assistance will lose this right if in arrears towards either organisation;
  - 18.7) If an organisation affiliated to both EPSU and PSI acts in violation of EPSU and PSI values, principles and aims, the EPSU Executive Committee and the PSI Executive Board will both consider the position prior to any decision on expulsion;
  - 18.8) An organisation indicating its intention to withdraw shall inform EPSU and PSI at the same time.

## **Finances**

- 19 The work of EPSU is financed through different sources of income. These include principally:
- 19.1) The EPSU affiliation fees, as defined by its Congress and/or Executive Committee;
  - 19.2) The PSI contribution to European work, as defined under (20);
  - 19.3) An additional contribution by EPSU-only affiliates, as defined under (21) and (22).
- 20 Based on the PSI European Regional Executive Committee (EUREC) recommendations of 17–18 April 2007, PSI will transfer to EPSU an annual amount corresponding to 18% of its income from its European affiliates, with effect from 1 January 2010. Transfers will be made quarterly and will be calculated on the basis of the latest available audit report. The quarterly transfers will be adjusted when the new audit report is available in April. The percentage rate can be reviewed after 2012.
- 21 EPSU will use the financial transfer to undertake activities with due focus to be given to the needs of the new EPSU affiliates from PSI's European region, as laid out in the document "Outline of Activities – what and how?" and as agreed by its Executive Committee. In order to deal with the overall agreed EPSU work programme in the enlarged area of organisation, additional staff will be hired to the EPSU Secretariat. These staff will be funded from the financial transfer. EPSU will provide financial reports and audited accounts to the PSI in relation to the expenditure incurred from the financial transfer.
- 22 PSI will create a European programme guarantee fund, equivalent to its annual contribution to EPSU, on its general reserves. This fund will be adjusted annually, on the basis of the previous year's audited accounts. This fund will be additional to the contribution due, and shown in the annual expenditure budget.
- 23 As part of the merger, trade unions that are affiliated to EPSU only will be requested to contribute an additional fee corresponding to the amount that other affiliates contribute per member to the PSI financial transfer. This contribution will be phased in gradually, as decided by the EPSU Executive Committee.

## **Managerial and financial handover**

- 24 The managerial and financial responsibility for the European sub-regional offices, including the supervision, office management and work plans of the five sub-regional staff, will be transferred to the EPSU General Secretary as of 1 January 2010.

## **Fund-raising**

- 25 Both organisations will inform one another of their plans to raise additional funds for activities from different funding sources, in order to avoid duplication of funding requests.

## **Research and information**

- 26 Both organisations have access to research and information networks, through their national affiliates, other Global Union Federations, the ITUC, TUAC, ETUC and the Public Services International Research Unit (PSIRU), as well as through their relations with inter-governmental agencies. Where appropriate, PSI and EPSU will share research and information in the areas of common interest.

## **Training**

- 27 PSI and EPSU will extend cooperation in trade union training and education projects, including sharing of resource persons, developing joint materials and reciprocal invitations to affiliates of both organisations to seminars and training programmes. Externally-funded projects in the European region will be managed by PSI in coordination with EPSU. EU-funded projects will in principle be managed by EPSU.

## **VI. Conciliation**

- 28 Both parties agree the importance of maintaining the agreement and good relations between the two organisations and therefore agree to try and resolve any disputes before giving notice of terminating the agreement.
- 29 It shall be open to either party to raise any issue of legitimate concern arising from the operation of the cooperation agreement under this dispute resolution process. At all stages, the preference will be to resolve issues informally.

*Stage 1: Cooperation Committee*

29.1 The Cooperation Committee will formally review the issue of dispute and see if it is possible to resolve the matter. If agreed between the parties, the Committee may be extended to include other officers to assist with resolving the dispute.

*Stage 2: Conciliation and Arbitration*

29.2 Consideration will be given to jointly inviting a third party to conciliate between the parties, with a view to assisting negotiations to resolve the dispute. Alternatively or, if necessary following conciliation, the parties may agree to arbitration.

**VII. Nature of the Agreement**

30 The implementation of the agreement will be monitored by the EPSU Executive Committee and the PSI Executive Board. It can be reviewed and, if necessary, amended on the basis of proposals from the PSI Executive Board and/or the EPSU Executive Committee at any time. The agreement can be terminated by either party with a period of notice of twelve months. If notice is given of the agreement being terminated by one of the parties, it shall remain in force as a whole during this period or, if sooner, until a new agreement is concluded that replaces the existing one. The EPSU Executive Committee and PSI Executive Board will consider the development of a new agreement.

31 The authoritative language version of this document is French.

**Public Services International (PSI) &  
European Federation of Public Service Unions (EPSU)**

**Cooperation Agreement**

**APPENDIX: TRANSITIONAL ARRANGEMENTS**

*Final version 10 October 2008*

***I. Staffing, finance and activities***

- 32 For the period 1/1/2010 to 31/12/2012 the following transitional arrangements shall apply:
- 32.1 PSI will create a European programme guarantee fund on its general reserves, equivalent to three years of its annual contribution to EPSU. This fund will be transferred to EPSU on an annual basis, and the exact amount will be based on the audited accounts of the previous year.
- 32.2 Activities to be financed:
- 32.2a) Equivalent to three additional staff at the EPSU Secretariat including an officer who will coordinate activities in Central and Eastern Europe, under the supervision of the EPSU General Secretary and Deputy General Secretary. In accordance with paragraph V (24) of the Agreement, the EPSU General Secretary shall draw up job descriptions as appropriate – the job contents will incorporate the agreed tasks transferred between the two parties. The job descriptions of those posts affected will be forwarded to the PSI General Secretary for comment and joint consideration;
- 32.2b) Four sub-regional offices and staff;
- 32.2c) Four Central and Eastern European (CEE) constituency meetings, on an annual basis;
- 32.2d) European youth activities and structures;
- 32.2e) Specific projects and activities in Central and Eastern Europe;
- 32.2f) Travel and subsistence of participants from countries below the 100% indexation and not in arrears with their affiliation obligations, for EPSU meetings and conferences; as agreed by the EPSU Executive Committee;
- 32.2g) Russian as an official EPSU language, and interpretation and translation in other languages, where applicable.
- 32.3 Both parties will agree the arrangements for the transfer of staff contracts as of 1/1/2010. Staff who transfer will do so on the basis of terms and conditions that are no less favourable than their current terms and conditions.

***II. Affiliation Fees***

- 33 It is agreed to phase in the appropriate increase in affiliation fees applicable to unions in membership as of 31/5/2009.

*For trade unions that are only affiliated to EPSU:*

- 33.1 A phasing-in of the additional affiliation fee (related to the work currently being carried out in PSI Europe) shall normally be over a period of three years.

*For trade unions that are only affiliated to PSI:*

- 33.2 A phasing-in of the additional affiliation fee (related to the work of EPSU) shall normally be over a period of four years.

- 34 Exceptions to these arrangements will need to be agreed by the Cooperation Committee.

### **III. Review**

- 35 In 2012, prior to the PSI Congress, there will be a joint review of the Cooperation Agreement which will:
  - 35.1) Consider the operation of the transitional arrangements – including the option of mutually agreeing the extension of the arrangements, which will otherwise lapse in accordance with this agreement;
  - 35.2) Consider any changes to the Agreement that might be necessary in the light of experience;
  - 35.3) Review the financial transfer arrangements.
- 36 The review will be conducted by the Joint Cooperation Committee, with any agreed proposed changes requiring the endorsement of both parties.

## ANNEX 11: LIST OF PSI REGIONS AND SUBREGIONS

### AFRICA & THE ARAB COUNTRIES

#### Arab Countries

ALGERIA  
EGYPT  
JORDAN  
KUWAIT  
LEBANON  
MOROCCO  
PALESTINE  
TUNISIA  
YEMEN REPUBLIC

#### English-speaking Central, East and West Africa

GHANA  
KENYA  
LIBERIA  
NIGERIA  
SIERRA LEONE  
TANZANIA  
UGANDA

#### French-speaking Africa

BENIN  
BURKINA FASO  
CAMEROON  
CENTRAL AFRICAN REPUBLIC  
CHAD  
CÔTE D'IVOIRE  
DEMOCRATIC REP CONGO  
GUINEA  
MALI  
NIGER  
SENEGAL  
TOGO

#### Southern Africa

ANGOLA  
BOTSWANA  
LESOTHO  
MALAWI  
MAURITIUS  
MOZAMBIQUE  
NAMIBIA  
SOUTH AFRICA  
SWAZILAND  
ZAMBIA  
ZIMBABWE

### ASIA & PACIFIC

#### East Asia

HONG KONG, CHINA  
JAPAN  
KOREA  
MACAO  
MONGOLIA  
TAIWAN

#### Oceania

AUSTRALIA  
COOK ISLANDS  
FIJI  
NEW ZEALAND  
PAPUA NEW GUINEA  
SAMOA

TONGA  
VANUATU  
South Asia  
BANGLADESH  
INDIA  
NEPAL  
PAKISTAN  
SRI LANKA  
South East Asia  
CAMBODIA  
INDONESIA  
MALAYSIA  
PHILIPPINES  
SINGAPORE  
THAILAND

### EUROPE

Benelux and France  
BELGIUM  
FRANCE  
LUXEMBOURG  
NETHERLANDS

Central Europe  
BOSNIA-HERZEGOVINA  
CROATIA  
CZECH REPUBLIC  
FORMER YUGOSLAV  
REPUBLIC OF MACEDONIA

HUNGARY  
KOSOVO  
MONTENEGRO  
SERBIA  
SLOVAKIA  
SLOVENIA

#### German-speaking

AUSTRIA  
GERMANY  
SWITZERLAND  
Mediterranean Europe

CYPRUS  
GREECE  
ISRAEL  
ITALY  
MALTA  
PORTUGAL  
SPAIN

#### Nordic

DENMARK  
FINLAND  
ICELAND  
NORWAY  
SWEDEN  
North East Europe

ARMENIA  
BELARUS  
ESTONIA  
GEORGIA  
LATVIA  
LITHUANIA  
UKRAINE  
Russia and Central Asia  
KAZAKHSTAN

KYRGYZTAN  
RUSSIAN FEDERATION  
TAJKISTAN  
South East Europe  
ALBANIA  
AZERBAIJAN  
BULGARIA  
MOLDOVA  
ROMANIA  
TURKEY  
UK and Ireland  
IRELAND  
UNITED KINGDOM

### INTER-AMERICA

#### Andean countries

ARUBA  
BOLIVIA  
COLOMBIA  
ECUADOR  
PERU  
VENEZUELA

#### Brazil

BRAZIL

#### Canada

CANADA

#### Caribbean

ANGUILLA  
ANTIGUA AND BARBUDA  
BAHAMAS  
BARBADOS  
BELIZE  
BERMUDA  
CURACAO  
DOMINICA  
GRENADA  
GUYANA  
HAITI

JAMAICA  
MONTSERRAT  
SAINT LUCIA  
SAINT VINCENT AND THE  
GRENADINES  
SINT MAARTEN  
TRINIDAD AND TOBAGO

#### Central America and Mexico

COSTA RICA  
DOMINICAN REPUBLIC  
EL SALVADOR  
GUATEMALA  
HONDURAS  
MEXICO  
NICARAGUA  
PANAMA

#### Southern Cone

ARGENTINA  
CHILE  
PARAGUAY  
URUGUAY

#### USA

UNITED STATES OF AMERICA

Public Services International is a global trade union federation representing 20 million working women and men who deliver vital public services in 150 countries. PSI champions human rights, advocates for social justice and promotes universal access to quality public services. PSI works with the United Nations system and in partnership with labour, civil society and other organisations.

2 April 2013