



UNION NETWORK INTERNATIONAL

Model Guidelines for the Sectors

These guidelines must be read in conjunction with the UNI Statutes and Standing Orders and the Memorandum of Understanding. The guidelines as adopted and any future amendments to them must be in conformity with the UNI Statutes and Standing Orders and be approved by the World Executive Board.

1. Name and membership

- 1.1 The sector shall be known as UNI-(sector).
- 1.2 The members shall be those affiliates of UNI representing workers in the sector.

2. Objectives

- 2.1 UNI-(sector) shall determine the policies and priorities for the sector and advise the World Executive Board and Regional Executive Committees.
- 2.2 It shall aim to further the objectives, as set out in the UNI Statutes, within its own sphere of influence and to defend and promote the interests of workers in the sector.
- 2.3 It shall establish and maintain links with trade union groups and organisations in the sector.

3. Activities

- 3.1 UNI-(sector) shall maintain or establish such agreements and links with other appropriate organisations that may assist in protecting and/or promoting the best interests of the sector.
- 3.2 It shall seek to build solidarity networks and works councils in multinational companies. It shall seek to establish information and communication technology networks.
- 3.3 It shall undertake collective bargaining and negotiate agreements in the sector.
- 3.4 It shall arrange sector meetings as required at global and regional level in order to establish common policies and priorities for action to promote and co-ordinate their implementation.

- 3.5 It shall undertake research activities, collect and disseminate information at both global and regional level on issues of concern to the sector.
- 3.6 In the case of 3.4 and 3.5 above, the activity concerned may be relevant to more than one sector and thus be a shared activity.
- 3.7 All affiliates of UNI with members in the sector shall have the right to participate in the activities of UNI-(sector).

4. World Sector Conferences, Meetings and Committees

- 4.1 Where required, World Sector Conferences shall normally take place every four years.
- 4.2 It shall be the responsibility of a World Sector Conference to elect a World Sector Steering Group to assist in the management of the Sector between World Sector Conferences. Such bodies may meet annually.
- 4.3 Other global meetings dealing with policy development or issues of concern to one or more sectors may also be held.
- 4.4 Each affiliate with members in the sector concerned shall be entitled to participate in conferences and meetings convened under articles 4.1 and 4.3 of these guidelines.
- 4.5 Issues of general policy arising at the World Sector Conference shall be referred to the World Executive Board.
- 4.6 The conclusions of World Sector Conferences and meetings shall be referred to the World Executive Board.
- 4.7 Annual reports on global sectoral activities shall be submitted to the World Executive Board.
- 4.8 The organisational costs of World Sector Conferences and meetings shall be borne by UNI within the limits of the global sectoral budget as agreed by the World Executive Board.

5. Regional Sector Conferences, Meetings and Committees

- 5.1 Where required, Regional Sector Conferences may take place every four years, and Regional Sector Committee Meetings may take place on an annual basis.
- 5.2 All affiliates with members in the sector will have the opportunity to participate in Regional Sector Conferences and Committee Meetings. Regional Sector Conferences shall elect a Regional Sector Steering Group.
- 5.3 Issues of general policy arising at the Regional Sector Conference shall be referred to the Regional Executive Committee.

- 5.4 The conclusions of Regional Sector Conferences and Committee Meetings shall be referred to the Regional Executive Committee.
- 5.5 Annual reports on regional sectoral activities shall be submitted to the Regional Executive Committee.
- 5.6 The organisational costs of Regional Sector Conferences and Committee Meetings shall be borne by the regional organisations within the limits of the regional sectoral budget as agreed by the Regional Executive Committee.

6. Representation at Conferences and Committees

- 6.1 The number of delegates and observers that affiliates are entitled to send to Sector Conferences and Committee Meetings shall be determined by the World Executive Board or the Regional Executive Committee, as appropriate.
- 6.2 Affiliates shall ensure that the composition of their delegations to conferences and meetings organised by the sector is a reflection of the percentage of their women and young members.
- 6.3 The travelling and subsistence expenses of delegates and observers attending conferences and meetings organised by the sector shall be the responsibility of affiliates concerned.

7. Elections

- 7.1 Based on nominations from the Regional Sector Conferences, the World Sector Conference shall elect a World Sector Steering Group of xyz members, consisting of xyz members from the African region, xyz from the Asia Pacific region, xyz from the European region, and xyz from the Inter-American region.
- 7.2 In addition to nominating members for the World Sector Steering Group, the Regional Sector Conference shall elect a Regional Sector Steering Group. They shall ensure that there is a fair gender balance among the nominations.
- 7.3 The representatives attending the World Sector Conference shall elect the World Sector President and the four World Sector Vice-Presidents (one from each region).
- 7.4 The representatives attending a Regional Sector Conference shall elect the Regional Sector President and the Regional Sector Vice-Presidents.
- 7.5 The term of office for the elected officers and committee members referred to in articles 7.1, 7.2, 7.3 and 7.4 shall extend from the close of one (four-yearly) Sector Conference to the close of the next.

8. Sector President

- 8.1 The World Sector President shall be entitled to attend all meetings convened by UNI-(sector).
- 8.2 The World Sector President shall conduct Sector Conferences and Meetings in accordance with these guidelines and the general principles of the Standing Orders for the World Congress.
- 8.3 In the absence of the Sector President one of the Vice-Presidents, as determined by the World Sector Steering Group, shall preside with the same duties and authority as the Sector President.
- 8.4 The World Sector President shall also preside over all other global meetings of the sector, and the Regional Sector President shall preside over all Regional Sector Conferences and Meetings.

9. Head of Department

- 9.1 A Head of Department shall be responsible for the activities of the sector at UNI head office.
- 9.2 The Head of Department will co-operate with the Regional Secretaries in the implementation of sectoral activities in the regions.