Dear colleagues,

The CSAIO Scientific Committee is pleased to invite you to its 19th annual Conference of Staff Associations of International Organisations:

**11 and 12 October 2018**

At the European Parliament

Rue Wiertz 60, 1047 Brussels, Belgium

Any participants wishing to do so may attend an informal session on the follow-up to the previous conference on the morning of Thursday 11 October.


Two participants per International Organisation can register.

To get registered, you must first [create an external account](http://csaio.web.cern.ch/) via an easy and quick process.

If you already have an account but lost your password, reset it [here](http://csaio.web.cern.ch/).

This 19th Conference is a follow-up to the previous conferences organised annually since 2000. This series of conferences aims to bring together staff representatives from international organisations whose headquarters or main offices are in Europe to discuss topics of common interest.

For more information on the CSAIO, please check the conference website [http://csaio.web.cern.ch/](http://csaio.web.cern.ch/)
Discussion topics

A. Job classification and salary structure (changes in jobs and salary structures, impact on careers, etc.)

There have been significant changes in the salary structures and job classifications of some Organisations with, for example, the introduction of single-spine grades and steps, and of job families. What are the benefits and drawbacks of these different structures? How are these measures being applied to serving staff (continued application of the previous salary grid or implementation of the new system, introduction of interim measures, etc.)? What are the repercussions of these changes on career progression?

B. Performance evaluation and its consequences for career development

There is currently increasing criticism of annual performance evaluations on the grounds that they are no longer suited to the needs or pace of Organisations. That said, efforts to make comprehensive changes to the systems in place remain few and far between. Current procedures for performance evaluation are in many cases time-consuming and costly. Moreover, they do not meet the expectations of members of staff, who want more feedback, more recognition and more visibility on their career path. In view of this, what avenues can be explored to improve our systems? Should the annual meeting focus on staff expertise and development? Should performance evaluation and compensation evaluation be dealt with separately? Should the performance evaluation take collective involvement into greater consideration (individual contribution to a collective performance and/or project)?

C. Role of Staff Representatives

Staff Representatives are essential to the proper running of our Staff Associations/Committees, and their role can sometimes vary significantly from one International Organisation to the next. Similarly, their role within an Organisation can change according to their status and elective office. Staff Representatives have a wide range of missions, from simply listening to what their colleagues have to say to conducting direct negotiations with the Administration. We invite you to review the multi-faceted missions of Staff Representatives, as well as the limits to their remit. It will also be interesting to specify, when applicable, the assistance they receive to successfully accomplish their mission.

If you would like to make a presentation during session A or B (there are currently enough speakers for session C), please state as much in the electronic registration form and get in touch before 26 September 2018.

Presentations should not last more than 15 minutes and can be made either in English or French.
## CSAIO 19

### Draft programme

#### Thursday 11 October

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-10:00</td>
<td>Welcoming coffee and conference registration</td>
</tr>
</tbody>
</table>
| 10:00-12:00   | Informal session
                Evolution of the topics discussed during the previous conference and discussions. |
| 12:00-14:00   | Lunch                                                                 |
| 13:30-14:00   | Conference registration (continued).                                    |
| 14:00-16:00   | Session A. Job classification and salary structure
                Presentations.                                                       |
| 16:00-16:30   | Coffee break                                                           |
| 16:30-18:00   | Session A. Job classification and salary structure (continued)
                Discussion.                                                          |
| 20:00         | Dinner                                                                |

#### Friday 12 October

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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| 9:00-10:30    | Session B. Performance evaluation and its consequences for career development
                Presentations.                                                       |
| 10:30-10:45   | Coffee break                                                           |
| 10:45-12:00   | Session B. Performance evaluation and its consequences for career development (continued)
                Discussion.                                                          |
| 12:00-13:30   | Lunch                                                                 |
| 13:30-14:15   | Preparation of the next conference
                Discussion on the venue and structure, as well as on topics to be addressed. |
| 14:15-15:30   | Session C. Role of Staff Representatives
                Presentations.                                                       |
| 15:30-16:00   | Coffee break                                                           |
| 16:00-16:45   | Session C. Role of Staff Representatives (continued)
                Discussion.                                                          |
| 16:45-17:00   | Conference wrap-up
                Members of the CSAIO Scientific Committee will summarize the conference. |
Practical information

1. **Summary record**
   A report on the conference, along with all of the presentations, will be published on the CSAIO website after the conference.

2. **Languages**
   Simultaneous interpretation in English and French will be provided throughout the conference.

3. **Meals during the conference**
   The conference dinner, which is a paying event, will take place on Thursday evening. The cost of lunch on 11 and 12 October is covered by the organisers.

   Please state in the electronic registration form, before 26 September, whether you would like to attend the dinner on Thursday 11 October.

4. **Hotels**
   There is a major event taking place in Brussels during the week of 8 October and many hotels are already full. We recommend that you book your accommodation as soon as possible. You will find an indicative and non-exhaustive list of hotels on page 5.

5. **Financial contribution**
   As usual, there is no registration fee.

6. **Application for accreditation**
   To allow the Accreditation Unit of the European Parliament to prepare your access badge, it is important that you send the following information to the address capoi@ep.europa.eu:
   - Complete First name(s) and LAST NAME(S)
   - Date of birth (dd/mm/yyyy)
   - Nationality
   - Type of identity document
   - No. of the identity document
   - Any additional information (request for additional assistance, etc.)
   This deadline for submitting this information is **18:00 on 26 September (Brussels time)**.

7. **Security**
   We recommend that you arrive early on the first day of the Conference in order to obtain your badge and clear security, where you will be asked to present identification (identity card, passport).

**Disclaimer**
It is up to each participant to take out insurance. Please note that the CSAIO Scientific Committee cannot be held responsible.
This list of hotels is for information purposes only and subject to availability.

www.almahotel.be
www.hotelbedford.be
www.atlashotel.be
www.parkinn.com/hotel-brussels
www.hotel-mozart.be
www.hotelmairaux.be
easyhotelbenelux.com/brussels-city-centre
www.chelton.be
www.jamhotel.be/hotel
www.villa-royale.be
www.lebergerhotel.be
www.hotelbrusselsbelgium.com
www.hotel-des-colonies.com
www.yadoyahotel.be
warwickhotels.com/fr/brussels
www.hotelbarry.com
www.hyggehotel.be
www.arishotel.be
www.hotelscombined.fr
www.florishotelarlequin.be
www.hotellalegende.com

www.nh-hotels.com/hotel/nh-brussels-eu-berlaymont
www.starwoodhotels.com
www.accorhotels.com/gb/hotel-A990-ibis-brussels-erasmus

www.thehotel-brussels.be
www.motel-one.com
www.aqua-hotel-brussels.com
www.thonhotels.com
www.hotel-leopold.be
www.parkhotelbrussels.be
www.martinshotels.com
silken-berlaymont.brussels-hotels.net
Getting to the European Parliament

By train (see Annex A)

- Brussels-Luxembourg station
  This station is two minutes on foot from the European Parliament buildings.

- Brussels-Midi station
  From here, please allow around 25 minutes to get to the European Parliament by:
  - metro: lines 2 or 6 to “Trône”;
  - bus:
    - line 27 to “Luxembourg”; or
    - from metro stop “Trône” take lines 27, 34, 38, 64, 80 or 95 to “Luxembourg”;
  - train: lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

- Brussels Central station
  To get to the European Parliament, please allow:
  - 15 minutes by bus: take line 38 to “Luxembourg”; or
  - 20 minutes by train: take lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

- Brussels-North station
  From here, please allow around 15 minutes to get to the European Parliament by:
  - train: take lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

By plane (see Annex A)

Brussels Airport (www.brusselsairport.be) is around 35 minutes from the European Parliament by bus. Take lines 12 (Monday to Friday until 20:00) and 21 (after 20:00 Mon-Fri, weekends and bank holidays) to “Luxembourg”.

For more information, visit the website of the “Airport Line” connection service.

Taxis are available in front of the Arrivals hall and it costs around EUR 45 to get to the centre of Brussels. Licensed taxis can be recognised by their blue and yellow nameplates.

Summary of transport options in Brussels (see Annexes A and B)

- Closest Metro stations to the European Parliament:
  - “Maelbeek”, on lines 1 and 5;
  - “Trône”, on lines 2 and 6.

- Bus routes with stops at the European Parliament: lines 12, 21, 27, 34, 38, 64, 80 and 95.

- On foot
  A 20-minute walk from the town centre to the European Parliament..
• By bicycle
  “Villo!” is the name of the public bicycle-rental service in Brussels. You can pick up a bicycle from one station and drop it off at another. There are three “Villo!” stations near the European Parliament.

⚠️ We recommend using public transport to come to the Conference as there is only limited parking available in the area around the European Parliament.
Annex A: public transport to the European Parliament

How to get to European Parliament

- Bruxelles-Midi (Brussel-Zuid)
- Bruxelles-Central (Brussel-Centraal)
- Bruxelles-Nord (Brussel-Noord)
- Brussels Airport

Frequencies

Alternative transport

Bicycle sharing

The nearest station is:
Luxembourg / Luxembourg
Route de Trèves / Traverset 1000 Bruxelles - Bruxel

Electric car

The nearest station is:
Luxembourg / Luxembourg
Route de Trèves / Traverset 1000 Bruxelles - Bruxel

Car sharing

The nearest station is:
Luxembourg / Luxembourg
Bus 80A or 32A / Luchterd 1000 Bruxelles - Bruxel

All buildings are equipped with bicycle parking.

Taxis are available at "Place du Luxembourg / Luxemburg".
Annex B: public transport near the European Parliament
Annex C: information for people with reduced mobility

INFORMATION FOR PEOPLE WITH REDUCED MOBILITY (PRM)

EUROPEAN PARLIAMENT
BRUSSELS

PARLIAMENT'S BUILDINGS

Mobility Point
- Mobility assistance at Parliament
- Room 0502 (general information)
- Mon-Thur 09:00 - 17:00 (Fri until 15:30)
- 02/283 3283

Assistance in the buildings
- Security staff on hand to help
- Request: apr@parliament.europa.eu
- Contact: Security: 02/283 45988

Plan of the buildings
- Available at Mobility Point
- Website: www.europarliamentsafety.eu

Moveable ramps
- For meeting rooms within the own ramps
- Book one day in advance: accessparliament@europarl.europa.eu

Wheelchairs
- Available in every building
- Book one day in advance: accessparliament@europarl.europa.eu
- Contact: Timothee De Amorat: 02/283 4279

Electric scooters
- Available in every building
- Book one day in advance: accessparliament@europarl.europa.eu
- Contact: Timothee De Amorat: 02/283 4279

GETTING AROUND IN BRUSSELS

Taxi
- Specially adapted taxis from Taxi Verts
- 02/383 08 08
- Other special taxis companies

Assistance on the metro (STIB)
- Every day from 7:00 to 22:00
- Contact: 070/27 27 27

Minibus service (STIB)
- Mon-Fri 08:00 - 22:00
- Door-to-door service in Brussels
- Rest day: sticking days in advance
- Tel: 02/293 25 65

Assistance on the trains (INCO)
- Assistance available
- SES ticket
- Request at least 36 hours before travel
- 02/256 38 38

Adapted bikes (Alleman):
- Respective staff at posts bikes
- Bike rentals
- www.allemagic.org