

Terms of Reference

Gift Shop Standing Committee

United Nations Staff Union Vienna

A. Mandate

1. The Gift Shop Standing Committee, hereinafter called the “GSSC”, is established as a governance body for the Gift Shop, owned and operated by the United Nations Staff Council Vienna. It shall (a) establish rules, procedures and guidelines for the operation, (b) review, approve and monitor the implementation of the annual procurement and sales plan, (c) establish a long-term strategy and (d) provide recommendations on the distribution of profits, for the Gift Shop.
2. The GSSC shall comprise to one part of members of the Staff Committee, and to the other part of nominated members of the Staff Council.
3. The GSSC shall report on its activities at least once per fiscal year, to the Staff Council.

B. Composition and Rules of Procedure

1. The Board shall be composed of a Chairperson, three members and an Executive Secretary, as follows
 - a. The elected Treasurer of the Staff Council Vienna shall be the Chairperson of the GSSC;
 - b. One member shall be selected amongst the Staff Committee;
 - c. One member shall be selected amongst the Staff Council members and alternates, excluding members of the Staff Committee;
 - d. The Administrative Assistant of the Staff Council shall act as Executive Secretary, without a right to vote;
2. The term of the GSSC shall be aligned with the current session of the Staff Council, however the outgoing committee shall continue in office until a new committee is appointed and meets for the first time.
3. A newly established GSSC shall first meet within two weeks after the constitution of a new Staff Committee.
4. The GSSC shall meet on a regular basis, at least once per quarter.
5. The GSSC shall compose an Annual Report of the Gift Shop operations, within two months after close of the fiscal year and present it to the Staff Council.

C. General Financial Provisions

Fiscal Year

1. The fiscal year shall start on the 1st of January and end on the 31st of December.

Custody of the Account

2. The Staff Council Vienna shall be the custodian of the designated Gift Shop Bank Account.
3. All designated signatories of the Staff Council shall also be signatories to the Gift Shop Account.

Liabilities

4. The members of the GSSC shall ultimately act in the best interest of the Staff Council and Staff Union and provide a framework so that the Gift Shop can achieve a steady revenue stream.
5. All decisions by the GSSC shall be based on the high moral standards expected from International Civil Servants.
6. The GSSC shall strive to make all their decisions in line with the Charter of the United Nations.
7. Members of the GSSC shall not be held liable for any actions they take in good faith within the limits outlined in the present Terms of Reference.
8. Any perceived cases of misconduct of GSSC members shall be reported to and investigated by the Staff Council, who may decide to a) replace the member, b) ban the person from future positions in both the GSSC as well as any executive function of the Staff Council.

Audit

9. The Staff Union Vienna, represented through the Staff Council may, at any point, appoint an Auditor of their choosing, to conduct an ad-hoc audit, covering all aspects related to the operation of the GSSC as well as the Gift Shop. Any expenses incurred through such an ad-hoc audit, shall be borne by the Staff Council.
10. The GSSC shall appoint an impartial third party to conduct a regular annual inventory taking and financial audit exercise. All costs of these activities shall be covered from the Gift Shop Account.
11. All audit results, ad-hoc and regular, shall be treated as confidential and shared only with members of the GSSC and the Staff Council.

D. Review and Amendment of Gift Shop Procedures

Establishment and Review of Ethical Procurement Guidelines

1. The GSSC shall define, promulgate, monitor, review and amend Ethical Procurement Guidelines, governing the selection of vendors and items.

Establishment of Guidelines for Employments with the Gift Shop

2. The GSSC shall define, promulgate, monitor, review and amend Employment Guidelines, governing the selection, appointment and review of appointments of Gift Shop Assistants.

Review and Approval of Cost Calculations and Mark-ups

3. The GSSC shall establish and a mark-up formula for covering all costs associated with the procurement and sales of items as well as their cost contribution towards the gift shop operation.
4. The GSSC shall furthermore create a Profit Mark-Up Catalogue, supporting multiple categories and foreseeing discounts for dues paying union members.

Distribution of Annual Profits

5. The GSSC shall provide a recommendation for the distribution of the profit to the Staff Council.
6. A reference for the distribution, shall be as follows:
 - a) 15 % shall remain on the account as operational reserve,
 - b) 10 % shall be donated to a charity of the Staff Council's choosing,
 - c) 15 % shall be transferred to the 'Staff Council Support Fund'¹,
 - d) 10 % shall be transferred to the 'Staff Council Hardship Fund'²,
 - e) The remaining 50 % shall be transferred to the Staff Council current account, earmarked for staff services and outreach activities.
7. The Staff Council shall adopt or amend the recommendations by the GSSC.

Handling of Deficits

8. Whilst the GSSC and all Gift Shop personnel shall ensure that the Gift Shop operates on a self-sustaining basis, a deficit may still be unavoidable.
9. In cases of a deficit, a potential negative Gift Shop Account balance as well as the budget for procuring a minimum level of stock, shall be requested from sources that are primarily funded through Gift Shop profits and have sufficient balance to partially or fully cover the deficit.
10. Any such payments to compensate for a Gift Shop deficit, need to be repaid promptly and in full.
11. Any such repayments have priority over any profit distribution.

¹ Pending establishment by the Staff Council

² Pending establishment by the Staff Council

Review and Approval of Annual Procurement Plan and Budget

12. The Gift Shop Assistant in cooperation with the Executive Secretary, shall propose a draft procurement plan and budget, including a) sales forecast, b) estimated workhours by months c) costs for auditing and inventory taking.
13. The Staff Council shall be included in a consultative role, before final endorsement of the plan by the GSSC.

Review and Approval of New Items

14. Proposals for new items shall be submitted to the Executive Secretary, describing the item, the vendor and the purchase conditions.
15. Proposals can be submitted by everyone.
16. The GSSC shall review and reject or approve the proposal, based on compliance with the Ethical Procurement Guidelines, as well as evaluating the potential sales impact and determining a sales price, based on the standard cost calculation.
17. Sales of the new item shall be reviewed by the GSSC after three and six months, before it shall be added to the standard inventory.

Discontinuation and Selling-Off of Items

18. The GSSC may decide to discontinue any item.
19. The GSSC may decide to sell of items temporarily, at reduced mark-up costs. In this case, the minimum sales price shall not be lower than the average purchasing price.

Budgeted Work Hours and Time Tracking of Gift Shop Assistants

20. A system for tracking and monitoring the working hours of Gift Shop Assistants shall be established.
21. The Executive Secretary shall receive and review all time sheets by the Gift Shop Assistant(s) and inform the GSSC in case of significant deviations to the work hours as budgeted in the annual plan.

E. Entry Into Force and Amendments

1. Requests for Amendment to the present Terms of Reference may be submitted to the Executive Secretary of the GSSC in writing and require the endorsement of at least one (voting) member of the GSSC and one full member of the Staff Council,
2. In its next session, the GSSC shall formulate its views and provide a recommendation on the adoption, to the Staff Council,
3. The Staff Council shall take the recommendations of the GSSC into account and may adopt the Request for Amendment, by majority vote.
4. The GSSC can be disbanded by the Staff Council at any point, through a two-thirds vote of the entire membership.

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