



IndustriALL Global Union's Checklist for the Secretariat for Implementation and Monitoring of Global Framework Agreements (GFAs)

- 1) Mapping**
 - a. Completion and regular up-date of the list of worldwide subsidiaries of the company concerned;
 - b. Completion and regular up-date of a list of contact persons from national unions, works councils, shop stewards, European works councils/employee forums as well as from European and other global unions;

- 2) Publication and Dissemination**
 - a. Translation of global framework agreements into the relevant languages on the basis of the geographical zones of the company concerned;
 - b. Publication of the GFA text on the web site of IndustriALL Global Union and relevant affiliates as much as possible;
 - c. Dissemination of the GFA to the affiliated organizations concerned and translated into the relevant languages;
 - d. Communicate with the affiliated organizations to disseminate the GFA on a regular basis to their different structures and affiliates on the shop floor to cope with fluctuation
 - e. Communicate with the company management to make sure that the company publishes and disseminates the GFA to its managers worldwide as part of incorporation of its management system on a regular basis;

- 3) Regular monitoring of labor practices of the company**
 - a. Regular communication with affiliates about labor practices of the company;
 - b. Publish regular surveys and questionnaires on general issues as well as particular thematic issues such as freedom of association, collective bargaining, precarious work, suppliers and contractors, health and safety, and relevant matters.
 - c. Sharing findings with the affiliates concerned through reports and presentations;

- 4) Trade Union Network**
 - a. Making all necessary preparations and ground work for formation of trade union network among the union representatives at national, regional and local levels;
 - b. Searching requires means to keep the network functioning through electronic communication and/or physical meetings;
 - c. Regular reporting and solidarity building through network;
 - d. Develop joint strategies and concerted action on selected issues through network;

- 5) Implementation Structures and Joint Missions**
 - a. Before regular implementation structure, such as reference group, steering committee, task force, etc, and joint missions, communication with affiliates to get fresh up-dates to form agenda and discussions;
 - b. Develop proactive implementation strategy for the GFA with the implementation structure (such as information and awareness raising offensives; trainings on implementation of the GFA; organizing drives etc.
 - c. Raising burning conflicts to the company management to find immediate solutions;
 - d. Reporting back after the meetings and missions;

- 6) Compliance**
 - a. In case of violation of provisions of the GFA, use of mechanisms identified in the GFA on the basis of the information provided by the affiliate concerned;
 - b. Sharing the information with other relevant affiliates to provide support and solidarity;
 - c. In case of fundamental rights' violations, application of IndustriALL Global Union's Charter;
 - d. If and when mechanisms do not get results, communication and reporting to the elected leadership to seek other ways towards solution;
 - e. Giving special attention to suppliers and contractors of the company in line with the provisions of the GFA in communication and cooperation with relevant sector responsible(s);

- 7) Renewal**
 - a. Well before the expiration of the GFA, launching preparations for renewal on the basis of the GFA Guidelines;
 - b. Keeping informed and up-dated all the relevant affiliates over the process with democratic and open participation principles.

- 8) Supplements to GFA or additional agreements**
 - a. Where a renewal of the GFA is difficult, supplements to the GFA on certain issues or additional agreements to complement the GFA can be negotiated;
 - b. Keeping informed and up-dated all the relevant affiliates over the process with democratic and open participation principles;

- 9) Best practice examples and training material**
 - a. The secretariat shall identify, collect and prepare best practice examples of proactive implementation practices, corrective action plans in cases of violations, escalation procedures etc. and provide it to the affiliated organizations for reference;
 - b. The secretariat shall identify, collect and prepare best practice examples of GFA training materials or trainers' guides for capacity building on GFA for use of the affiliated organizations.