

LTB 030/21

27<sup>th</sup> January 2021

**TO: ALL BRANCHES**

Dear Colleague,

## **CWU ONLINE SERVICE SYSTEM (OLS): IMPORTANT CHANGES**

As part of our on-going proportionality work it has both been timely and necessary to update the CWU officers and representative's selection categories on the OLS membership database.

The new categories that have been introduced, will not only make it easier for branches to allocate activists against their elected branch role, it will also enable the CWU to identify in more detail the diverse make up of all our representatives positions (industrial and non- industrial).

For information purposes a list of the new representative categories can be found in the attached document.

To assist branches with the process of updating their OLS representative's database, the Equality, Education and Development Department, in conjunction with the Membership department, have produced a video tutorial for branches attention. The short video gives branches and authorised OLS users step by step instructions on how to allocate members to active positions of the branch and can be accessed using the attachment below.

All branches are encouraged to update their representative's information by the end of March 2021. Please note that category number '99' entitled, '*CWU representatives/Committee member*' will shortly be removed. For this reason, we ask all branches to relocate any representative who is enlisted in this section to one of the new categories.

Once this exercise is completed branches and the department will be able to obtain more accurate and useful information for our next proportionality data report which will be published later this year.

Thank you in advance for your help and co-operation in this matter. Any queries on this LTB should be directed to [equality&education@cwu.org](mailto:equality&education@cwu.org)

Yours sincerely,



Tony Kearns  
**Senior Deputy General Secretary**



Kate Hudson  
**Head of Equality, Education & Development**