

FICSA Council Reporting Procedure for Committee Meetings

Rapporteur / Chair & VC

SC Rapporteur writes the report based on the template

Chair / Vice-Chair reviews the report, if the report is okay, the Chair then sends it to ficsa@un.org (FICSA Secretariat) Draft report to be shared with FICSA Interns for developing Social Media posts

FICSA Secretariat

FICSA Secretariat will place the report in Teams, send an email to all Participants of the SC meeting to provide comments with a deadline of 3 working days. If no comments or objections are received, the report is adopted/accepted by the SC

After the deadline, FICSA Secretariat will send the updated report to the Chair / Vice-Chair / Rapporteur to review the report. Deadline for sending to Council Rapporteur: 21 Jan
Mary Stewart Burgher - emessbe@yahoo.com

Reports will be made available on the FICSA Council website latest by 29 Jan for all participants to read prior to Plenary starting from 9 Feb

Council Rapporteur

MSB will review and finalize committee reports, and send to FICSA Secretariat

