



**TERMS OF REFERENCE FOR CHAIRS AND VICE-CHAIRS
OF THE FICSA STANDING COMMITTEES,
COORDINATORS OF THE PERMANENT TECHNICAL COMMITTEES**

Terms of Reference

Chairs and Vice-Chairs of FICSA Standing Committees

FICSA's Standing Committees are not dissolved at the end of a Council session. Instead, they continue to exist throughout the year.

During the year

Chair:

1. Implement the action points/decisions of the Council and report back to the FICSA Executive Committee (EXCOM).
2. Keep oneself informed on issues relevant to the Standing Committee (SC).
3. Follow up on both existing and new issues relevant to the SC i.e. by reading the various reports of meetings and documents sent to you by the FICSA Secretariat on a regular basis ("What's new on the FICSA website").
4. Request the views of the Core Group (CG) members on specific issues and report back to the responsible FICSA EXCOM officer(s).
5. Liaise with the Vice-Chair(s) of the SC and/or with members of the CG and/or with the responsible EXCOM officer(s) on the issues and work of the SC.
6. Keep the Vice-Chair(s) and the CG members of the SC informed on the issues.
7. Organize teleconference meetings with the Vice-Chair(s) and/or CG members of the SC, if necessary.
8. Copy all communications to the FICSA Secretariat.

Vice-Chair(s):

1. Assist the Chair in his/her functions and with the activities listed above.
2. Replace the Chair when necessary.
3. Inform the Chair of the SC regarding any new relevant issues.

Before the Council

Chair:

1. Verify that the action points/decisions requested by the previous Council have been implemented and follow up, if necessary on any outstanding issues, by mid-November at the latest.
2. Submit a report of the SC's activities during the year, by mid-December at the latest.
3. Chair to prepare, with assistance of the Vice-Chairs, the provisional agenda for the meetings of the SC and submit it to EXCOM for approval.
4. Review the provisional agenda and make sure that you are aware of all the listed issues and related documents.
5. Make sure that you have available and have read all the background and relevant information for the Council.
6. Make sure that you will attend the Council, and liaise with your staff association/union on this.
7. In the event the Chair is unable to attend the Council, the Vice-Chair(s) should be informed immediately (no later than 2 months before the Council) and be provided the relevant assistance to prepare for the Council.

Vice-Chair(s):

1. Assist the Chair in the preparation of the Council, in the submission of the report of the SC's activities during the year, and in the preparation of the provisional agenda for the meetings of the SC.
2. Be prepared to replace the Chair during the Council when necessary (be aware of the issues, read background information and relevant documentation).
3. In the event that any of the Vice-Chairs is unable to attend the Council, the Chair should be informed immediately.

During the Council (Sunday to Friday)**Chair:**

1. Attend the pre-Council meeting of the SCs (usually the Sunday before the Council).
2. Should there be any questions, contact the EXCOM officer assigned to the SC.
3. Liaise with the responsible EXCOM officer(s) on any additional relevant issues raised during the discussions of the SC.
4. Report on the work of the SC to the Council.
5. Each SC is expected to submit to the Council nominations for the chair, the vice-chairs and members of the CG for the coming year.

Vice-Chair(s):

1. Assist the Chair in the meetings of the SC.
2. Attend all the relevant pre-Council meetings and SC meetings.
3. Chair the meetings of the SC, when necessary.
4. Assist the Chair to report on the work of the SC to the Council.

In accordance with Rule 44 of FICSA's Rules of Procedure of the Council, "The nominations for the provisions of Chairs and Vice-Chairs of the standing committees shall be made by the members of the committees in their last meeting at each Council" following which "Such nominations shall then be submitted to plenary for voting...".

Permanent Technical Committees

Two of FICSA's standing committees, namely the Standing Committee on General Service Questions and the Standing Committee on Professional Salaries and Allowances, each have a permanent technical committee (PTC) which feeds into the corresponding standing committee.

These two technical committees were created at a time when the membership felt there was a need for core technical members to meet and discuss issues of a purely technical nature in order to subsequently report thereon to the corresponding standing committee.

Discussions in the two PTCs are led by a coordinator nominated at the opening of each Council session. There are no vice-coordinators for the PTCs. The role of the Coordinator continues to exist throughout the year as these are permanent committees.

The above-listed Terms of Reference for chairs of standing committees equally apply to coordinators of the PTCs throughout the year, which includes before and during the Council.

Rapporteurs

In accordance with Rule 18 of the Council's Rules of Procedures, "The Council shall elect a rapporteur who shall prepare a report on the proceedings of the session without delay and ensure, in consultation with the General Secretary of FICSA, the final editing of the resolutions adopted in the Council". This means that the Council's Rapporteur prepares the report on the proceedings of the plenary sessions of Council.

Each standing committee, permanent technical committee and *ad hoc* committee must also elect rapporteurs to report on the discussions and proceedings of each of their respective committees. The reports of all these committees are then submitted to a plenary session on the final day of Council for consideration, discussion and adoption with or without modifications. The adopted versions of those reports then become an integral part of Council's report.
