



## **Treasurer's report for 2020**

***One strong Federation – One strong voice***

Geneva, 20 January 2021

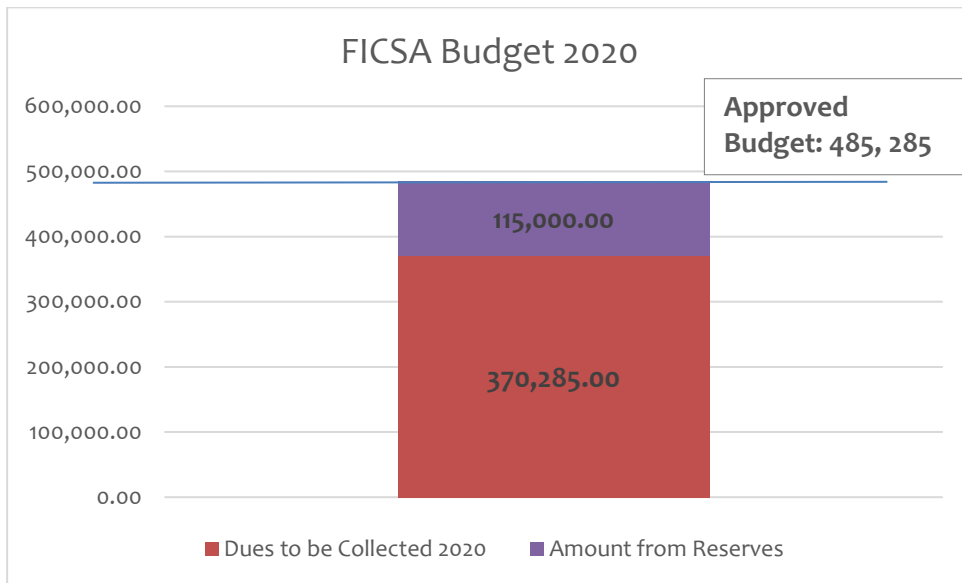
**Treasurer's report to the 74<sup>th</sup> FICSA Council  
on behalf of the FICSA Executive Committee**

**It is essential that the FICSA membership honour their dues to the Federation on time, and in full, to ensure that programmes can be implemented as planned.**

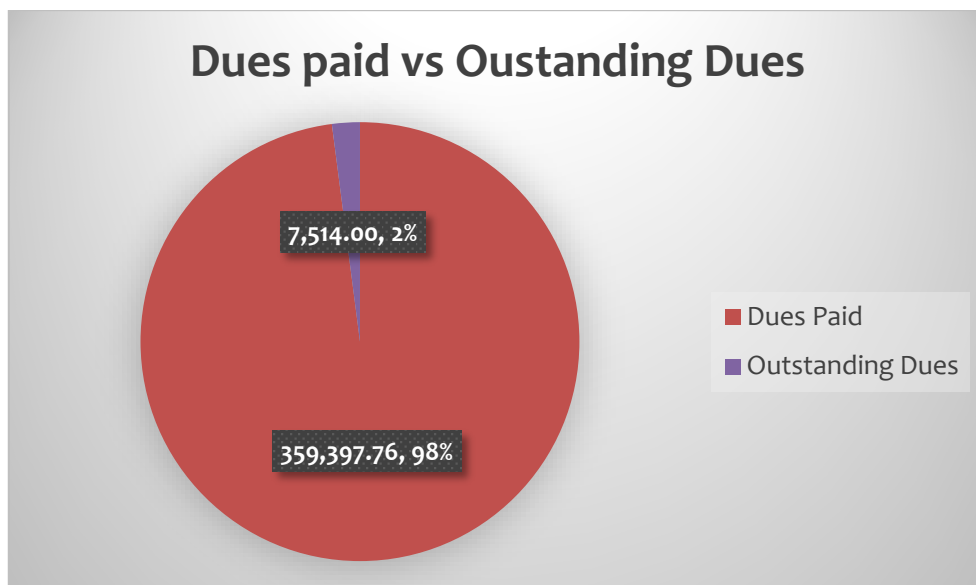
**Sections**

1. Contributions and income report
2. FICSA secretariat costs and new developments (staffing, staff liabilities, etc.)
3. Consultancy contracts
4. New members
5. Training / workshops – revenue and expenses (*status of net income, if any*)
6. Council
7. Travel and representation
8. Financial performance
9. Conclusion

## 1. Contributions and income report



The approved budget for 2020 was set at CHF 485,285, but the level of contributions for full and associate members was reduced to CHF 361,885 by planning to use the reserves amount of CHF 115,000, from monies held in the FICSA accounts. An additional CHF 8,400 will be due from Consultative members. Total fees due for the year were CHF 370,285.



98% or CHF 359,398 (including overdue contributions) was paid by members of FICSA out of the dues payable of CHF 370,285, with 2% dues still outstanding (CHF 7,514). This is a significant decrease compared to outstanding dues at the end of 2019 (CHF 34,854).

The majority of full and associate members paid their dues by 31 March in order to benefit from the 5% rebate granted on payments made in full by that date. Some delayed their payments until 30 June, thereby benefiting from the lower rebate of 2.5%. The total amount of the rebates granted to members is reported in document FICSA/C/74/A&B/5, as well as the status of dues as

at 31 December 2020. An update will be provided to members if payments are received between the publication of this document and the Council session.

### **Special rates**

WHO/AFRO:

The 73<sup>rd</sup> Council approved A&B's recommendation for WHO/AFRO's arrears in the amount of CHF 8,750.50 be written off as an exceptional measure to ease the financial plight of the member.

### **Suspensions**

73<sup>rd</sup> Council recommended the Executive Committee to continue reaching out to non-profit UNWG-Rome through FICSA members in Rome such as UGSS, concerning their three years' arrears of dues. ExCom agreed to support the request from UNWG Rome to recommend the 74<sup>th</sup> Council to waive the dues owed to FICSA in the amount of CHF 2,300.00, and suspend their membership.

## **2. *FICSA secretariat costs and new developments***

The actual staff costs for 2020 were **CHF 299,621** for the following positions at the secretariat:

- one staff at G4 level at 50% from January until August 2020 (position abolished 28/Aug)
- one staff at G4 level at 50% from January until August 2020 (position abolished 28/Aug)
- the vacant G6 position (Amanda's former position) was reclassified to G5 by UNOG HR based on the tasks, requirements and job description, and in September 2020, Marie-Paule was selected to this position at 80% FTE
- one staff at P3 level at 100% from January to December 2020

The Information Officer was recruited on a Fixed Term position, and currently hold a contract hosted by WHO through a reimbursable loan basis expiring on 31 December 2021 and expected to be renewed. This is due to UNOG HR was unable to host the contract similar to other members of the FICSA secretariat.

The other member of staff in Geneva holds a 5-year contracts with the UN Office at Geneva (UNOG) until April 2022. The Termination Indemnity and Installation Fund are maintained at the appropriate level for the concerned staff members (see document FICSA/C/74/A&B/3).

## **3. *Consultancy contracts and Interns***

The FICSA Accountant holds a contract amounting to one half day per week, amounting to CHF 1,199 per month. A new accountant was employed from 1 September 2020 for one half day a week, amounting to CHF 960 per month.

The External Reviewer spent two days at the FICSA Secretariat to examine the accounts of the previous year. FICSA covered terminal and DSA expenses only. No honorarium was requested.

A stipend amount of USD 200 per month was provisioned for FICSA Interns in 2020 as a token of appreciation for their contribution. Two interns are currently on board, from October until April 2021, and another intern completed his internship between August to December 2020.

A junior communications consultant was brought on board to work primarily on the implementation and improvement of the FICSA Communications Strategy, at a cost of USD 1,000 per month from 1<sup>st</sup> December until 31 July 2021.

A contract was issued to Ms. Robyn Thomas to undertake training and act in the position of Secretary/Administrative Assistant (G-6) until a replacement could be appointed. The contract amount is 40% of a G-6, step 1 salary, i.e. CHF 2,714.03 per month. In June, Ms. Thomas reduced her hours to 20%. The total cost of this position for 6 months was CHF 6,770.

FICSA also sought legal advice from experts over various issues during 2020, the total cost for this was 4,105.

#### **4. New members**

UNFCU:

An application for Consultative status membership was received in May 2020. Following a postal vote, UNFCU was admitted as a FICSA member with Consultative Status on 3rd June 2020.

#### **5. Training/Workshops**

Mainly due to the global pandemic and travel restrictions, there have been no training or workshops during 2020.

Members continue to approach FICSA for consultations or briefings on subjects such as job classification, competency based training and compensation (local salary survey and place to place survey).

A new FICSA training funds were established in 2020 following 73<sup>rd</sup> FICSA Council decision 33. See document [FICSA/C/74/A&B/CRP.2](#)

#### **6. Council**

The 73<sup>rd</sup> Council (2020) was held in London at a total cost of CHF 37,393 which was CHF 393 more than the budgeted amount of CHF 37,000 including overheads.

The expenditure was mainly for travel and DSA of the Executive Committee members, Secretariat staff and the rapporteur.

Overheads included fee for the rapporteur and Secretariat staff overtime. UNFCU and AMFIE made generous contributions towards the FICSA reception for which the Federation expresses its sincere gratitude.

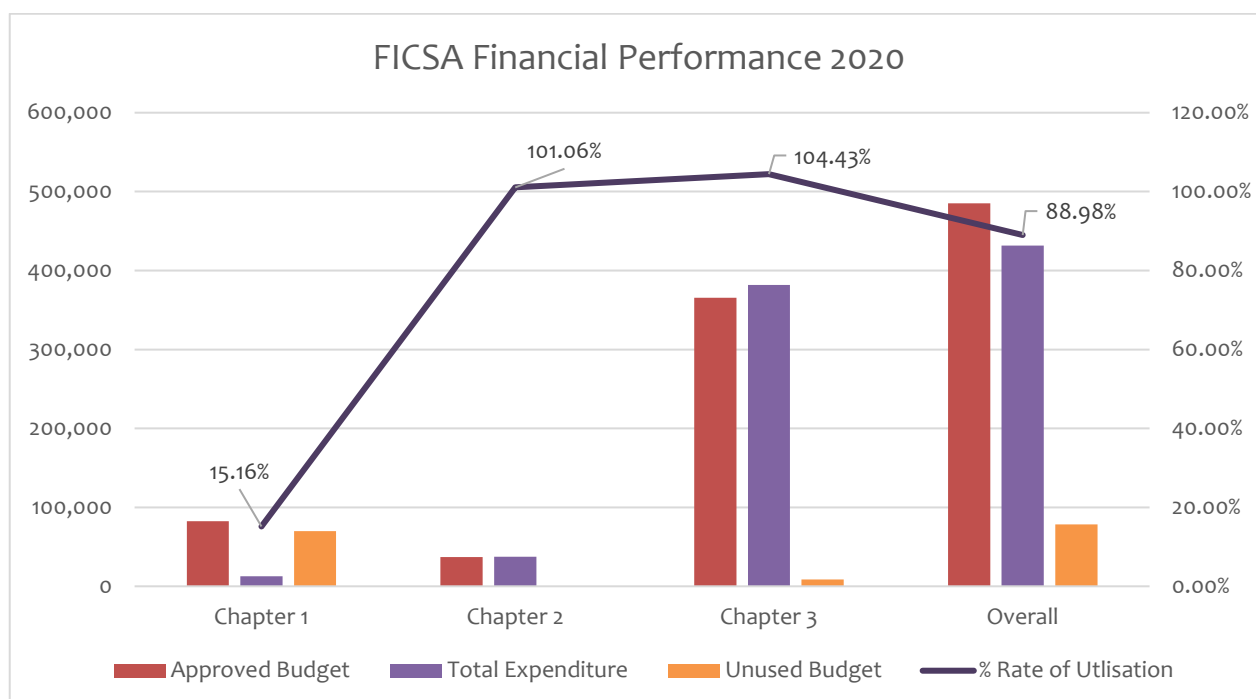
## 7. Travel and representation

Due to the global pandemic caused by COVID19 travel has been extremely limited during 2020. The only travel costs incurred were CHF 12,522 for the ICSC Working Group to review GS Salary Survey Methodologies. This was held in London prior to the 73<sup>rd</sup> Council.

A complete list of meetings is contained in [Table 5](#).

This has generated a large and unexpected budget savings for this exceptional year. Moving forward, we expect a return to normalcy, in a hybrid model, between virtual meetings and face-to-face consultation. There is an expectation that travel costs may increase after travel restrictions are lifted, as international meetings resume, and FICSA will have to play its role to re-establish relationships & network, convey the view of its Membership to Member States and the Organizations, and be involved in informal consultations and side-meetings that generally shape the outcome of major meetings.

## 8. Financial performance



At the time of writing, the trend seems to indicate that FICSA will see overall budget savings of 11.02%, or CHF 78,468, that will be available as fund balance.

As indicated in the graph above, Chapter 1 (FICSA Representation) utilization is at 15%, with 85% budget savings, Chapter 2 (FICSA Council and ExCom) at 101%, Chapter 3 (FICSA Administration, formerly known as Chapter 4) at 89% with 11% budget savings. FICSA Standing committees (previously Chapter 3) has been excluded from the chart as there was no budget and no expenditure.

The most significant budget saving of 85% is in Chapter 1 due to travel restrictions suffered during the global pandemic.

## 9. Conclusion

FICSA budget for 2020 was at CHF 485,285, however only CHF 431,816 was utilized. This expenditure included a provision of CHF25,000 for the establishment of a FICSA training fund. The training fund was unused during 2020 so remains available in full going into 2021. CHF 359,398 was collected from members in 2020 out of the expected amount of CHF370,285.

The different tables below provide the overall financial information, as follows:

1. Financial performance (provisional) – [Table 1](#)
2. Income report (as at the date of publication of this paper) – [Table 2](#)
3. Assets and liabilities – [Table 3](#)
4. Meetings and travel in 2020 – [Table 5](#)
5. Evolution of FICSA budget, including net flow, from 2009 to 2020 – [Table 6](#)

Charts:

- [Revenue and expenditure](#) from year 2002 to 2020 in CHF
- [Outstanding assessed contributions](#) from year 2009 to 2020 in Swiss francs

**Please note that should adjustments become necessary as a result of the external audit, we will notify the membership and submit revised statements accordingly.**

**Table 1**  
**Statement of Financial Performance**  
**from 1 January to 31 December 2020**  
**in Swiss Francs (CHF)**

**Expenditures by Line**

	Approved Budget	Estimated Total Expenditure	% Rate of Utilization	Unused (over- expended) Budget
<b>1 Chapter One, FICSA Representation</b>				
1.01 UN General Assembly	15,000		0.00%	15,000
1.02 UNJSPB	-		#DIV/o!	-
1.03 HLCM	4,000		0.00%	4,000
1.04 HR Network	1,000		0.00%	1,000
1.05 ICSC (Sessions, Working Groups & Committees)	52,000	10,360	19.92%	41,640
1.06 IASMN	600		0.00%	600
1.07 External relations & Contingency Travel	10,000	2,162	21.62%	7,838
<b>Total, Chapter One</b>	<b>82,600</b>	<b>12,522</b>	<b>15.16%</b>	<b>70,078</b>
<b>2 Chapter Two, FICSA Council &amp; ExCom</b>				
2.01 FICSA Council	31,000	33,307	107.44%	(2,307)
2.02 ExCom and Regional activities	2,000		0.00%	2,000
2.03 FICSA Council overheads	4,000	4,086	102.15%	(87)
<b>Total, Chapter Two</b>	<b>37,000</b>	<b>37,393</b>	<b>101.06%</b>	<b>(394)</b>
<b>3 Chapter Three, FICSA standing committees</b>				
3.01 Conditions of Services in the Field				
3.02 General Service Questions				
3.03 Human Resources Management				
3.04 Legal Questions				
3.05 Professional Salaries and Allowances				
3.06 Staff/Management Relations				
3.07 Social Security/OHS				
<b>Total, Chapter Three</b>		-		-
<b>4 Chapter 4, FICSA Administration</b>				
4.01 Geneva staff costs	291,042	299,621	102.95%	(8,579)
4.02 Consultants/Experts	42,642	29,172	68.41%	13,470
4.03 External Audit	3,000	1,626	54.20%	1,374
4.04 IT Services	10,000	16,063	160.63%	(6,063)
4.05 Supplies & Materials	2,446	1,026	41.95%	1,420
4.06 Geneva office rent	8,805	8,280	94.04%	525
4.07 Bank charges	1,750	1,012	57.83%	738
4.08 Contingencies	2,000		0.00%	2,000
4.09 Staff training	1,000	100	10.00%	900
4.10 ASHI Premium (now part of 4.01)				-
4.11 Termination indemnity Fund	-		0.00%	-
4.12 Legal Defence Fund	-		0.00%	-
4.13 Training Fund		25,000		(25,000)
<b>Total, Chapter Four</b>	<b>362,685</b>	<b>381,900</b>	<b>105.30%</b>	<b>(19,215)</b>
<b>Grand Total</b>	<b>482,284</b>	<b>431,815</b>	<b>89.54%</b>	<b>50,469</b>



**Table 2**  
**FICSA INCOME REPORT**  
 from 1 January to 31 December 2020  
 in Swiss Francs (CHF)

**INCOME****Income, Dues**

	Budget 2020	Actual 2019	Actual & estimated Receipts as at 31 December 2020
Receipts Current Year	-	480,482	308,591
Receipts Previous Years	-	19,566	23,711
Receipts Associate	-	30,455	19,596
Receipts Consultants	-	9,175	7,500
Receipts Observers	-	-	-
<b>Income, Dues</b>	<b>485,285</b>	<b>539,678</b>	<b>359,398</b>

**Income, Other**

Receipts, Bank Interest	3,000	2,430	1,161
Workshops - External Participants	-	15,865	770
Receipts, Other	-	-	1,032
	<b>3,000</b>	<b>18,295</b>	<b>2,963</b>

<b>Total Income</b>	<b>488,285</b>	<b>557,973</b>	<b>362,361</b>
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Adjustment on Exchange Rates	(3,000)	(4,350)	(97)
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<b>BALANCE</b>	<b>485,285</b>	<b>553,623</b>	<b>362,264</b>
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<b>TOTAL INCOME RECEIVED</b>			<b>362,264</b>
<b>TOTAL EXPENDITURE</b>			<b>431,815</b>
<b>BALANCE FOR 2020</b>			<b>-69,551</b>

**Table 3**  
**FICSA ASSETS AND LIABILITIES REPORT**  
**Balance sheet for the period ended 31 December 2020**  
**in Swiss Francs (CHF)**

**FINANCIAL STATEMENTS OF FICSA FOR 2020**

as at 31.12.2020

**BALANCE SHEET**

**ASSETS**

**Cash on Hand and In Banks**

		Swiss Francs	
		2019	2020
Petty Cash		192	126
Coop Bank Current CHF		412,230	206,115
Coop Bank Current US\$		85,151	114,594
Coop Bank Current €		484	484
Coop Bank Savings CHF (incorporating Termination Indemnity Fund G-Staff)		651,042	651,173
Term Ind. Depo. UNFCU		85,091	85,736
Coop Bank Depo Legal Def Fund CHF		60,000	60,000
Savings Account UNFCU US\$		45,641	48,148
AMFIE Current CHF		-	-
AMFIE Savings CHF		23,968	23,968
AMFIE Current CAD		-	-
AMFIE Savings US\$		73,751	73,926
AMFIE Current €		-	-
AMFIE Savings €		4,412	4,418
AMFIE Share of Capital €		11	11
<b>Cash on Hand and in Banks</b>		<b>1,441,973</b>	<b>1,268,699</b>

**Accounts Receivable**

Bank Income Tax		137	137
Prepaid expenditure		7,021	7
Other Receivables		59,750	59,750
		66,908	59,894
Clearing Account		-537	448

**ASSETS Group Balance**

1,508,344      1,329,041

**LIABILITIES**

**Current Year**

Prepaid Contributions		9,255	5,164
Suppliers (Year end)		23,295	-
<b>Liabilities, Current Year</b>		<b>32,550</b>	<b>5,164</b>
Liability, Cash Held on Trust		2,001	2,001

**Long Term**

Termination Indemnity Fund		292,833	185,467
Emergency Fund		-	-
Legal Defence Fund		60,000	60,000
Personnel Development Fund		6,026	6,026
FICSA Training Fund			25,000
<b>Liabilities, Long Term</b>		<b>358,859</b>	<b>276,493</b>

**Previous Year, Outstanding Balance**

958,556      1,114,934

**Net Surplus on Current Year**

156,379      -69,550

**LIABILITIES Group Balance**

1,508,344      1,329,041

**Table 4**  
**MEETINGS & TRAVEL UNDERTAKEN IN 2020**  
**in Swiss Francs (CHF)**

<b>Venue</b>	<b>Dates</b>	<b>Attendee</b>	<b>Title/Topic/Purpose</b>	<b>Expenditure</b>
<b>UN General Assembly</b>				
Virtual	16 Dec	Written Statement	The 75 <sup>th</sup> Session of the Fifth Committee of the UN General Assembly took place online through virtual consultations, and FICSA submitted its <a href="#">Written Statement</a> to delegates.	0
<b>United Nations Joint Staff Pension Board</b>				
Virtual	16-24 Jul	T. Quinn-Maguire	67 <sup>th</sup> UNJSP Board meeting	0
<b>High Level Committee on Management</b>				
Virtual	5 & 15 June	Evelyn, T. Quinn-Maguire	HLCM Virtual meetings	0
Virtual	26 Aug	T. Quinn-Maguire	1st Occupational health and safety (OHS Forum) Core principles for a healthier, safer and more respectful UN workplace	0
Virtual	23 Sep	T. Quinn-Maguire, E. Kortum	1 <sup>st</sup> HLCM session	0
Virtual	25 Sep	T. Quinn-Maguire	2nd Occupational health and safety (OHS Forum) Revised Terms of Reference and the Roadmap framework	0
Virtual	29 Sep	T. Quinn-Maguire, E. Kortum	HLCM session on “Future of the UN system workforce”	0

Virtual	13 Oct	T. Quinn-Maguire, E. Kortum	Aligning and Coordinating UN System's Return to Office	0
Virtual	3 Nov	T. Quinn-Maguire, E. Kortum	Future of the UN system workforce	0

<b>Human Resources Network</b>				
Geneva	19-20 Feb	E. Kortum, T. Quinn-Maguire, Brett	Human Resources Network Meeting	No cost (meeting in Geneva)
Virtual	7 Jul	E. Kortum	41 <sup>st</sup> HR Network session	0
Virtual	14 Jul	Open session briefing	Field specific enabling environment guidelines by UN Women	0

<b>International Civil Service Commission</b>				<b>10,360</b>
London	3-7 Feb	I. Zabaar	ICSC Working Group to review GS Salary Survey Methodologies	2,654
London	3-7 Feb	M.Pace	ICSC Working Group to review GS Salary Survey Methodologies	3,063
London	3-7 Feb	P.Estevez	ICSC Working Group to review GS Salary Survey Methodologies	2,451
Paris	24-28 Feb	B.Fitzgerald	ICSC Working Group on Operational Rules	2,192
Virtual	9-11 June	V.Allain, C.Melpignano, V.Musa	Mid-year review of hardship duty stations according to conditions of life and work and Designation of non-family duty stations	0
Virtual	29 July	V.Allain	ICSC sub-working group on impact of Covid-19 on hardship classification of duty stations	0
UNOG Geneva / Virtual	12 to 21 Oct	T. Quinn-Maguire, I. Zabaar, E. Kortum	90 <sup>th</sup> Session of the ICSC	0

Virtual	1-8 Dec 2020	V.Allain, C.Melpignano, V.Musa	Year-end review of hardship duty stations according to conditions of life and work and Designation of non-family duty stations, and Working Group on Classification of Hardship duty stations for Africa	0
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<b>IASMN</b>				-
UN, New York	21-23 Jan	Riad Bouhadeb, UNISERV	31 <sup>st</sup> Session of IASMN (FICSA represented by UNISERV as per co-operation agreement)	
Virtual	22-26 June		32 <sup>nd</sup> Session of IASMN (Represented by UNISERV) + 33	0

<b>External Relations &amp; Contingency travel</b>				<b>2,162</b>
Geneva	24-28 Feb	I.Mohd Razali	To Take up Inf Office duties in Geneva	2,162
Virtual	5-6 Nov	E. Kortum , T. Quinn- Maguire	21 <sup>st</sup> Session of Conference of Staff Associations of International Organizations (CSAIO)	0

<b>FICSA Council</b>				<b>33,307</b>
London	7-14 Feb	B. Fitzgerald	Pre-Council meetings and 73rd FICSA Council	3,906
London	7-14 Feb	I. Mohd Razali	Pre-Council meetings and 73rd FICSA Council	6,081
London	7-14 Feb	E. Kortum	Pre-Council meetings and 73rd FICSA Council	3,906
London	7-14 Feb	V. Alain	Pre-Council meetings and 73rd FICSA Council	4,114
London	7-14 Feb	D. El-Tabari	Pre-Council meetings and 73rd FICSA Council	4,087
London	7-14 Feb	P. Estevez	Pre-Council meetings and 73rd FICSA Council paid by PAHO/WHO SA	-

London	7-14 Feb	I. Zabaar	Pre-Council meetings and 73rd FICSA Council paid by IAEA SA	-
London	7-14 Feb	K. Miller	Pre-Council meetings and 73rd FICSA Council paid by WHO/EURO SA	-
London	7-14 Feb	M. Masson	Pre-Council meetings and 73rd FICSA Council	3,916
London	7-14 Feb	R. Thomas	Pre-Council meetings and 73rd FICSA Council	3,916
London	9-14 Feb	M. Burgher	Rapporteur TA for 73rd FICSA Council	3,231
London	07-Feb	Si Wei (Intern)	Travel cancelled to to flight cancellation. One night's accommodation unable to be cancelled	150

<b>ExCom and regional activities</b>				-

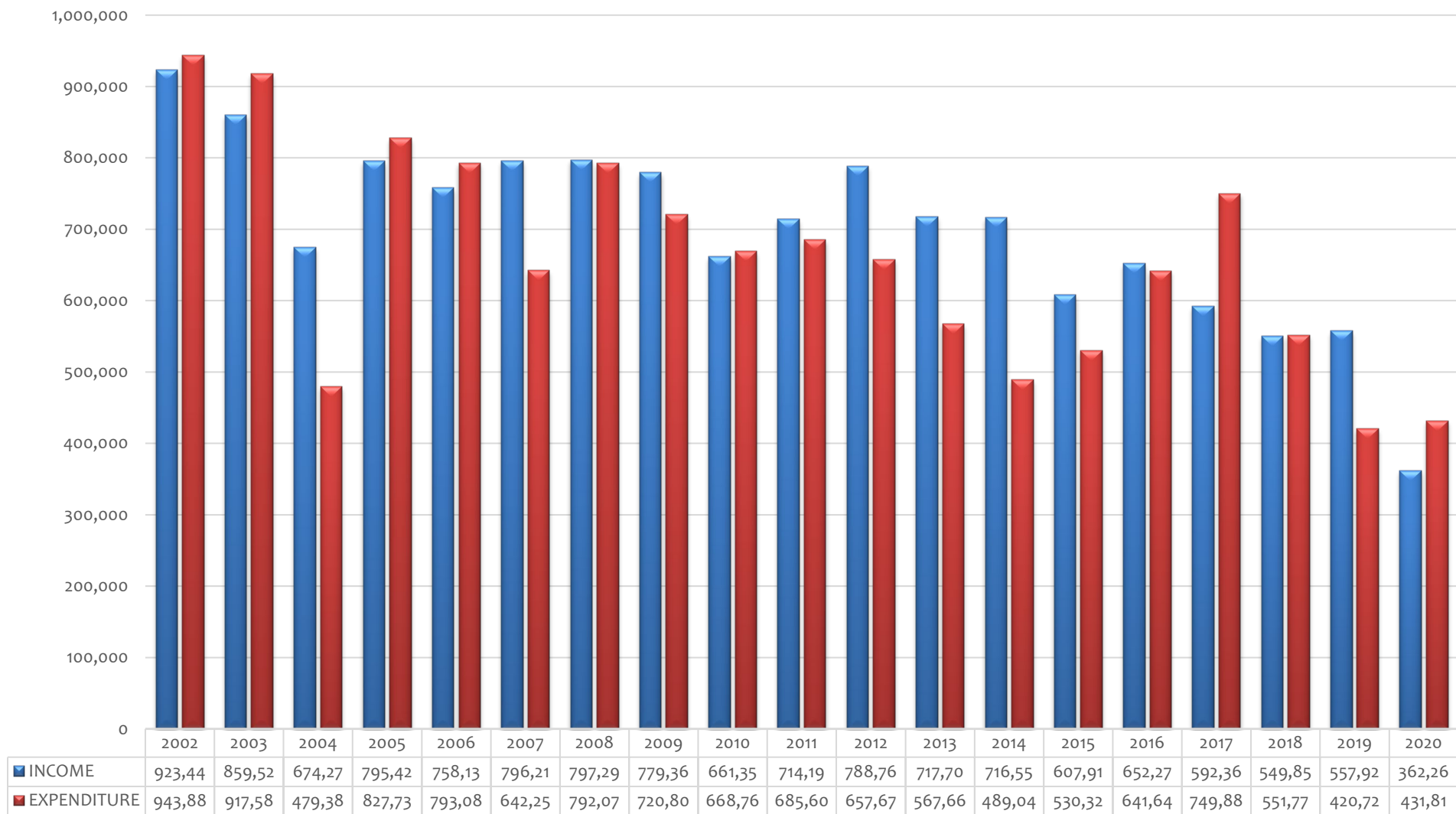
<b>FICSA Council Overheads</b>				
London	7-14 Feb	M.P. Masson	26 hours Overtime worked during January to assist with 73rd FICSA Council preparation	2,065
London	7-14 Feb	R. Thomas	5.5 days overtime worked during 73rd FICSA Council	2,252
London	7-14 Feb	IAEA SA	First prize in new FICSA logo competition. Prize donated by UNFCU (USD 600)	582
London	7-14 Feb	IMO	Tfr CHF 1,461.92 to IMO for UNFCU cocktail party. USD 2,500 donated by UNFCU	(963)
London	7-14 Feb	FICSA	Gifts for Rapporteur and staff at IMO SA for their assistance during FICSA Council	150

**Table 5**  
**FICSA BUDGET, INCOME & EXPENDITURE**  
**YEAR TO YEAR CHANGE IN %**  
**(2009 - 2020)**

FICSA BUDGET			FICSA INCOME			FICSA EXPENDITURE			Budget	Income	Expenditure	Net Flow	Budget Utilization	
Year	in CHF	Yr. to Yr. change %	Year	in CHF	Yr. to Yr. change %	Year	in CHF	Yr. to Yr. change %	Year	in CHF	in CHF	in CHF	in CHF	%
2009	800,626	9.82%	2009	779,366	-2.25%	2009	720,807	-9.00%	2009	800,626	779,366	720,807	58,559	90%
2010	773,651	-3.37%	2010	661,351	-15.14%	2010	668,768	-7.22%	2010	773,651	661,351	668,768	-7,417	86%
2011	762,947	-1.38%	2011	714,199	7.99%	2011	685,601	2.52%	2011	762,947	714,199	685,601	28,598	90%
2012	784,221	2.79%	2012	788,763	10.44%	2012	657,670	-4.07%	2012	784,221	788,763	657,670	131,093	84%
2013	738,517	-5.83%	2013	717,703	-9.01%	2013	567,664	-13.69%	2013	738,517	717,703	567,664	150,039	77%
2014	688,696	-6.75%	2014	679,885	-5.27%	2014	489,046	-13.85%	2014	688,696	679,885	489,046	190,839	71%
2015	620,736	-9.87%	2015	607,916	-10.59%	2015	530,322	8.44%	2015	620,736	607,916	530,322	77,594	85%
2016	677,849	9.20%	2016	652,274	7.30%	2016	641,644	20.99%	2016	677,849	652,274	641,644	10,630	95%
2017	741,530	9.39%	2017	592,360	-9.19%	2017	749,889	16.87%	2017	741,530	592,360	749,889	-157,529	101%
2018	696,020	-6.14%	2018	549,855	-7.18%	2018	551,775	-26.42%	2018	696,020	549,855	551,775	-1,920	79%
2019	648,578	-6.82%	2019	553,623	0.69%	2019	397,244	-28.01%	2019	648,578	553,623	420,725	132,898	65%
2020	485,285	-25.18%	2020	362,265	-34.56%	2020	431,816	8.70%	2020	485,285	362,265	431,816	-69,551	89%
<b>Average 2002 - 2020</b>			<b>Average 2002 - 2020</b>			<b>Average 2002 - 2020</b>			<b>Average 2002 - 2020</b>					
<b>-3.27%</b>			<b>-4.52%</b>			<b>-1.32%</b>			<b>93%</b>					

Average 2009-2020	-2.84%	-6.07%	-4.07%	92.04%
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Chart 2  
Income and Expenditure  
From year 2002 to 2020  
in CHF





### Chart - Outstanding Assessed Contributions in Swiss Francs

