



FICSA/C/73/2
Provisional agenda item 10

73rd FICSA COUNCIL

London 10-14 February 2020
IMO Headquarters



**NOMINATION FORM AND TERMS OF REFERENCE
FOR THE OFFICERS OF THE FEDERATION
(EXECUTIVE COMMITTEE/REGIONAL REPRESENTATIVES)
FOR THE 73RD FICSA COUNCIL**

One strong Federation – One strong voice

Geneva, 24 October 2019

**NOMINATION FORM FOR THE OFFICERS OF FICSA
(EXECUTIVE COMMITTEE & REGIONAL REPRESENTATIVES)**
to be transmitted to the General Secretary
by 21 January 2020, 18:00 hours (Geneva time)¹

Name of candidate: _____

Excom Officers²

- President
(For a two-year term 2020-2022; requiring full-time release³)
- Treasurer
- Members for Compensation Issues
(Two members are elected for this position, i.e. minimum of two nominations required.)
- Member for Regional and Field Issues
- Member without Portfolio

Regional positions⁴

- 1. Regional Representative for Africa
- 2. Regional Representative for Asia
- 3. Regional Representative for Europe
- 4. Regional Representative for the Americas

¹ See Rule 38 of the Rules of Procedure of the Council:

“Nominations for election to the Executive Committee should normally be submitted to the General Secretary not less than 20 days, and circulated to all FICSA Members not less than 15 days, before the opening of the Council session. Should there be no nominations received prior to this deadline, nominations for the membership of the Executive Committee shall be submitted to the Chair of the Council session not less than 48 hours, and circulated to all delegations not less than 24 hours, before the elections are held. Each nomination shall be submitted in writing by the association/union to which the candidate belongs and shall be accompanied by a summary of the candidate’s record as staff representative.”

² Reply by ticking the relevant box(es).

³ The positions of President and General Secretary require authorized full-time release for the normal two-year mandate. Candidates should therefore seek advance agreement from their respective administrations to provide fully- funded release; the agreement should be made available to FICSA as soon as possible before the elections but no later than 48 hours before the elections are held. Should agreement to the release be refused, the staff association/union should be provided with the reason(s) in writing and FICSA should be informed immediately. All candidates should be prepared to serve FICSA throughout their mandate.

⁴ Candidates for regional positions must be serving in the region concerned at the time of their election.

CV of Nominee

Name: _____

Experience as a staff representative

(indicate information such as positions held, years of experience and general functions and responsibilities)

Experience as an officer or Standing Committee Chair or Vice-Chair of FICSA

FICSA Councils that the nominee has attended and any special status (e.g. Head of delegation)

Other relevant information (e.g. any training received concerning staff representation or in technical areas relevant to staff representation)

Date

Signature of person nominating the candidate⁵

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Head of the Staff Association/Union

⁵ The person nominating the candidate must come from the same Staff Association/Union.

Terms of Reference

For the Executive Committee Members and Regional Representatives for election

President (two-year mandate)

- This position requires authorized full-time release
- Formulates policy in collaboration with Executive Committee (with input from Standing Committees, Regional Committees and FICSA Secretariat staff)
- In charge of the Federation's communication (internal and external) and fund-raising activities
- Coordinates and leads the Executive Committee
- Represents the Federation at inter-agency meetings
- Council – organizes programme and reports to Membership
- Prepares Executive Committee report for Council with General Secretary (with input from Executive Committee members).

General Secretary (two-year mandate)⁶

- This position requires authorized full-time release and is based in Geneva. The incumbent should make every effort to take up the duties of the General Secretary as soon as possible after the election.
- Formulates policy in collaboration with Executive Committee (with input from Standing Committees, Regional Committees and FICSA Secretariat staff)
- In charge of the Federation's communication (internal and external)
- Coordinates and leads the FICSA Secretariat staff
- Represents the Federation at inter-agency meetings
- Council – convenes meeting and reports to the Membership
- Prepares Executive Committee report for Council with President (with input from Executive Committee members)
- Assists President in fundraising.

Treasurer

- Monitors accounts – communicates with accountant and auditor
- Monitors contributions
- Communicates with the Membership about finances
- Evaluates credentials to participate in Council and nominate candidates
- Prepares financial report to Council
- Prepares draft budget for Council in collaboration with President and General Secretary.

Two Members for Compensation Issues

- Contributes to the elaboration of policy in collaboration with other Executive Committee members
- Represents, as and when appropriate, together with other Executive Committee members the Federation, in all inter-agency meetings in which compensation issues are discussed (be they HRM, GS or P related or affecting both categories of staff)
- Liaises with the Standing Committees dealing with SMR-HRM/GS/P compensation issues
- Organize activities for capacity-building and succession planning in compensation issues.

⁶ Being the second year of a 2-year mandate, there is no election for this position during the 73rd Council.

Member for Regional and Field Issues

- Contributes to the elaboration of policy in collaboration with other Executive Committee members
- Represents, as and when appropriate, together with other Executive Committee members, the Federation in all inter-agency meetings in which field or security issues are discussed
- Liaises with the Regional Committees through elected Regional Representatives
- Liaises with Standing Committee dealing with conditions of service in the field
- Authorizes Regional Committees' expenditures
- Organize activities for capacity-building and succession planning in Field and Security issues.

Member without Portfolio

- Contribute to the elaboration of policy in collaboration with other Executive Committee members
- Represent, as and when appropriate, together with other Executive Committee members, the Federation in all inter-agency meetings in which their specific expertise will be useful
- Liaise with Standing Committees, monitor and co-ordinate work of Standing Committees
- Organize activities for capacity-building and/or succession planning.

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Regional Representatives

The Regional Representatives, elected to represent the different geographical regions as decided by Council, will:

- Promote FICSA in the region by maintaining liaison with associations and unions within that region, and by assisting in explaining substantive issues of interest to their staff
- Act as resource person for the region providing advice, explanations and historical information on subjects within FICSA's mandate
- Refer regional problems to the FICSA Secretariat for advice and guidance on approaches to be followed
- Assist in the preparation of technical documentation related to regional activities for the annual FICSA Council
- Provide reports on activities in the region for inclusion in the annual report to the FICSA Council
- Perform such other tasks as may be requested.

The Membership is reminded that in nominating individuals for the FICSA Executive Committee and Regional Representatives, FICSA member associations and unions shall stand as guarantor that these individuals satisfy the administrative criteria for holding the office and serving the complete term of the office. In addition, the same association and union shall stand as guarantor that the nominated individual meets the highest standards of diligence, knowledge, interpersonal, diplomatic and negotiation skills, professional and personal integrity, and of commitment to the representation of international civil servants through the Federation and must during the term of office give primary allegiance to the Federation and respect the confidentiality of all discourse within the Executive Committee.