FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS
FEDERATION DES ASSOCIATIONS DE FONCTIONNAIRES INTERNATIONAUX
(FICSA)

STATUTES,
RULES OF PROCEDURE OF THE COUNCIL
AND FINANCIAL RULES

(Revised effective 25 March 2025)

Preamble

THE STAFF ASSOCIATIONS/UNIONS OF THE ORGANISATIONS BELONGING TO THE UNITED NATIONS FAMILY,

Desiring to promote the harmonious development of an international civil service inspired by the greatest impartiality, integrity and devotion to the cause of international co-operation,

Aware of the interests of international civil servants, and also of those of the organisations belonging to the United Nations family,

Have agreed to co-ordinate their efforts and, to this end, to establish a Federation, the Statutes of which are set forth below.

Chapter I HEADQUARTERS

Article 1 The FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS (hereinafter called the "Federation") shall have its headquarters at Geneva, Switzerland.

Chapter II PURPOSES AND FUNCTIONS

Article 2 The purpose of the Federation shall be to promote amongst its Member staff associations/unions (hereinafter called the "Full Members") and associate staff associations/unions (hereinafter called the "Associate Members") the exchange of information and views on all questions of common interest, the co-ordination of their activities, and to represent its Full Members in negotiations with bodies of the United Nations common system in order to:

(a) Ensure the closest co-operation at all levels, with the aim of achieving the purposes set forth in the Charter of the United Nations;
(b) Promote the development of the international civil service and the defence of its independence, in accordance with the relevant constitutional provisions and the staff regulations of the respective organisations;
(c) Defend the interests of international civil servants, with due regard for the international standards on human rights, proclaimed or reaffirmed by the organisations in the United Nations system, including international labour standards.

Article 3 At the request of a Full or Associate Member and subject to the provisions of Article 19 of the Statutes, the Federation shall take any action it considers desirable in the common interest.

Article 4 The Federation shall provide advice and assistance to Full Members that wish to organize themselves regionally or by other groupings.

Article 5 The Federation shall represent its Full Members in relations with common system bodies, executive or advisory, set up within the United Nations family, without prejudice to a Full Member’s rights to appear before or communicate with such bodies.

Chapter III MEMBERSHIP AND OTHER STATUS

Chapter III hereby defines the two categories of Membership and three types of status in the Federation:

Full Member

Article 6 Full Membership of the Federation shall be constituted by the staff associations/unions of organisations belonging to the United Nations system as defined by the International Civil Service Commission (ICSC) or applying the terms and conditions of service of the United Nations common system which are governed by the ICSC, and by the staff associations/unions of regional offices of any of these organisations which:

(a) Possess legislative organs consisting of elected representatives;
(b) Receive adequate funding from sources other than the administration and are in sound financial condition;
(c) Accept these Statutes in writing and undertake to respect them;
(d) Obtain agreement from the administration to participate in the HLCM Cost-Sharing Agreement before becoming a Full Member.

Note: Should any of the conditions above cease to be applicable or be subject to changes, the member shall notify FICSA, and the membership status shall be amended accordingly.

Article 7 A properly substantiated application for Full Membership shall be addressed to the Executive Committee. Properly substantiated entails documentation such as the statutes, recognition agreement (if one exists), election of officers, number of members and the latest financial statement. Approval of the application shall require a decision by two-thirds majority of votes cast by the Council, in the light of a recommendation by the Executive Committee. Such voting can occur during a Council or by postal vote during the period between Councils.

Article 8 A Full Member wishing to withdraw from the Federation shall give notice in writing (including by electronic means) to the Executive Committee. Withdrawal shall become effective six months after the notice has been received, without prejudice to the duty of the withdrawing Full Member to pay all outstanding dues and to fulfil all outstanding obligations to the Federation. The Executive Committee shall immediately inform all Full and Associate Members of any such notice of withdrawal.

Associate Member

Article 9 Associate Membership of the Federation shall be constituted by the staff associations/unions of international organisations not belonging to the United Nations common system as defined by the International Civil Service Commission (ICSC) and not applying the terms and conditions of service of the United Nations common system as governed by the ICSC, and which:

(a) Possess legislative organs consisting of elected representatives;
(b) Receive adequate funding from sources other than the administration and are in sound financial condition;
(c) Accept these Statutes in writing and undertake to respect them.

Article 10 A properly substantiated application for Associate Membership shall be addressed to the Executive Committee. Properly substantiated entails documentation such as the statutes, recognition agreement (if one exists), election of officers, number of

members and the latest financial statement. Approval of the application shall require a decision by a two-thirds majority of votes cast by the Council, in the light of a recommendation by the Executive Committee. Such voting can occur during a Council or by postal vote during the period between Councils.

Article 11 An Associate Member wishing to withdraw from the Federation shall give notice in writing (including by electronic means) to the Executive Committee. Withdrawal shall become effective six months after the notice has been received, without prejudice to the duty of the withdrawing Associate Member to pay all outstanding dues and to fulfil all outstanding obligations to the Federation. The Executive Committee shall immediately inform all Full and Associate Members of any such notice of withdrawal.

Consultative Status

Article 12 Consultative Status with the Federation may be granted by the Council, on the recommendation of the Executive Committee, to associations/unions of actively employed or retired international civil servants and to similar bodies which do not fulfil the conditions stated in Articles 6 or 9 of the Statutes, but whose aims are similar to those of the Full Members and Associate Members of the Federation.

Article 12*bis* A properly substantiated application for Consultative Status shall be addressed to the Executive Committee. Properly substantiated entails documentation such as the statutes, recognition agreement (if one exists), election of officers and number of members. Approval of the application shall require a decision by a two-thirds majority of votes cast by the Council, in the light of a recommendation by the Executive Committee. Such voting can occur during a Council or by postal vote during the period between Councils.

Article 13 The rights and obligations deriving from Consultative Status shall be defined by the Council of the Federation, on the recommendation of the Executive Committee, and applied to all associations/unions with that status.

Observer Status

Article 14 Observer Status with the Federation may be granted by the Council, on the recommendation of the Executive Committee, to local interorganisational federations ("FUNSAs"), upon their request.

Article 14*bis* A properly substantiated application for Observer Status shall be addressed to the Executive Committee. Properly substantiated entails documentation such as the statutes, recognition agreement (if one exists), election of officers and number of members. Approval of the application shall require a decision by a two-thirds majority of votes cast by the Council, in the light of a recommendation by the Executive Committee. Such voting can occur during a Council or by postal vote during the period between Councils.

Article 15 The rights and obligations deriving from Observer Status shall be defined by the Council of the Federation, on the recommendation of the Executive Committee, and applied to all FUNSAs with that status.

Special Status

Article 16 Special Status with the Federation may be granted by the Council for a period of one year to associations/unions that are potential Full Members. Special Status is available so as to allow a reasonable period of time for a potential Full Member to acquaint itself with FICSA and prepare itself to meet the requirements for an eventual request to become a Full Member. This status may be renewed once on an exceptional basis for an additional year.

Article 17 The rights and obligations deriving from Special Status shall be defined by the Council of the Federation, on the recommendation of the Executive Committee, and applied to all associations/unions with that status.

Chapter IV ORGANS AND OFFICERS OF THE FEDERATION

Article 18 The Federation shall act through its organs: The Council and the Executive Committee. The Officers of the Federation are:

- the members of the Executive Committee; and
- the five Regional Representatives.

The Terms of Reference of the Officers of the Federation are annexed to these Statutes and approved by Council in accordance with Article 20(c)(2) of the Statutes.

The Council

Article 19
(a) The Council shall be the highest organ of the Federation. Each Full Member shall be represented on the Council.
(b) Each Associate Member shall be represented on the Council, without voting rights unless Council decides otherwise.
(c) The Council shall draw up its rules of procedure and the financial rules.
(d) The associations/unions or local interorganisational federations having Consultative, Observer or Special Status may send representatives who may participate in discussions without voting rights.

Article 20
(a) The Council shall strive to make all decisions by consensus.
(b) In absence of consensus, voting shall take place if requested by one Full Member and seconded by another Full Member.
(c) The votes shall be counted in the following manner:
  (1) Elections require a simple majority of:
    (i) one vote per Full Member; and
    (ii one vote for each staff member represented by that Full Member.
  (2) Amendments of Statutes, Rules of Procedure of the Council *(hereinafter called Rules of Procedure)* or Financial Rules require a two-thirds majority of:
    (i) one vote per Full Member; and
    (ii) one vote for each staff member represented by that Full Member.
  (3) All other matters and issues require a simple majority of:
    (i) one vote per Full Member; and
    (ii) one vote for each staff member represented by that Full Member, unless otherwise specified in the current Statutes.

Article 21 (a) When under Article 20(c)(1) and (3) of the Statutes there is a split simple majority or when under Article 20(c)(2) there is a split two-thirds majority,

whereby the double majority is not achieved, the final decision shall be made on the basis of a weighted voting system in which each Full Member's weighted vote consists of the sum of[1]:

(i) the total number of staff represented by all Full Members of the Federation, divided by the number of Full Members of the Federation, multiplied by 0.6; plus,

(ii) the number of staff represented by the Full Member, multiplied by 0.4.

(b) Except when the decision referred to in paragraph (a) relates to amendment of the Statutes or Rules of Procedure, it shall be deemed approved by the Council when it receives more than half of the total of all Full Members' weighted votes cast, as defined in paragraph (a).

(i) For election purposes, if no candidate obtains a double weighted majority as per Article 21(a)(i) and (ii) of the Statutes, one or more subsequent rounds of voting will take place in accordance with the Rules 40, 41, 42 and 43 of the Rules of Procedure.

(c) A proposal to amend the Statutes or Rules of Procedure shall be deemed approved by the Council when it receives at least two-thirds of the total of all Full Members' weighted votes cast, as defined in paragraph (a).

Article 22 The Council shall hold one regular session each calendar year. It shall hold an extraordinary session at the request of the Executive Committee or of at least one-third of the Full Members of the Federation.

Article 23 The Council shall elect, for each session, a Chair and a Rapporteur. The report on the work of the session shall be distributed to all Full and Associate Members and associations/unions holding other status within 30 working days after the closure of the session. The text of all resolutions and decisions of the Council shall be communicated to all Full and Associate Members and associations/unions holding other status no more than ten working days after the closure of the session.

Article 24 The Council shall have the following functions:

(a) To consider matters referred to it by the Executive Committee or by Full or Associate Members;

(b) To define the policy of the Federation and draw up the programme of work of the Executive Committee;

(c) To approve the admission of new Full and Associate Members and to suspend their Membership rights in accordance with the current Statutes;

(d) To grant Consultative, Observer and Special Status to organisations that have applied for such status, to define the rights and obligations deriving from each status and to suspend the rights and obligations attached thereto;

(e) To recommend collective or individual action by Full and Associate Members;

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[1] The number of votes allocated to a FICSA Full Member for weighted voting shall be equal to

$$\frac{\text{total number of staff represented by FICSA Full Members}}{\text{number of FICSA Members}} \times 0.6 + \text{total staff represented by the Full Member} \times 0.4$$

For example, if the total number of staff represented by 28 FICSA Full Members is 26,000, the weighted vote of a Full Member representing 2,000 staff members would be

$$\frac{26{,}000}{28} \times 0.6 + 2{,}000 \times 0.4 = 557 + 800 = 1{,}377 \text{ votes.}$$

(f) To adopt the annual budget of the Federation, approve the scale of contributions and approve the Federation's accounts[2];
(g) To elect the members of the Executive Committee;
(h) To appoint external auditors.

Article 25 The Executive Committee may submit to a postal vote of the Council any important or urgent matter on which a decision cannot be taken during a session of the Council or which occurred during the period between Councils. The result of the vote shall be regarded as a Council decision and shall be communicated to the Full and Associate Members.

Article 26 In order to preserve the rights of a Full or Associate Member unable to be represented at a Council meeting, any such Member, acting through its legislative body, may submit a reservation on any decision of the Council on a matter of substance. Such reservation, with an explanatory statement, shall be notified to the Executive Committee not later than one month after notification of the decision has been received. The Executive Committee shall circulate such reservation among the Full and Associate Members.

Article 27 To assist it in the performance of its functions the Council may establish subsidiary organs. It shall define their terms of reference and elect the Chair and Vice-Chair(s) of any Standing Committee. Officers of a Standing Committee shall be eligible for re-election, but their tenure of office may not exceed five consecutive terms, unless otherwise decided by the Council in a particular case.

The Executive Committee

Article 28 The Executive Committee shall be responsible for implementing the Council's decisions and recommendations. It shall be composed of seven members:

President,
General Secretary,
Treasurer,
Two Members for Compensation Issues,
Member for Regional and Field Issues, and
Member without Portfolio.

The Executive Committee shall elect from amongst its members such other Officers as it deems necessary.

Article 29 The seven members of the Executive Committee shall be elected by the Council as representatives of the Federation. Each nomination for election shall require the support of the association/union to which the candidate belongs. No association/union may have more than one member serving on the Committee. However, if after conclusion of the election a seat remains empty on the Executive Committee, a member association/union already represented on the Executive Committee may, at that time, put forward a nomination. The Council shall strive to balance gender, professional category and geographical distribution. Members of the Executive Committee have a duty to participate in the meetings of the Executive Committee and

[2] The 65th FICSA Council decided that programmes of work and draft budgets should be prepared biennially but approved on an annual basis.

contribute to its work. Sustained non-performance of duty may be considered abandonment of functions, in which case Article 37 of the Statutes shall be applied.

Article 29*bis* Upon being elected President or General Secretary of the Federation, the new Officer must step down from similar positions in his/her respective staff representative bodies.

Article 30 Members of the Executive Committee shall be elected for a term of two years except when an election is organized to fill an unexpected vacancy. In even-numbered years the Council shall elect the President, the Treasurer, one Member for Compensation Issues and the Member for Regional and Field Issues in that order. In odd-numbered years the order of the elections shall be the General Secretary, one Member for Compensation Issues and the Member Without Portfolio. If there is an unexpected vacancy for any of these positions, the election of the Officers whose election would normally occur in that year shall be conducted first and the other Officer(s) shall be elected to serve the remainder of the mandate of the vacant position(s). The order of electing the Regional Representatives for a term of two years is described in Rule 39*bis* of the Rules of Procedure. Should there be no nominations for any one position, that position on the Executive Committee would remain vacant until a by-election for that position or positions is held. The by-election(s) shall be held at any time either during or between Councils if initiated by the Executive Committee or if requested by a Full Member eligible to vote and seconded by another Full Member taking into account Article 32(a) and (b) below.

Article 31 The members of the Executive Committee shall be eligible for re-election, but no member of the Executive Committee may serve longer than four consecutive years.

Article 32
(a) Should a position on the Executive Committee or that of a Regional Representative be unfilled or become vacant more than six months prior to a regular election, the Executive Committee shall arrange for a by-election for the unexpired portion of the term of office of the unfilled or vacated position. Any by-election for a position unfilled or vacated less than six months prior to a regular election would only be under exceptional circumstances and at the discretion of the Executive Committee. Exceptional circumstances have to be well substantiated in the call for candidates.
(b) The Executive Committee may, however, at its discretion, provisionally appoint a member of the Executive Committee to the unfilled or vacated position pending a by-election in accordance with paragraph (a) of this Article.

Article 33 The Executive Committee may employ any person or persons and make any administrative arrangements necessary for carrying out its work provided a corresponding budgetary line has been approved by Council, subject to availability of resources and in accordance with the Financial Rules.

Article 34 The Executive Committee shall have the following functions:

(a) To provide liaison between the Full and Associate Members;
(b) To prepare the sessions of the Council, for this purpose drawing up the provisional agenda, a detailed report on the Federation's activities and a draft annual budget;
(c) To administer the annual budget and other financial resources of the Federation;
(d) To adhere strictly to the FICSA Statutes, the Rules of Procedure and the Financial Rules;
(e) To implement the Council's decisions;

(f) To organise representation of the Federation in organisations belonging to, and common system bodies set up within, the United Nations system;
(g) To take all appropriate action to protect the security and life of international civil servants;
(h) To coordinate and support the work of the Regional Representatives.

Article 35 Full and Associate Members, FICSA Executive Committee members and individual staff members should ensure that the appropriate channels of communication are followed promptly.

The Executive Committee should communicate with the Administration(s) of the Full and Associate Members or individual staff members thereof only in agreement with the Full or Associate Member of the relevant organization(s).

The Executive Committee should ensure that meetings and correspondence with the respective administration(s) are done in agreement with the Full or Associate Member of the relevant organization(s).

The Executive Committee should, upon request and where feasible, extend support within the framework of the present Statutes and of relevant Council decisions. If unable to provide such assistance, FICSA should explain in writing to the Full or Associate Member(s) concerned.

The Executive Committee and Full and Associate Members of the Federation should conduct themselves in a manner becoming of an international civil servant.

The Executive Committee should ensure, as appropriate, a constant and rapid flow of information to the Full and Associate Members of the Federation and organize expressions of support. Full and Associate Members of the Federation should ensure that relevant information issued by the Federation is made available to their constituents.

The Regional Representatives

Article 36 The Regional Representatives shall be elected for a term of two years except when an election is organized to fill an unexpected vacancy. In even-numbered years the Council shall elect the Regional Representatives for Africa and the Americas, and in odd-numbered years the Regional Representatives for Asia, Europe and MENASC (*Middle East, North Africa and Arabic Speaking Countries*), all in the afore listed order. If there is an unexpected vacancy for any of these positions, the election of the Officers whose election would normally occur in that year will be conducted first and the other Officer(s) shall be elected to serve the remainder of the mandate of the vacant position(s). Candidates for the Offices of Regional Representatives must be serving in the region concerned at the time of their election and be supported by the staff association or union to which the candidate belongs. However, if after the closure of candidatures, no nomination has been received for one of the empty Regional Representative seats, candidates from a different region may be nominated provided they have previously served in the region and have the competency and the knowledge of the region in which there is an empty seat. The Council, upon recommendation of the Executive Committee, shall define from time to time the regions (Africa, the Americas, Asia, Europe and MENASC) for the purpose of the elections of the Regional Representatives as well as their functions.

Article 37 Members of the Executive Committee may be recalled by a vote of No Confidence if there is *prima facie* evidence of financial and/or professional mismanagement/misconduct.

A vote of No Confidence may be called for if one Full Member in good standing requests one and 25 per cent of the Full Members of the Federation approve.

It will then be put to a vote. Double majority in accordance with Article 20(c)(3) of the Statutes shall be required.

If a vote of No Confidence is successful, Article 32 of the Statutes shall be applied.

Article 38 Members of the Executive Committee or an association/union may be reprimanded for conduct unbecoming of an international civil servant.

A reprimand may be called for if one Full Member in good standing requests one and 25 per cent of the Full Members of the Federation approve.

The matter shall then be put to a vote. Double majority in accordance with Article 20(c)(3) of the Statutes shall be required.

Chapter V FINANCES

Article 39 The Federation shall be financed by the regular contributions of Full Members, Associate Members, associations/unions holding other status, and by voluntary contributions, gifts or bequests and fund-raising activities. The acceptance of any offer subject to conditions shall be reported to the Full Members within 20 working days for their approval.

Article 39*bis* Any association/union holding Consultative Status and with at least seventy-five percent of its Membership comprising retirees of the United Nations common system shall be exonerated from paying fees to FICSA.

Article 40 A Full Member which is in arrears of contributions with respect to any two preceding years by the opening date of the regular session of the Council shall not be entitled to vote or sponsor candidates at elections at that session if a sum totalling more than one year's contribution remains outstanding. This will be reported to the Council under the agenda item relating to the credentials of delegations in accordance with Rule 13*bis* of the Rules of Procedure and before any other business is addressed.

At that point, the Full Member will have the opportunity to justify why the dues remain unpaid and request that the provision of this Article be waived. The request will then have to be seconded and voted upon. If rejected, the Full Member will retain the right to attend the Council's plenary sessions, but its right to vote and sponsor candidates shall be automatically suspended.

Article 41 The Federation's accounts shall be submitted each year to an external auditor, who shall report directly to the Council. The Executive Committee shall ensure that the Membership receives the report of the Treasurer and external auditor no later than 20 working days prior to the opening of Council.

Chapter VI ENTRY INTO FORCE

Article 42 These Statutes shall come into force upon written notification of acceptance by six Full Member staff associations/unions.

Chapter VII AMENDMENTS

Article 43 Amendments to these Statutes shall be considered adopted by the Council if they have received a two-thirds majority of the votes cast in accordance with Articles 20 and 21, as relevant, of the Statutes. Amendments so adopted shall come into force 30 working days after being communicated by the Executive Committee to the Membership, unless otherwise decided by Council or more than one-third of the Full Members objects in writing within the time period.

Chapter VIII DEPOSIT OF THE STATUTES

Article 44 These Statutes, in the English and French languages, both texts being equally authentic, shall be deposited at the headquarters of the Federation. Certified copies shall be furnished to the Membership.

Annex to the Statutes
as required by Article 18

Terms of Reference
For the Executive Committee Members and
Regional Representatives

Executive Committee Members

President
This position requires authorized full-time release for the duration of the term of office. The incumbent should make every effort to take up the duties of the President as soon as possible after the election.

The President
- Coordinates and chairs the Executive Committee
- Represents the Federation at inter-agency meetings
- Works closely with the General Secretary
- Formulates policy in collaboration with the Executive Committee (with input from Standing Committees, Regional Committees and FICSA Secretariat staff)
- Is in charge of the Federation's communication with official inter-agency bodies such as the ICSC, heads of member organizations, amongst others
- Organizes the FICSA Council programme, in coordination with the General Secretary, and reports back to the membership
- Is responsible for enhancing collaboration with sister federations
- Is responsible for fund-raising activities

General Secretary
This position requires authorized full-time release for the duration of the term of office[3]. The incumbent should make every effort to take up the duties of the General Secretary as soon as possible after the election.

The General Secretary
- Supervises and leads the FICSA Secretariat staff, consultants and interns
- Works closely with the President
- Coordinates and supports the implementation of Council decisions through a well-organized yearly workplan
- Formulates policy in collaboration with the Executive Committee (with input from Standing Committees, Regional Committees and FICSA Secretariat staff)
- Is in charge of the Federation's communication (internal and with the FICSA membership)
- Represents the Federation at inter-agency meetings
- Is responsible for observing the internal control framework for operational and financial processes
- Prepares the Executive Committee report for the FICSA Council (with input from the President and other Executive Committee members)
- Convenes Council sessions and reports to the Membership
- Fosters harmonious relationships with sister federations
- Assists the President in fundraising

[3] Refer to 73rd FICSA Council report (page 105, paragraph 13 of Annex 10. Report of the Ad Hoc Committee on Strategic Development that states "…the General Secretary should operate from the same duty station as that where the FICSA office would be located in the future."

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

- 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 compensation issues are discussed (be they HRM, GS or P related or affecting both categories of staff)
- Liaise with the Standing Committees dealing with SMR-HRM/GS/P compensation issues
- Organize activities for capacity-building and succession planning in compensation issues.

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
- Organizes activities for capacity-building and succession planning in Field and Security issues.

Member without Portfolio

- 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 their specific expertise will be useful
- Liaises with Standing Committees, monitor and co-ordinate work of Standing Committees
- Organizes activities for capacity-building and/or succession planning.

Regional Representatives

The Regional Representatives, elected to represent the different geographical regions[4] 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.

[4] The countries covered by the MENASC region is with reference to para 14 of FICSA/C/72/FIELD/1

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.

[End of Annex]

FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS (FICSA)

RULES OF PROCEDURE OF THE COUNCIL *(herein called Rules of Procedure or Rules)*

I. SESSIONS

Rule 1 Pursuant to Article 22 of the Statutes, at each regular session, the Council shall make every effort to fix the place and date of the following regular session.

Rule 2 Pursuant to Article 22 of the Statutes, the Council shall meet in extraordinary session within 20 working days of the request for its convocation.

Rule 3 The General Secretary of FICSA or, in his/her absence, another member of the Executive Committee shall notify the Membership of the date and place of the session, normally six weeks in advance of each regular session and two weeks in advance of an extraordinary session.

II. AGENDA

Rule 4 The Executive Committee shall prepare the annotated provisional agenda for each session of the Council and communicate it to the Membership no later than six weeks before the opening of a regular session or at the same time as the notification of an extraordinary session.

Rule 5 The provisional agenda of any regular session shall include the following items:

(a) Adoption of the agenda;
(b) Election of the Chair of the session and approval of the appointment of the Rapporteur;
(c) Consideration of the report of the Executive Committee;
(d) Consideration of items which the Council decided at its preceding session to include in the agenda;
(e) Consideration of questions proposed by the Executive Committee;
(f) Consideration of questions proposed by any Full or Associate Member;
(g) Election of members of the Executive Committee and election of the Regional Representatives;
(h) Review of the accounts of FICSA for the past financial year and approval of the Financial Statements;
(i) Approval of the FICSA budget and scale of contributions for the current financial year.

Rule 6 Between the communication of the provisional agenda of a regular session and the opening of the session, any Full or Associate Member may propose for consideration the inclusion in the agenda of important and urgent items. Such proposals for the inclusion of an item shall be accompanied by an explanatory note.

Rule 7 The Council shall adopt the agenda at its opening session.

Rule 8 The provisional agenda for an extraordinary session shall consist only of those and any directly related items proposed for consideration in the request for the holding of the session.

III. REPRESENTATION

Rule 9 Each Full Member is represented in the Council by a delegation which shall have voting rights as specified in Articles 20 and 21 of the Statutes.

Rule 10 Each Associate Member shall be represented on the Council, without voting rights unless limited voting rights are granted by the Council upon a proposal of the Executive Committee (or a Full Member) and seconded by a Full Member, to individual Associate Members for the duration of that session and for postal votes to take place before the opening of the following session. This shall be carried out at the beginning of the Council when credentials are examined. To be eligible for limited voting rights, an Associate Member should have at least one year of Associate Membership and no arrears in contributions. When granted limited voting rights, an Associate Member shall vote on requests for new Associate Membership, resolutions expressing support for individual or groups of Full or Associate Members and the statutory rights and duties of Associate Members (including contributions). The weight of the vote will be calculated in accordance with Article 21 of the Statutes.

Rule 11 FICSA shall normally defray the travelling and subsistence expenses of the members of the Executive Committee. FICSA shall not defray the travelling and subsistence expenses of other members of delegations.

Rule 12 Associations/unions or local inter-organisational federations having Consultative, Observer or Special status in accordance with Articles 12, 14 or 16 of the Statutes may, at the invitation of the Chair or an individual Full Member, participate in the debates without voting rights.

IV. CREDENTIALS

Rule 13 The credentials of each delegation shall be communicated to the FICSA Secretariat, if possible, ten working days before the opening of the session.

Rule 13*bis* The status of each Full and Associate Member in respect of their contributions, and in the case of Full Members, the possible application of Article 40 of the Statutes, shall be assessed and circulated by the FICSA Secretariat to the Membership at least seven working days before the opening of the session.

Rule 14 The General Secretary of FICSA or, in his/her absence, another member of the Executive Committee shall examine the credentials of delegations and report to the Council at the opening session.

V. CHAIR AND RAPPORTEUR

Rule 15 At the beginning of each session, the President of FICSA or, in his/her absence, another member of the Executive Committee shall preside until the Council has elected the Chair of the session.

Rule 16 The Council shall elect a Chair and two Vice-Chairs who shall remain in office until the closing of the session. The provisions of Rule 37 and Rules 40 to 43 below shall apply mutatis mutandis to these elections. If the Chair is unable to exercise his/her functions

during a meeting or part of a meeting, one of the Vice-Chairs shall replace him/her until the Chair is able to resume his/her functions.

Rule 17 The Council shall approve the appointment of a rapporteur who shall prepare a report on the proceedings of the session without delay. S/he shall ensure, in consultation with the General Secretary of FICSA or, in his/her absence, another member of the Executive Committee, the final editing of the resolutions and decisions adopted in the Council.

VI. COMMITTEES

Rule 18 The Council may appoint such sessional committees as it deems necessary for the conduct of its business and elect Chairs as needed.

VII. CONDUCT OF BUSINESS

Rule 19 The Chair of the session declares the opening and closing of each meeting, directs the discussions, accords the right to speak, puts questions to vote and announces decisions. S/he rules on points of order and, subject to Rule 21 below, proposes to the Council to limit the speaking time and the number of times each delegate should be permitted to speak on the same question.

Rule 20 During the discussion of any matter, a delegate may raise a point of order, and the point of order shall immediately be decided by the Chair. Any delegate may appeal against the ruling of the Chair; such appeal shall immediately be put to a vote. Unless overruled by a decision taken by a simple majority of the votes cast, the ruling of the Chair shall stand.

Rule 21
(a) Unless the Council decides otherwise in special circumstances, the time allowed each intervention is limited to five minutes.
(b) The Chair may limit the number of times each delegate speaks on any question.
(c) The Chair shall call to order without delay any delegate who exceeds these limits.

Rule 22 During the discussion of any matter, a delegate may move the closure of the debate. One delegate may speak against the motion of closure, after which the motion shall immediately be put to a vote by simple majority in accordance with Article 20(c) of the Statutes.

Rule 23 During the discussion of any matter, a delegate may move the adjournment of the debate. One delegate may speak against the motion, after which the motion shall immediately be put to a vote by simple majority in accordance with Article 20(c) of the Statutes.

Rule 24 During the discussion of any matter, a delegate may move the suspension of the meeting. The motion shall immediately be put to a vote by simple majority in accordance with Article 20(c) of the Statutes.

Rule 25 The order of priority of motions is as follows: to suspend the meeting; to adjourn the debate; to close the debate.

Rule 26 The Council shall not normally proceed with proposals on matters of substance unless they have been communicated in writing to all delegations. However, the Council, on an exceptional basis, may authorise discussion of matters of substance that have not been previously communicated in writing to all delegations.

VIII. VOTING

Rule 27 Each Full Member shall have the number of votes in the Council defined in Articles 20 and 21 of the Statutes. Full Members unable to have a delegate present may vote by proxy through another Full Member. No Full Member may exercise the proxy vote of more than one other Full Member. Powers of proxy shall be announced by the General Secretary of FICSA or, in his/her absence, another member of the Executive Committee when submitting to the Council the report of his/her examination of the credentials of delegates.

Rule 28 One half of the total number of FICSA Full Members shall constitute a quorum.

Rule 29 Abstentions are not to be counted in determining the outcome of a vote. A majority is determined according to the number of affirmative and negative votes cast, excluding abstentions.

Rule 30 When consensus has not been reached, voting shall be by show of hands or by roll call.

Rule 31 When amendments are moved to a proposal, the amendments shall be voted on first, beginning with the amendment furthest removed in substance from the original proposal. The proposal is finally put to the vote as a whole.

Rule 32 If two or more proposals relate to the same question, the Council shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Council, may, after each vote, decide whether to vote on the next proposal.

Rule 33 Parts of a proposal or amendment shall be voted on separately if a request is made to this effect. Those parts of the amendment or proposal which have been approved shall be put to the vote as a whole.

Rule 34 Postal votes, in accordance with Article 25 of the Statutes, shall be closed on the thirtieth day following the date on which the General Secretary or, in his/her absence, another member of the Executive Committee communicated to all Full Members the question at issue, or when the required majority has been obtained, whichever occurs earlier. Postal votes must adhere to Articles 20 or Article 21 of the Statutes and Rules 27 and 29 above. The Executive Committee shall provide the polling officers with a list of all eligible Full Members entitled to vote.

IX. ELECTIONS

Rule 35 Elections to the Executive Committee and to the Offices of Regional Representative shall be scheduled as the first item of the afternoon session on the penultimate day of the regular Council session.

Rule 36 Elections to the Executive Committee and to the Offices of Regional Representative shall be conducted by a secret ballot. However, if there is only one candidate for a given post, s/he may be elected by acclamation unless a Full Member present requests that a secret ballot take place.

Rule 37 Each Full Member present has one vote and not more than one proxy vote.

Rule 38 Nominations for election to the Executive Committee and to the Offices of Regional Representative should normally be submitted to the General Secretary no less than 20 days and circulated to all FICSA Members no 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 and to the Offices of Regional Representative shall be submitted to the Chair of the Council session no less than 48 hours and circulated to all delegations no less than 24 hours, before the elections are held. Each nomination, in accordance with Article 29 of the Statutes 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 a staff representative.

Rule 39 Subject to the provisions of Articles 20, 21, 28, 29, 30, 31 and 32 of the Statutes, elections to the Executive Committee shall be conducted in the following manner:

(a) In even-numbered years the Council shall elect the President, the Treasurer, one Member for Compensation Issues and the Member for Regional and Field Issues, in that order. In odd-numbered years the Council shall elect the General Secretary, one Member for Compensation Issues and the Member without Portfolio, in that order.

(*b*) *removed*

Rule 39*bis* Subject to the provisions of Articles 20, 21, 32 and 36 of the Statutes, elections to the Offices of Regional Representative shall be conducted in the following manner: In even-numbered years the Council shall elect the Regional Representatives for Africa and the Americas, and in odd-numbered years the Regional Representatives for Asia, Europe and MENASC, all in the aforelisted order.

Rule 40 If no candidate obtains a double weighted majority in accordance with Article 21(a)(i) and (ii) of the Statutes, a subsequent round of voting shall take place. If three or more candidates have been nominated for a particular post, the subsequent round shall be limited to the two candidates who have obtained the highest number of votes as specified in Article 20(c)(1)(i). However, if one of the two top candidates withdraws, the candidate who has received the next highest number of such votes shall participate in the subsequent round. Whenever two or more candidates have obtained the same number of such votes, the candidate receiving the most votes as specified in Article 20(c)(1)(ii) shall participate in the subsequent round.

Rule 41 If there has been only one candidate nominated but not elected in the first round, further nominations may be put forward before the second round. Such nominations are not subject to the deadline provisions contained in Rule 38 above.

Rule 42 At the request of a Full Member present, the vote shall be postponed after the second or subsequent round and further nominations may be put forward. Such nominations are not subject to the provisions of Rule 38 above.

Rule 43 If two consecutive rounds between the same two candidates have not resulted in a decisive double-majority vote, a tie-breaker situation will be deemed to exist. In all subsequent rounds, even if new candidates enter the field, the voting system described in the Article 21 of the Statutes shall be used until a decisive vote is reached.

Rule 44 The nominations for the positions 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. Such nominations shall then be submitted to plenary for voting in accordance with Articles

20 and 21 of the Statutes. Election for these positions can, at the discretion of the Council, be by acclamation, unless there is more than one candidate for any single position, or in the event that a delegation requests a vote by secret ballot. In either of these latter two events, Articles 20 and 21 of the Statutes and Rules 37 and 40 to 43 above shall apply.

X. LANGUAGES

Rule 45 The Council shall conduct its proceedings in English and French. The report on the proceedings of the session and the resolutions and decisions adopted by the Council shall be published in both languages.

XI. AMENDMENTS

Rule 46 The Council may, by a vote taken in accordance with Articles 20 and 21 of the Statutes, suspend the application of certain rules, except where such a decision would be contrary to the Statutes.

Rule 47 These Rules of Procedure may be amended by a decision of the Council in accordance with Article 20(c)(2) of the Statutes.

XII. INTERPRETATION

Rule 48 All questions not provided for in these Rules of Procedure shall be decided by the Chair, each delegate having the right to challenge the Chair's decision in conformity with Rule 20 above.

FEDERATION OF INTERNATIONAL CIVIL SERVANTS' ASSOCIATIONS (FICSA)

FINANCIAL RULES

Article 1 The financial year of the Federation shall be the 12-month period beginning 1 January and ending 31 December.

Article 2 Regular contributions from the Membership and associations/unions holding other types of status shall fall due on the first day of the financial year. One quarter of assessed contributions becomes payable on each of the following dates: 31 March, 30 June, 30 September and 31 December. Any assessed contributions received by 31 March will entail a 5 per cent rebate and any assessed contributions received by 30 June will entail a 2.5 per cent rebate. The rebates will be covered from the fund balance for each respective year.

Article 3 The Treasurer shall prepare and submit to the regular session of the Council each year for its approval a Financial Statement including a statement of the Federation's financial position, a statement of the Federation's comprehensive income, a statement of the Federation's cash flows and a comprehensive report on the receipts and expenditures of the Federation during the previous financial year. The report of the Treasurer shall be accompanied by a detailed statement of the income derived from fees, gifts or other sources and the way the Executive Committee has administered these resources in accordance with Article 34(c) of the Statutes. Council shall review the External Auditor's Report prior to approving the Treasurer's report and financial statements.

Article 4 Prior to its submission to the Council for approval, the annual report of the Treasurer shall be examined by an external auditor in accordance with Article 41 of the Statutes.

Article 5 The Treasurer who should normally be bonded shall be responsible for keeping complete records of all cash receipts and disbursements, which shall be handed to the external auditor referred to in Article 4 above. Detailed financial records shall be retained for seven years.

Article 6 The Executive Committee is authorised to incur ordinary administrative expenses more than the approved budget for the preceding year, not to exceed 15 per cent thereof. Such expenses shall cover the period immediately following the close of the financial year and terminating with the approval of the budget for the current fiscal year.

Article 7 The Executive Committee may request the Treasurer to transfer funds between chapters. In the event that transfer of funds between chapters becomes necessary, it shall be the responsibility of the Executive Committee proposing the transfer to provide the required justification and to submit a proposal through the FICSA President to the Council. The Council may approve transfers of funds between chapters provided that the cumulative amount of funds transferred does not exceed 15% of the budget. Proposals for transfers shall be circulated to the Full Members and put to a postal vote if so, requested by a Full Member within five working days.

Article 8 The funds of the Federation shall be deposited in such bank accounts as are determined from time to time by the Executive Committee. These accounts shall be drawn on only by bank transfer orders bearing the signature of two members of the Executive Committee, one of whom shall normally be the Treasurer.

Article 9 A special reserve fund shall be established to be called "Termination Indemnities and installation Fund for the Staff of the Federation's Secretariat". The amount of this fund shall be adjusted by the Council annually in accordance with the recommendation of the

Treasurer. Unless authorized by the FICSA Council, this fund shall not be utilized for other purposes than termination or installation for new recruited staff.

Article 10 Integrated into *Article 13*.

Article 11 The Executive Committee may decide to establish other reserve funds for specific purposes.

Article 12 Reserve funds of the Federation may, by decision of the Executive Committee on the recommendation of the Treasurer, be held in interest-bearing negotiable instruments deposited with a bank at Geneva.

Article 13 Any surplus at the end of the year should be credited to a special fund called "Reserve Fund", unless the Reserve Fund is already at the maximum stipulated level, in which case surplus will be available for use as will be decided by the Council.
The Reserve Fund shall be provisioned to cover 12 months of FICSA operations as indicated in its program budget, on a three years average, i.e. the average budget amount over the last three years of FICSA program budget, to ensure that FICSA can cover all its liabilities, including any known short and long-term liabilities that FICSA may incur, that is not stated in the annual program budget. The Executive Committee can utilize up to a maximum of 25% of the reserves for unforeseen emergencies not covered by any other article of the financial rules upon by unanimous agreement of the Executive Committee. The circumstances which required such action shall be communicated to the Council at its next regular session.

Article 14 FICSA will establish and maintain a "Legal Defence Fund". The Fund will have an authorised level of CHF 60,000 at the beginning of each fiscal year of the Federation. The Fund will be constituted as follows:

(a) First, by the recovery of any legal costs and damages resulting from litigation currently supported by the Federation; secondly, the allocation to the Fund of any moneys unexpended within the Federation's audited accounts up to the authorised level as stated above; and thirdly, voluntary contributions from associations and unions.
(b) Should the foregoing sources be insufficient to bring the level of the Fund to CHF 60,000, the amount of such shortfall shall be included as a regular budget item for approval in such fiscal year.

Article 15 In addition, the full expected costs for the annual legal activities agreed during the Council after consideration by the Standing Committee on Legal Questions of ongoing and possible litigation, should be budgeted and assessed as part of the contributions for the year.

Article 16 The Legal Defence Fund will be treated as a special reserve for accounting and investment purposes. All returns from the investment of this Fund will be credited to it and reported separately at each FICSA Council session and to the Executive Committee's mid-year meeting.

Article 17 The functional and reporting currency of the Federation is Swiss francs. In preparing the Federation's budget and any related documents, the UN operational exchange rate as at 31 December of the prior year will be applied.

Article 18 The FICSA accountant shall prepare bank reconciliations on a monthly basis which should be signed off by the Treasurer or another member of the Executive Committee, as well as a member of the Secretariat not responsible for their preparation.

Article 19 These Financial Rules may be amended by a decision of the Council in accordance with Article 20(c)(2) of the Statutes.