



# COMMUNICATION

## *Arrangements, support for Staff Associations/Unions*

**28/25**

### *Memorandum of Understanding /Terms of Reference*

**Geneva  
23 October 2025**

To: All Members

From: FICSA Secretariat

Dear colleagues,

Following the discussions and decisions of the 78th FICSA Council ; decisions: (FICSA/C/78/D/13 and FICSA/C/78/D/15), the Staff Management Relations Standing Committee (SMR SC) kindly requests your input on the following two matters by completing the survey.

#### **1. Memorandum of Understanding (MoU)**

Please indicate whether your Staff Association has a signed MoU in place with your Administration.

- If **yes**, and a copy has not yet been shared with FICSA, or if the terms of your existing MoU have **changed** since your initial submission, kindly send or re-send the **current version** of your MoU to the FICSA Secretariat.

#### **2. Terms of Reference (ToR) for Executive Committee Roles/Staff Association/Union Committee -**

We would also appreciate receiving any **Terms of Reference** (ToR) that define the roles and responsibilities of your Staff Association/Union committee members (e.g. Chair/President, Treasurer, Secretary, Executive Committee Member, etc.).

- When submitting, please indicate whether these ToRs are included in your **Rules and Procedures** or exist as a **separate document** guiding your Association's work.

We would appreciate receiving the responses of Presidents/Chairs of Staff Associations/Unions by completing the survey:

The SMR Committee will consolidate and analyze the information received and determine the next steps—either to discuss at the next Council (February 2026), or to prepare **model documents** for the membership's use.

Your cooperation will help us compile a clearer overview of current practices across associations and support all members in strengthening their governance frameworks.

Please submit the relevant documents or information at your earliest convenience, and no later than **7 November 2025**.

With best regards,

*FICSA Secretariat*

*On behalf of the Standing Committee on Staff–Management Relations (SMR)*

Ask FICSA Secretariat for the link.

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