



FICSA/C/73/INFO/1

# 73<sup>rd</sup> FICSA COUNCIL

London 10-14 February 2020  
Hosted by IMO

A stylized graphic of a building or tower, rendered in dark blue. It has a pointed top, a central section with a circular window, and a base with vertical lines representing columns.The logo of the International Maritime Organization (IMO). It features the acronym "IMO" in a bold, sans-serif font, with a small globe icon to its right. Below the acronym, the words "INTERNATIONAL MARITIME ORGANIZATION" are written in a smaller, all-caps, sans-serif font.

## GUIDE FOR DELEGATES

*One strong Federation – One strong voice*

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## SUMMARY OF IMPORTANT DEADLINES

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**All Council documentation (background papers):** No later than 2 December 2019

**Credentials:** No later than 13 January 2020

**Nominations:** Last day of receipt: 21 January 2020

**Gala dinner:** Tuesday, 11 February 2020 at 19h30; deadline for inscription is 10 January 2020

## 1. PREFACE

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This guide supports delegates to find their way around the FICSA Council. It should be read in conjunction with the brochure entitled *FICSA explained* which was distributed via FICSA Communication 28/19.

Delegates are reminded that it is essential to bring with them up-to-date copies of the FICSA statutes, rules of procedure and financial rules (FICSA/C/72/5), and a copy of the report of the previous Council session (FICSA/C/72/R.1).

Please note that, except where otherwise stipulated in the statutes and financial rules, no costs incurred by delegates attending Council sessions are chargeable to FICSA. In particular, delegates are expected to settle promptly with the host organization or association/union any communication charges incurred on their behalf during the Council session. Such bills must be settled before the delegates' departure.

The working languages of the Council are English and French. Interpretation into both languages will be provided during the plenary sessions on Monday, 10 February between 09h30 and 17h30 and on Friday, 14 February between 09h30 and 12h30/13h30.

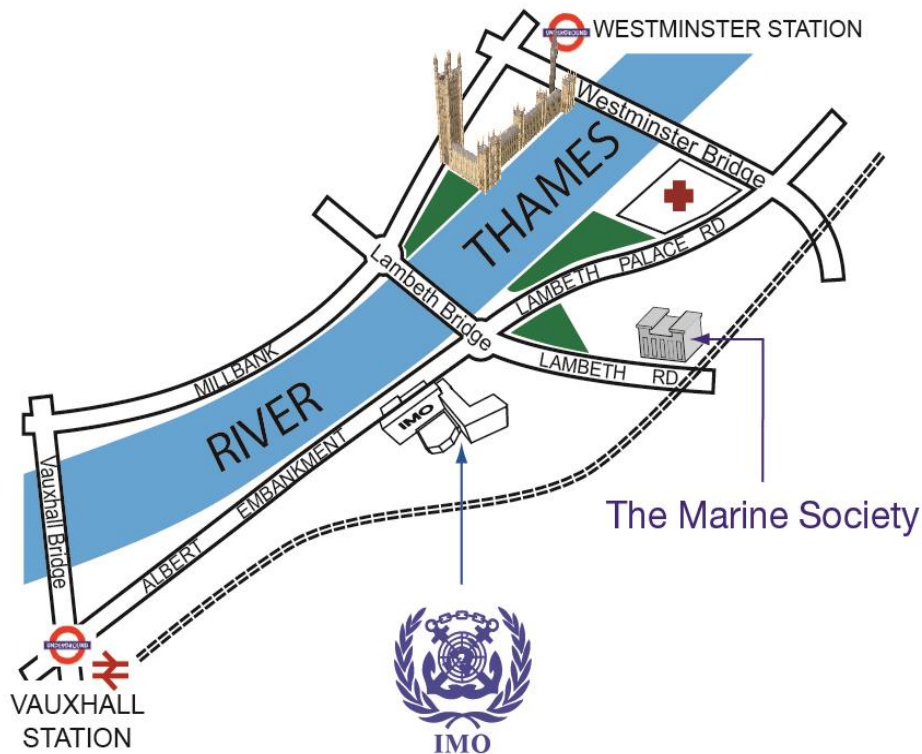
## 2. YOUR JOURNEY TO THE 73<sup>RD</sup> FICSA COUNCIL

### 2.1 Date and Place of the Council

The 73rd Session of the FICSA Council will be hosted by the Staff Association of the International Maritime Organization (IMO) in London, United Kingdom, 8 to 14 February 2020 with all pre-Council meetings being held in the same complex on 8 and 9 February 2020.

The IMO Headquarters is located at 4 Albert Embankment, London SE1 7SR, on the south bank of the River Thames. It is adjacent to Lambeth Bridge and Lambeth Palace. A useful landmark is the International Memorial to Seafarers, the impressive sculpture that marks the entrance to the building.

2.1.1 A map of the area is shown below.



4 Albert Embankment  
London SE1 7SR  
United Kingdom

Tel: +44 (0)20 7735 7611  
Email: [info@imo.org](mailto:info@imo.org)  
[www.imo.org](http://www.imo.org)



## 2.2 How to get to IMO

### 2.2.1 Transport from the Airport

*From Heathrow Airport:* <https://www.heathrow.com/transport-and-directions/getting-to-central-london>

*From Gatwick Airport:* <https://www.visitlondon.com/traveller-information/travel-to-london/airport/gatwick>

*From London City Airport:* <https://www.londoncityairport.com/>

*By taxi:* Participants coming to IMO taxi are advised to arrive at the front side of the building on Albert Embankment. Taxi services from the airport to the city centre can vary depending on the company, time of travel, distance, amount of traffic. When leaving, taxis can be booked at the Security Desk.

*By Underground:* The closest stations to IMO are Vauxhall, Waterloo, Westminster, or Lambeth North. Attached is a link to the tube map. Transport within London with the Oyster card : <https://tfl.gov.uk/travel-information/visiting-london/visitor-oyster-card>.

Participants are requested to enter and leave the premises via the main entrance. Access to the premises by other access points will not be possible for delegates.

### 2.2.2 Bus routes serving the area are:

- from Piccadilly, Oxford Circus and Charing Cross: No.3
- from Victoria: Nos.C10 and 507
- from Waterloo: Nos.77 and 507
- from Liverpool Street: No.344
- from Vauxhall: Nos.77, 344 and 360
- from Elephant and Castle: No.360
- [Plan a journey](#)

2.3 **Travel regulations:** Owing to the new and rigid air travel provisions, in particular with respect to hand luggage, delegates are strongly advised prior to travel to check the luggage and hand-luggage provisions of their respective airline, country of origin and country of destination.

2.4 **Passport/ Visa Requirements:** All visitors need a valid passport and are urged to check their particular passport and visa requirements well in advance of travel. N.B. Citizens of member states of the European Union or bearers of United Nations laissez passers do not need visas. Those who are from other countries must check their visa requirements in due time for entry into the United Kingdom. It may take two or three weeks to obtain visas. (changes following BREXIT- hard or soft!!)

**All delegates are responsible for processing their own visa applications**

2.5 **Hotels:** A list of hotels recommended by IMO is attached ([see Annex 1](#)). The hotels closest to IMO are Park Plaza Hotel, Crowne Plaza and Novotel.

2.6 **Facilities at IMO:** Please See [Annex 2](#).

## 3. YOUR ADMINISTRATIVE PLANNING

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3.1 **Credentials:** In accordance with Rule 14 of the Rules of Procedure, chairs of associations/unions which are Full or Associate Members, as well as those with Consultative and Special status and federations with Observer status, are all requested to return the credentials form provided in [Annex 3](#)) to the [FICSA Secretariat](#), **with copy to the IMO Staff Association (jlyu@imo.org)**.

3.2 **Proxies:** Associations and unions which are Full Members of FICSA and are not able to send a delegation to this Council may wish to consider voting by proxy. Please make your arrangements in time by sending one copy to the proxy holder and one copy to the [FICSA secretariat](#) before the opening session of the FICSA Council. According to Rule 27 of the Rules of Procedure, no Full Member present at the Council shall exercise more than one proxy vote (model attached, [Annex 4](#)).

### 3.3 Elections to the Executive Committee and Subsidiary Organs of the Council Nominations

Elections are scheduled as the first item of business on the afternoon of the penultimate day of the Council session (Thursday, 13 February). Please consult rules 35 to 44 of the Rules of Procedure for information on electoral procedures in [Annex 5](#). This year a new President will be elected at the Council. The President chairs the Executive Committee and has a full-time release.

Full Member associations and unions are reminded that, when proposing candidates for the Executive Committee and the subsidiary organs, i.e. the Regional Representatives, they would ensure that the organization of the successful candidate would provide the relevant support during their mandate. Such support implies full-time release from work to carry out FICSA activities and office support. In addition, it is imperative that Executive Committee members and Regional Representatives realize that they would be representing the Federation and not their individual association or union during their mandate. Document FICSA/C/73/2 entitled “Nomination form and terms of reference for the officers of FICSA” (Executive Committee and Regional Representatives) refers.

The High-Level Committee on Management (HLCM), at its September 2017 session, “*decided to re-launch a consultative process among FICSA member organizations to discuss the development of a proposal on the operational model as well as funding approaches for FICSA elected officials’ positions*”. Efforts are being made to put in place a cost-sharing scheme. More detailed information will be communicated to members through an official Communication prior to Council.

Member associations and unions nominating candidates for Standing Committee positions should bear in mind that the elected officials should attend the following FICSA Council session as a member of their respective delegation and that their travel expenses would be the responsibility of their respective association or union.

#### 3.3.1 Nominations

Nominations for election to the Executive Committee and to the offices of the Regional Representative must be submitted to the General Secretary no less than 20 days and circulated to all FICSA Full Members no less than 15 days, before the opening of the Council session. Each nomination requires the support of the association/union to which the candidate belongs and must be accompanied by a summary of the candidate’s record as a staff representative. The nomination form will be sent to you in due course.

In nominating candidates for the Executive Committee and the offices of the Regional Representative, Full Member associations/unions are requested to bear in mind that the elected officials are expected to be able to devote a sufficient amount of time to their functions. 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. All elected officials are expected to establish and maintain close contacts with the associations/unions situated in their region.

### 3.3.2 Time of elections

Elections to the Executive Committee and to the offices of the Regional Representative are scheduled as the first item of business for the afternoon session of the penultimate day of the regular Council session. In the case of a five-day meeting (Monday through Friday), elections are scheduled the first item for Thursday afternoon.

### 3.3.3 Order of the elections

The order of the elections is as follows:

- i. President (in even years) or General Secretary (in odd years) both for two-year terms
- ii. Treasurer, for a one-year term
- iii. Two Members for Compensation Issues, one-year term
- iv. Member for Regional and Field Issues, one-year term
- v. Member without Portfolio, one-year term, and
- vi. Four Regional Representatives (in the following order: Africa, the Americas, Asia and Europe), one-year term.

### 3.3.4 Election procedure

Elections to the Executive Committee and to the offices of the Regional Representative are conducted by secret ballot. If there is only one candidate for a given post, the candidate may be elected by acclamation unless a Full Member association/union requests that a secret ballot take place.

To be elected, a candidate must gain the double majority (majority of Full Member associations/unions and majority of *per capita* votes). Where two consecutive rounds between the same two candidates do not result in a decisive double-majority vote, the tiebreaker system described in Article 21 of the Statutes is used in the subsequent rounds.

Where there are three or more candidates and none obtain the required majority, the subsequent round is limited to the two candidates having obtained the highest number of votes per Full Member association/union.

Further nominations may be put forward after an unsuccessful round, as follows: after the first round where there has been one candidate only; after the second or subsequent round if there have been two or more candidates.

Please see [Annex 5](#) for Election and Voting Procedures.

### 3.3.5 Nominations and Elections of Standing Committee Chairs and Vice- Chairs, Permanent Technical Committee Coordinators and Vice- Coordinators, and Chairs and Vice-Chairs of the Ad Hoc Committees

Together with its report, each standing committee is expected to submit to the Council nominations for the chair and two vice-chairs for the coming year.

The chair of the SC on General Service Questions and the chair of the SC on Professional Salaries and Allowances also assume the function of coordinator of the respective subsidiary PTC. The two vice-coordinators of each PTC are appointed by the Chair of the respective SC in consultation with the members of the corresponding PTC. For each PTC one of the vice-coordinators shall have the portfolio for headquarters issues and the other vice-coordinator the portfolio for non-headquarters issues.

The officers nominated are then elected by the Council, normally by acclamation when adopting the standing committee report and its respective decisions. Persons so elected are expected to: establish and maintain close contact with their SC colleagues until and including the subsequent Council session; follow up on Council decisions; and prepare input for the Executive Committee and the subsequent Council session.

The chairs and vice-chairs of the ad hoc committees (Administrative and Budgetary Questions as well as Strategic Development) are elected at the beginning of each Council session as ad hoc committees exist only while Council is in session, whereas standing committees continue to exist all year.

In nominating candidates for the position of chair, vice-chair or vice-coordinator of the various committees and/or positions on the Executive Committee, heads of delegation should bear in mind that candidates should be members of their delegation to the Council. In the same way, all serving chairs, vice-chairs and vice-coordinators should also be included in their respective delegations.

**CREDENTIALS MUST BE SENT NO LATER THAN 13 JANUARY 2020**

### 3.4 **Deadline for receipt of Council documents**

The effectiveness of the Council depends, in large part, on providing documents in a timely fashion to all delegates. During the year, the FICSA Secretariat worked closely with Chairs and Vice-Chairs of FICSA Standing Committees in order to implement the “FICSA Council decisions and work plan for 2019” (ref. FICSA/CIRC/1308 of 22 March 2019) and to identify and follow up on areas in which they were requested to act.

**The Chairs are kindly asked to send their reports on the implementation of the decisions (if applicable), as well as the background documentation for the agenda of the 73<sup>rd</sup> FICSA Council to [ficsa@un.org](mailto:ficsa@un.org) by 2 December 2019 at the latest in order to provide time to** prepare these as working papers/background documents for the Standing Committee meetings and/or Plenary Session. All follow-up actions are captured in the Freedcamp online workplan and need to put into document format.

Full and Associate Members **are kindly asked to send their Council background documentation for the 73<sup>rd</sup> FICSA Council plenary sessions to [ficsa@un.org](mailto:ficsa@un.org) by 2 December 2019 at the latest in order to provide time to** prepare these as working papers/background documents for the Standing Committee meetings and/or Plenary Session in accordance with the SC agendas. All follow-up actions are captured in the Freedcamp online workplan and need to put into document format.

All submissions must be handed to and cleared by the General Secretary, or the person acting in his/her stead, for clearance before issuance.

Any documentation received after that date will be issued as a conference room paper (CRP) which carries no authoritative value during sessions.

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## 4. PROGRAMME AND PLANNING OF ARRIVAL

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### 4.1 **Registration and working hours**

Registration will take place at the IMO registration desk on the ground floor just inside the main entrance from 08h00 to 10h00 hours on Monday, 10 February 2020. Delegates attending weekend meetings will also have the opportunity to register during the pre-Council sessions on Saturday, 8 or Sunday, 9 February 2020 from 08h00-10h00 and 15h00 to 16h00.

The security team might ask you for your IMO contact person, in which case please give the name of:



Ms Juan LYU  
 Staff Committee  
 Tel. +44 207 463 3176  
 Email: [jlyu@imo.org](mailto:jlyu@imo.org)

#### 4.2 **Schedule for Pre-Council Meetings and Events**

Meeting schedules are heavy and demand the full cooperation of all participants. Participants should devote themselves exclusively to the work of the Council and thus contribute towards full staff representation.

The full schedule of pre-Council sessions will be posted on the FICSA website closer to the Council (ref. document FICSA/C/73/INFO/CRP.1).

##### **Saturday 8 February 2020:**

9:00 to 17:00 ICSC information session, Conference Room 3-5

17:00 to 17:30 ExCom meeting with IMO Staff Association, Committee Room 12

17:30 to 18:00 ExCom meeting with Regional Representatives, Committee Room 12

##### **Sunday 9 February 2020:**

10:00 to 13:00 PTC/GSQ (Committee Room 12) and PTC/PSA (Committee Room 11) meetings

14:00 to 16:30 ExCom and Heads of Delegations meeting, Conference Room 6-8

16:40 to 17:40 Excom meeting with Chairs and Vice-Chairs of Standing Committees, Conference Room 6-8

16:45- 17:15 Introduction to FICSA for newcomer, Committee Room 12

4.3 **Meetings of the Executive Committee:** In accordance with past practice, the newly-elected Executive Committee will also hold a short meeting on the Friday afternoon/evening, the last day of Council (14 February), or if need be on the Saturday morning following the closure of the Council (15 February). Candidates that have been nominated for the Executive Committee should therefore make their travel arrangements accordingly in order to be able to attend this meeting.

4.4 **Meeting of Heads of Delegations:** The meetings will deal briefly with administrative and budgetary issues and the FICSA Statutes, and as such require the involvement of all member associations/unions. It is hoped that this will alleviate the workload during the Council.

#### 4.5 **Meetings of the Chairs and Vice-Chairs of the Standing Committees:**

This Pre-Council meeting will be held on the Sunday before Plenary opens. It will discuss briefly the process during Standing Committee meetings, the reporting and agenda items. Expenses incurred by chairs and vice-chairs of committees to attend meetings, seminars, etc., on behalf of the Federation have to be covered by their respective association/union or organization.

4.6 **Briefing for newcomers:** Participating associations and unions are requested to assist in briefing any new members of their delegation about Council proceedings.

4.7 **Dinner for delegates:** Arrangements have been made for delegates to meet for a champagne reception and Gala dinner on Tuesday, 11 February starting at 18h15 or only the dinner starting at 19h30. For organizational purposes delegates are kindly requested to register with the [IMO Staff Association](#) before 10 January 2020 of their intention to attend the champagne reception and Gala dinner or dinner only. If your staff association/union cannot provide the names of the delegates before the above date, a provisional booking should be made for the required number of seats. The cost for the champagne reception and Gala dinner is

£70 or £60 for dinner only, per person to be paid in cash (please have the exact money) directly to the IMO Staff Association during registration at Council. A form for registration is attached ([Annex 6](#)).

## 5. MORE ABOUT THE FICSA COUNCIL

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The FICSA Council is the supreme body of the Federation of International Civil Servants' Associations (FICSA). As such, it:

- a. Determines the Federation's policies;
- b. Approves the admission of new members, the granting of associate, consultative, observer and special status, and the suspension of membership rights;
- c. Adopts the annual budget of the Federation; approves the scale of contributions and approves the accounts;
- d. Elects the members of the Executive Committee, namely the President (for a two-year period in even years), General Secretary (for a two-year period in odd years), Treasurer, two Members for Compensation Issues, a Member for Regional and Field Issues and a Member without Portfolio. In addition, we currently have four regional positions covering Africa, Americas, Asia and Europe for which regional representatives are elected. The Executive Committee is responsible for implementing the Council's decisions and recommendations and the four regional representatives are responsible for monitoring the situation in their respective regions;
- e. Elects the chairs and vice-chairs of the Standing Committees; and
- f. Draws up the programme of work for the Executive Committee.

### 5.1 Frequency of Meetings

The FICSA Council holds one regular session each calendar year, usually during the first week of February. In addition, it holds extraordinary sessions at the request of the Executive Committee or of at least one-third of the Full Members of the Federation.

### 5.2 Attendees

Council is attended by delegations from the Full and Associate Member associations/unions, as well as associations with consultative status, federations with observer status and associations/unions with special status. In addition, guests, including sister federations, may be invited to attend all or part of the Council's deliberations. In Standing Committee discussion observers and guests can provide views in a moderate manner which are, however, not taken into account in the reports.

### 5.3 Conducting Business at the FICSA Council

- 5.3.1 **Officers:** The Council elects its officers, normally consisting of a chair and two vice-chairs who remain in office until the closing of the session and approves the appointment of the rapporteur for the plenary sessions of Council.
- 5.3.2 **Council agenda:** The agenda of the Council session is adopted in plenary.
- 5.3.3 **FICSA committees:** For every ordinary session of Council, a meeting schedule in the form of a programme of work is adopted to ensure that no more than two committee meetings are in session at any one time to allow small delegations maximum participation. Each committee deals with a specific subject area and reports back with recommendations to the Plenary session. Joint sessions of two or more committees may be arranged on matters of common interest.

There are currently three types of FICSA committees which meet either immediately before or during the Council session which are listed below:

The Standing Committees:

Conditions of service in the field  
 General Service questions  
 Human resources management  
 Legal questions  
 Professional salaries and allowances  
 Social security/occupational health and safety  
 Staff/management relations

The Permanent Technical Committees:

General Service questions  
 Professional salaries and allowances

The Ad hoc Committees:

Administrative and budgetary questions  
 Strategic development

The chairs and two vice-chairs of the seven SCs as well as the coordinator and two vice-coordinators of the two PTCs are elected at the close of each Council session in order to ensure continuity over the period up to, and including, the next Council.

The Chair of the SC on General Service Questions and the Chair of the SC on Professional Salaries and Allowances also assume the function of coordinator of the respective subsidiary PTC. The two vice-coordinators of each PTC are appointed by the Chair of the respective SC in consultation with the members of the corresponding PTC. For each PTC one of the vice-coordinators shall have the portfolio for headquarters issues and the other vice-coordinator the portfolio for non-headquarters issues. Special sessions of standing committees or permanent technical committees are occasionally held in the period between Council sessions.

- 5.3.3.1 **Ad hoc Committee on Strategic Development:** The chairs and two vice-chairs of the two ad hoc committees are elected at the beginning of each Council session. A working group was established during the 64<sup>th</sup> FICSA Council to: examine the internal working practices of FICSA; develop a long-term strategy; create a corporate image for the Federation; promote the introduction of results-based budgeting and programming, and assist in the follow up to Council decisions and propose various forms of on-line training. At the 69<sup>th</sup> Council, it was agreed to call the working group an Ad hoc Committee.
- 5.3.3.2 **Committee agendas:** Draft agendas are prepared in advance. A pre-Council meeting of chairs, vice-chairs, coordinators and vice-coordinators is held with the FICSA Executive Committee on the Sunday prior to the opening session to agree on the final provisional agenda for each committee. Once the opening session of Council has finished, the Council breaks up into its various committees. It is then the task of each committee to adjust the agenda, if necessary, to reflect the tasks assigned to it by the Council.
- 5.3.3.3 **Rapporteurs:** Council elects a rapporteur who prepares a report on the proceedings of the plenary sessions of Council. In addition, each committee elects a rapporteur who is entrusted with the preparation of the committee's report. Notes for the committee rapporteurs as well as a model cover page will be sent out to standing committee chairs and vice-chairs.
- 5.3.3.4 **Council report:** The rapporteur of the Council session is responsible for preparing the draft version of the Council report and is therefore required to maintain close contact with the FICSA General Secretary, FICSA secretariat and, through the secretariat, with the rapporteurs for each committee, both during and after the Council session. Every effort is made to publish the final version of the report in English not later than six weeks after the Council session.
- 5.3.3.5 **Committee reports:** Once approved by the participants of the committees, the reports of the committees are then submitted to the Council for adoption in plenary on the last day of the Council.

The importance of timely preparation and submission of those reports cannot be overstressed. Once a report has been approved by a committee, the issues should not normally be reopened for discussion in plenary. The presentation of a delegation's views during the meetings of the committee therefore takes on particular importance. It is also very important that any committee decision be expressed clearly and concisely, and that the person or group responsible for implementing them also be identified along with any deadline.

- 5.3.3.6 **Resolutions:** All resolutions adopted by the Council are issued by the FICSA secretariat immediately after the close of the Council session.

#### 5.4 **The Role of the FICSA Secretariat**

The secretariat plays a crucial part in the smooth functioning of each Council session. For the purposes of the Council, the secretariat normally consists of the President, General Secretary and the FICSA staff. In addition, the association/union hosting the Council session normally provides auxiliary secretarial support. The tasks of the secretariat during the Council session include the following:

- 5.4.1 **Reproduction and distribution of documents/conference room papers:** Participants to come to the Council with laptops uploaded with a full set of documents issued prior to the Council. If delegates do not have laptops, they should bring hard copies of all documentation. Copies can only be made if absolutely necessary.
- 5.4.2 **Handling of inquiries:** The FICSA secretariat receives any inquiries concerning the conduct of the Council sessions. Enquiries concerning hotel accommodation, travel arrangements, post-Council sight-seeing tours, etc., should be addressed to the office of the in-house travel agent(s) or, failing that, to representatives of the host association/union.

## ANNEX 1

## HOTEL LIST FOR LONDON

| IMO CORPORATE HOTEL RATES 2019  |  |  |
|---|--|--|
| HOTELS  | ROOM TYPE  | RATES  |
| <b>CROWNE PLAZA</b><br>10 Albert Embankment,<br>London SE1 7SP<br><br>3 minutes walk from IMO   | King Standard Rooms single/double<br>River View Rooms single/double<br>Club Rooms<br>Junior Suites/ One Bedroom Suites | £198.00/£198.00<br>£228.00/£228.00<br>£248.00<br>available upon request<br>Buffet breakfast supplement £18 + VAT |
| <b>Unique booking link <a href="#">Crowne Plaza Booking Link</a> or email <a href="mailto:reservations@cplondonalbert.co.uk">reservations@cplondonalbert.co.uk</a></b><br>Please note rates on the online booking system are inclusive of VAT<br><b>Tel: +44 (0) 203 1460 379</b><br><b>Rates valid until 31 December 2019</b><br><b>Blackout dates: 21-22 May, 18-19 June, 2-3 and 9-10 July, 9-12 September and 31 December</b> |  |  |
| <b>DOLPHIN HOUSE</b><br>Dolphin Square<br>London SW1V 3LX<br>20 minutes by bus to IMO<br>24 minutes walk to IMO   | 1 bedroom apartment (room only)<br>1 bedroom apartment (Bed & Breakfast)   | £160.00<br>£170.00<br>Inclusive of WIFI & VAT. Complimentary<br>use of the Sports & Fitness Club                 |
| <b>Tel: + 44 (0) 20 7798 6888 or email <a href="mailto:dh@dolphinsquare.co.uk">dh@dolphinsquare.co.uk</a> / <a href="http://www.dolphinsquare.co.uk/house">www.dolphinsquare.co.uk/house</a></b><br><b>Rates valid until 31 December 2019</b>   |  |  |
| <b>THE GRANGE LANGHAM COURT 4*</b><br>31-35 Langham Street,<br>London, W1W 6BU<br>29 minutes to IMO on public<br>transport  | Single/double/twin superior<br>Single double executive   | £145.00<br>£155.00<br>+ VAT  |
| <b>THE GRANGE FITZROVIA 4*</b><br>20-28 Bolsover Street<br>London, W1W 5NB<br>31 minutes to IMO on public<br>transport  | Single/double/twin standard<br>Single/double executive   | £145.00<br>£169.00<br>+ VAT  |
| <b>THE GRANGE WHITEHALL</b><br>2-5 Montague Street,<br>London, WC1B 5BU<br>35 minutes to IMO on public<br>transport   | Single/double/twin superior<br>Single/double/twin executive  | £135.00<br>£155.00<br>+ VAT  |
| <b>THE GRANGE ROCHESTER 4*</b><br>69 Vincent Square,<br>London, SW1P 2PA<br>16 minutes walk to IMO  | Single/double/twin standard<br>Single/double superior<br>Single/double executive                                       | £117.00<br>£135.00<br>£155.00<br>+ VAT   |
| <b>THE GRANGE WELLINGTON</b><br>71 Vincent Square,<br>London, SW1P 2PA<br>28 minutes to IMO on public<br>transport  | Single/double/twin superior<br>Single/double/twin executive<br>1 bedroom studio apartment                              | £155.00<br>£175.00<br>£200.00<br>+ VAT   |
| <b>THE GRANGE HOLBORN</b><br>50-60 Southampton Road<br>London, WC1B 4AR<br>28 minutes to IMO on public<br>transport   | Single/double/twin superior<br>Single/double/twin executive  | £175.00<br>£195.00<br>+ VAT  |

|  |   |  |
|--|---|--|
| <b>THE GRANGE STRATHMORE</b><br>41 Queens Gate Gardens,<br>London, SW7 5NB<br>31 minutes to IMO on public transport  | Single<br>Double/twin superior<br>Single/double/twin executive  | £107.00<br>£122.00<br>£140.00<br>+ VAT   |
| Grange Central Reservations: Tel + 44 (0) 20 7233 7888 Email: <a href="mailto:reservations@grangehotels.com">reservations@grangehotels.com</a><br>Rates valid until December 2019  |   |  |
| <b>IMO CORPORATE HOTEL RATES 2019</b>  |   |  |
| <b>HOTELS</b>  | <b>ROOM TYPE</b>  | <b>RATES</b>   |
| <b>NOVOTEL</b><br>113 Lambeth Road,<br>London, SE1 7LS<br>2 minutes walk to IMO  | Standard Single/double<br>Superior Single/double<br>Executive Single/double   | £158.00/£168.00<br>£168.00/£178.00<br>£188.00/£198.00  |
| Rates valid until 31 December 2019<br>Reservations <a href="#">link</a> (Company Code SC227093192, Access code: IN187GB754)<br>Tel: + 44 (0) 20 7793 0202 Email: <a href="mailto:H1785@accor.com">H1785@accor.com</a><br>Bespoke webpage: <a href="http://businessstravel.accorhotels.com">businessstravel.accorhotels.com</a> |   |  |
| <b>PARK PLAZA RIVERBANK LONDON</b><br>4*<br>18 Albert Embankment,<br>London, SE1 7TJ<br>4 minutes walk to IMO  | Superior Single/double<br>Executive Single/double   | £165.00/£178.00<br>£190.00/£203.00<br>+VAT<br>Inclusive of breakfast & WIFI  |
| Rates valid until 31 December 2019 Tel: + 44 (0) 20 7958 8000 Email: <a href="mailto:pprlres@pphe.com">pprlres@pphe.com</a> Landing page for bookings: <a href="http://www.parkplaza.com/imo">www.parkplaza.com/imo</a>  |   |  |
| <b>PLAZA ON THE RIVER 5*</b><br>18 Albert Embankment,<br>London SE1 7TJ<br>4 minutes walk to IMO   | Deluxe River view Single/double<br>Studio Single/double<br>1 bed suite (restricted view) Single/double<br>1 bed suite (river view) Single/double  | £196.00/£209.00<br>£221.00/£234.00<br>£261.00/£274.00<br>£331.00/£344.00<br>+ VAT<br>Inclusive of breakfast & WIFI   |
| Rates valid until 31 December 2019 Tel: + 44 (0) 20 7958 8000 Email: <a href="mailto:pprlres@pphe.com">pprlres@pphe.com</a> Landing page for bookings: <a href="http://www.parkplaza.com/imo">www.parkplaza.com/imo</a>  |   |  |
| <b>STAYBRIDGE SUITES VAUXHALL</b><br>100 Vauxhall Walk<br>London, SE11 5AL<br>6 MINUTES WALK TO IMO  | Standard studio T1 (1-6 nights)<br>Standard studio T2 (7-14 nights)<br>Standard studio T3 (15-28 nights)<br>Standard studio T4(29+ nights)<br>1 bed apartment T1 (1-6 nights)<br>1 bed apartment T2 (7-14 nights)<br>1 bed apartment T3 (15-28 nights)<br>1 bed apartment T4 (29+ nights)<br><br>All rates include WIFI and buffet breakfast.<br>Access to gym and laundry room<br>Each suite contains a fully equipped kitchen.<br>Social evenings Mon, Tues & Wed with complimentary drinks & snacks. | £160.00 per night<br>£150.00 per night<br>£145.00 per night<br>£140.00 per night<br>£190.00 per night<br>£180.00 per night<br>£175.00 per night<br>£170.00 per night<br>+ VAT @ 20% for the 1 <sup>st</sup> 28 nights and thereafter at 4% |

**Rates valid until 31 December 2019**

**Booking link for IMO rates:**

[https://www.staybridge.com/redirect?path=hd&brandCode=SB&localeCode=en&hotelCode=LONVA&rateCode=IPUNS&\\_P\\_MID=99502056&corporateNumber=100319583&viewfullsite=true](https://www.staybridge.com/redirect?path=hd&brandCode=SB&localeCode=en&hotelCode=LONVA&rateCode=IPUNS&_P_MID=99502056&corporateNumber=100319583&viewfullsite=true)

**OTHER HOTELS NEAR IMO (PLEASE BOOK DIRECTLY WITH THE HOTELS/INTERNET)**

**DAYS HOTEL** – 11 minutes walking distance

54 Kennington Rd, Lambeth, London SE1 7BJ •

Tel: 020 7922 1331

Webpage: <https://www.wyndhamhotels.com/en-uk/days-inn/london-united-kingdom/days-hotel-london-waterloo/overview?CID=LC:DI:20160927:Rio:Local&iata=00093796>

**TRAVELODGE LONDON VAUXHALL** – 10 minutes walk to IMO

3 Bondway, Vauxhall,

London,

SW8 1SJ, United Kingdom

Sat nav postcode: SW8 1SJ

Tel: 08715 591860

<https://www.travelodge.co.uk/hotels/576/London-Vauxhall-hotel>

**HOLIDAY INN EXPRESS LONDON - VAUXHALL NINE ELMS** – 10 minutes walk to IMO

87 S Lambeth Rd, London

SW8 1RN

Tel: 020 7735 9494

<http://www.holidayinnexpress-vauxhallnineelms.en-london.com/>

## ANNEX 2

### FACILITIES AT IMO

The IMO Building is a self-contained complex with a number of meeting service facilities and self-service restaurant on the premise. Other currency exchange facilities and banking services are available at a number of banks in the vicinity of the IMO.

**Meeting rooms:** There are three meeting rooms with interpretation facilities, situated as follows:

1. Committee Room 9: Second floor
2. Committee Rooms 3, 4, 5 and 6, 7, 8: First floor
3. Committee Rooms 11, 12, 13 and 14: Second floor

#### Internet access for visitors

Network: IMOPUBLIC

Password: 84721Mar

**Cable Connection:** Ethernet cables are available underneath your desk for wired connection to the network. Additional cables may be requested, on loan, from the Conference Desk on the second floor, with a step-by-step user guide to connect to the network.

**ICT Help:** If you need any assistance on ICT matters, ICT Helpdesk staff are stationed at the Documents Counter on the ground floor from 08h30 to 13h00 on the first day of the meeting for on-the-spot support. During subsequent meeting days, you may contact the Helpdesk through the Documents Counter or directly on ext. 4041 or 4033, or by visiting the ICT Helpdesk on the 3rd floor for assistance.

**Business centre:** Two Business Centres equipped with Web-enabled computers and printers are available for use by delegates on the first floor.

**Catering services:** The self-service restaurant, which is located on the fourth floor, will be open from 08h15 to 16h15. Payment can be made either by cash or debit card.

**ATM:** Vauxhall Station - closest to IMO. Horseferry Road which is over the Lambeth Bridge (5-7 minutes walk). At every train station (underground and overground).

**Medical emergencies at IMO:** Contact the staff nurse on ext. 4012 or Security on ext. 3200.

**Lost and found:** Security desk

**IMO souvenir shop:** The Staff Association sells IMO-branded merchandise at the Staff Association shop located next to the restaurant on the fourth floor.

**Smoking:** Smoking is only permitted outside the building and on the 4<sup>th</sup> floor at the terrace.

**Mobile telephones:** The use of mobile telephones is not allowed inside the Committee and meeting rooms at IMO during meetings. Participants are requested to switch off their mobile telephones during meetings.

**Electricity:** Standard voltage is 230 V and the frequency is 50 Hz. Travel adaptors are available for purchase from the IMO Souvenir Shop.

**Pharmacies:** There are several pharmacies near IMO and a late night one [Waterloo] [anywhere else]

#### General information:

**Language:** English

**Currency:** British Pound – GBP

**Credit cards:** Major cards are accepted

**Time zone:** Greenwich Mean Time (GMT)

**Weather in London:** In February, the climate can go as low as 3°. It could also snow and be icy. Also bring your umbrella as you will experience the English weather where rain is the constant factor.

**Shopping:** Shops open from 09h00 to 19h00 on weekdays and from 09h00 to 17h00/18h00 on Saturdays and Sundays. There are smaller branches of supermarkets (local/express) that are open up to 11h00.

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**Annex 3****CREDENTIALS**

FICSA/C/73/3

Provisional agenda item 2

In accordance with Rule 13 of the Rules of Procedure of the Council, the credentials of each delegation should be communicated to the FICSA Secretariat at least ten working days before the opening of the session. Chairs of member associations/unions as well as members with associate, consultative, observer and special status and the various guests are therefore requested to complete and return the attached credentials document as indicated on the form i.e. to the FICSA General Secretary c/o FICSA secretariat with copy to the host staff association:

Associations/unions which are Full or Associate Members of FICSA, as well as those with Consultative or Special status, and federations with Observer status, are all requested to complete the form below and return it **at the latest on 13 January 2020 by email to:**

Evelyn Kortum, General Secretary  
FICSA  
[ficsa@un.org](mailto:ficsa@un.org)

**with copy to:**

Ms Juan Lyu, IMO Staff Association  
[staffassociation@imo.org](mailto:staffassociation@imo.org)

**Please type or use CAPITAL LETTERS**

| STAFF ASSOCIATION/UNION, OR FEDERATION OF: |              |            |                    |  |
|--|--------------|------------|--------------------|--|
|  | FAMILY NAME: | FIRST NAME | Professional email | Gmail address<br>(for google calendar) |
| HEAD OF DELEGATION                         |              |            |                    |  |
| Member of delegation                       |              |            |                    |  |
| Member of delegation                       |              |            |                    |  |
| Member of delegation                       |              |            |                    |  |
| Member of delegation                       |              |            |                    |  |

Chair/President, Staff Association/Union/Federation of:

Signature:

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**ANNEX 4**

**PROXY**

**(For Full Members only)**

Date:

I, the undersigned, \_\_\_\_\_, Chairman/President of the Staff Association/Union of \_\_\_\_\_, appoints the Head of Delegation of the \_\_\_\_\_ (add name in full) Staff Association/Union as proxy of the \_\_\_\_\_ (add name in full) Staff Association/Union at the 73<sup>rd</sup> session of the FICSA Council (IMO London, 8 to 14 February 2020).

The proxy is hereby empowered to represent the views of the \_\_\_\_\_ Staff Association/Union at the above-mentioned Council session and to vote on their behalf as s/he sees fit, if not given specific instructions otherwise.

Name:

Chairman/President:

Staff Association/Union:

Signed: \_\_\_\_\_

Please email a copy of the signed proxy to the FICSA secretariat ([ficsa@un.org](mailto:ficsa@un.org))

## ANNEX 5

### ELECTION AND VOTING PROCEDURES

#### ELECTION PROCEDURES

- 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 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 and Europe and the Middle East and North Africa Region and Arabic speaking countries MENAASC)) 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 39bis 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 13bis 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.

## **VOTING PROCEDURES**

**Abstentions:** A Full Member association/union that abstains at a particular vote signals its intention not to influence the decision in any way. Abstentions are thus not counted as votes.

**Applicable provisions:** The provisions applicable to voting are Articles 20 and 21 of the Statutes and Rules 27 to 34 of the Rules of Procedure.

**Consensus:** To the extent possible, the FICSA Council and its committees seek to work by consensus. In the absence of consensus, a vote is taken if requested by one Full Member association/union and seconded by another Full Member.

**Entry into force of amendments to the Statutes:** Any decision to amend the Statutes will come into force 30 working days after being communicated by the Executive Committee to the membership, unless more than one-third of the Full Members objects in writing within the fixed time period.

**Qualified majorities:** Decisions normally require a majority (more than half) of the votes cast, counted either on the basis of one vote per Full Member and, separately, *per capita* or according to the "tie-breaker" system. Decisions requiring a qualified (two-thirds) majority include application for Full and Associate membership, and amendments to the Statutes or to the Rules of Procedure.

**Quorum:** One half of the total number of Full Member associations/unions constitutes a quorum.

**Type of majorities required:** To be adopted, any proposed decision must obtain the double majority (majority of Full Member associations/unions and majority of *per capita* votes). *Per capita* votes are normally determined according to the most recently published CEB personnel statistics or information provided by administrations, which are also used for calculating contributions. In the event of a split majority, the result of the vote is determined using the "tie-breaker" system described in Article 21 of the Statutes (available under Council documentation).

**Voting system:** The FICSA Secretariat will make any effort to implement an electronic voting system for this Council.

ANNEX 6

FICSA Council 73rd session

INTERNATIONAL MARITIME ORGANIZATION (IMO)

REGISTRATION FORM FOR CHAMPAGNE RECEPTION AND THE GALA DINNER TO BE HELD  
ON

Tuesday, 11 FEBRUARY 2020, 18h15

The Dickens Inn,  
THE DICKENS INN  
ST KATHARINE DOCKS  
LONDON  
E1W 1UH



**Please register before 10 January 2020**

Completed registration form to be returned to [staffassociation@imo.org](mailto:staffassociation@imo.org)

Payment to be made directly to IMO Staff Association at the Council (GBP cash only accepted)

**(FICSA Secretariat will not accept registrations or payments)**

- I will attend the champagne reception and gala dinner (£70) (starting at 18h00)
- I will attend gala dinner only (£60) (starting at 19h30)

Name: \_\_\_\_\_

Staff Association/Union: \_\_\_\_\_

Email Contact/Tel. details: \_\_\_\_\_

Date/Signature: \_\_\_\_\_

## ANNEX 7

### FICSA COUNCIL GLOSSARY OF TERMS

#### Electoral Terms

|                              |  |
|------------------------------|--|
| Abstentions:                 | A formal refusal to vote on an issue.  |
| Consultative Process:        | A conference, a discussion, an exchange between two or more people.  |
| International Civil Servant: | International civil servants are public sector employees who work for international organizations such as the United Nations, the World Health Organization, and the International Atomic Energy Agency. |
| Quorum:                      | Fixed minimum number of eligible members or stockholders who must be present at a meeting before any official business may be transacted or a decision therein becomes legally binding.                  |
| Rapporteur:                  | A person chosen by an organization to prepare official reports of meetings or to investigate and report on a problem.  |

#### FREQUENTLY USED ABBREVIATIONS:

|         |  |
|---------|--|
| CRP:    | Council Room Papers  |
| FUNSAS: | Field UN Staff Associations (usually a grouping of staff associations of different UN organizations or entities in a given field duty station) |
| PTC:    | Permanent Technical Committee (for GS Questions (GSQ)) & Professional Salaries Allowances (PSA)  |
| SC:     | Standing Committee   |

#### 7 FICSA STANDING COMMITTEES – 2 AD HOC COMMITTEES

|              |  |
|--------------|--|
| A&B:         | Ad hoc Committee on Administrative & Budgetary Questions |
| SD:          | Ad Hoc Committee on Strategic Development                |
| A&B:         | Ad Hoc Committee on Accounts & Budget                    |
| FIELD:       | Conditions of services in the Field                      |
| GSQ:         | General Service Questions                                |
| HRM:         | Human Resources Management                               |
| LEG:         | Legal  |
| PSA:         | Professional Salaries and Allowances                     |
| SOCSEC/OHS : | Social Security (occupational health schemes)            |
| SMR:         | Staff Management Resources                               |

#### HIGH-LEVEL BODIES

|             |  |
|-------------|--|
| ACPAQ:      | Advisory Committee for Post Adjustment Questions |
| ASHI:       | After Service Health Insurance                   |
| CEB:        | Chief Executive Board                            |
| HLCM:       | High Level Committee on Management               |
| HR Network: | Human Resources Network                          |
| IASMN:      | Inter-Agency Security Management Network         |
| ICSC:       | International Civil Service Commission           |
| JIU:        | Joint Inspection Unit                            |
| UNGA:       | UN General Assembly                              |
| UNJSPB:     | UN Joint Staff Pension Board                     |

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