FICSA

Federation of International Civil Servants' Associations

GUIDELINES

ON THE USE OF THE FICSA TRAINING FUND

For

FICSA FULL MEMBERSHIP

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Introduction

In February 2020, the 73rd FICSA Council approved a new method of conducting training and workshops outside of the regular FICSA budget. Refer to FICSA Communication 32/20 issued following the Council.

A FICSA member association/union hosting training should bear all costs of the training. In return, any income from participants' fees will go to the FICSA member hosting the training. This new procedure provides an opportunity for FICSA members to boost their own staff association/union's income, while at the same time reducing the overall FICSA budget and member dues, as requested by the membership. The host may charge a small fee to FICSA participants to cover costs and a higher fee to non-FICSA member participants (as per current practice). It is, however, up to the individual staff association/union to make that decision.

For staff associations/unions with a budget too small to host a workshop, a workshop can be planned with the support of FICSA to assist in its coordination, or by tapping into a dedicated training fund as a last resort. It is recommended to combine workshops to cover specific regions by teaming up with other FICSA members in the region to be more strategic. FICSA members are also advised to take advantage of and tap into their organization's Staff Development and Learning Fund/Budget to assist in organizing workshops.

Table 1- Evolution of FICSA Training/Workshop Procedure

Previous Procedure

- Training/Workshops are budgeted in annual FICSA Budget (Chapter III)
- A ceiling of CHF 50,000 per year for training is allocated
- Limited number of trainings are authorized during FICSA Council by Standing Committees
- FICSA Secretariat will assist with registration / logistics etc.
- Any Training Fee charged to non-FICSA Participants go back to FICSA's accounts as income

Current Procedure

- Training/Workshops are no longer in the FICSA Budget, therefore FICSA Members no longer contribute towards it
- FICSA Members can organize and host as many trainings/workshops as they wish at their own cost (trainer's travel cost, DSA/per diem, fee)
- FICSA Members are encouraged to tap into organization's Staff Development and Learning Fund/Budget to assist in hosting the training/workshops as appropriate.
- FICSA Secretariat will assist with registration / logistics etc.
- Any Training Fee charged to non-FICSA Participants go to the FICSA Member host as income
- A small cost recovery fee may be charged to FICSA participants at the host's discretion

Exceptional Procedure

- FICSA Members with a budget too small to host a workshop, are encouraged to team up with other FICSA Members in the region to conduct a joint workshop.
- As a last resort, a FICSA Member may submit a request to use the FICSA Training Fund, to partially cover the cost of the workshop (trainer's travel cost, DSA/per diem, fee)
- FICSA Members are encouraged to tap into organization's Staff Development and Learning Fund/Budget to assist in hosting the training/workshops as appropriate.
- FICSA Secretariat will assist with registration / logistics etc.
- Any Training Fee charged to non-FICSA Participants will replenish the FICSA Training Fund

Responsibilities

Responsibilities of the FICSA member associations/union:

In addition to securing the training rooms/venue, there is a need to secure the relevant funds for the trainer and the training, as per the below breakdown:

- Travel costs (round trip), according to UN travel standards (to be purchased at least two weeks before the travel date by the host organization)
- DSA/per diem: The UN rate applicable at the date of the mission (to be paid directly to the trainer by the host at least 7 days before the date of travel)
- Trainer's fee: Depending on the fee stipulated by the trainer in the Training Catalogue.

Responsibilities of the FICSA Secretariat:

- Maintain the FICSA Training Catalogue including the negotiation of prices
- Provide a list of expert trainers
- Facilitate the creation of training on topics requested
- Provide logistical support, including:
  - Assistance with registrations
  - Provision course certificates
  - Assessment of the quality of the trainers

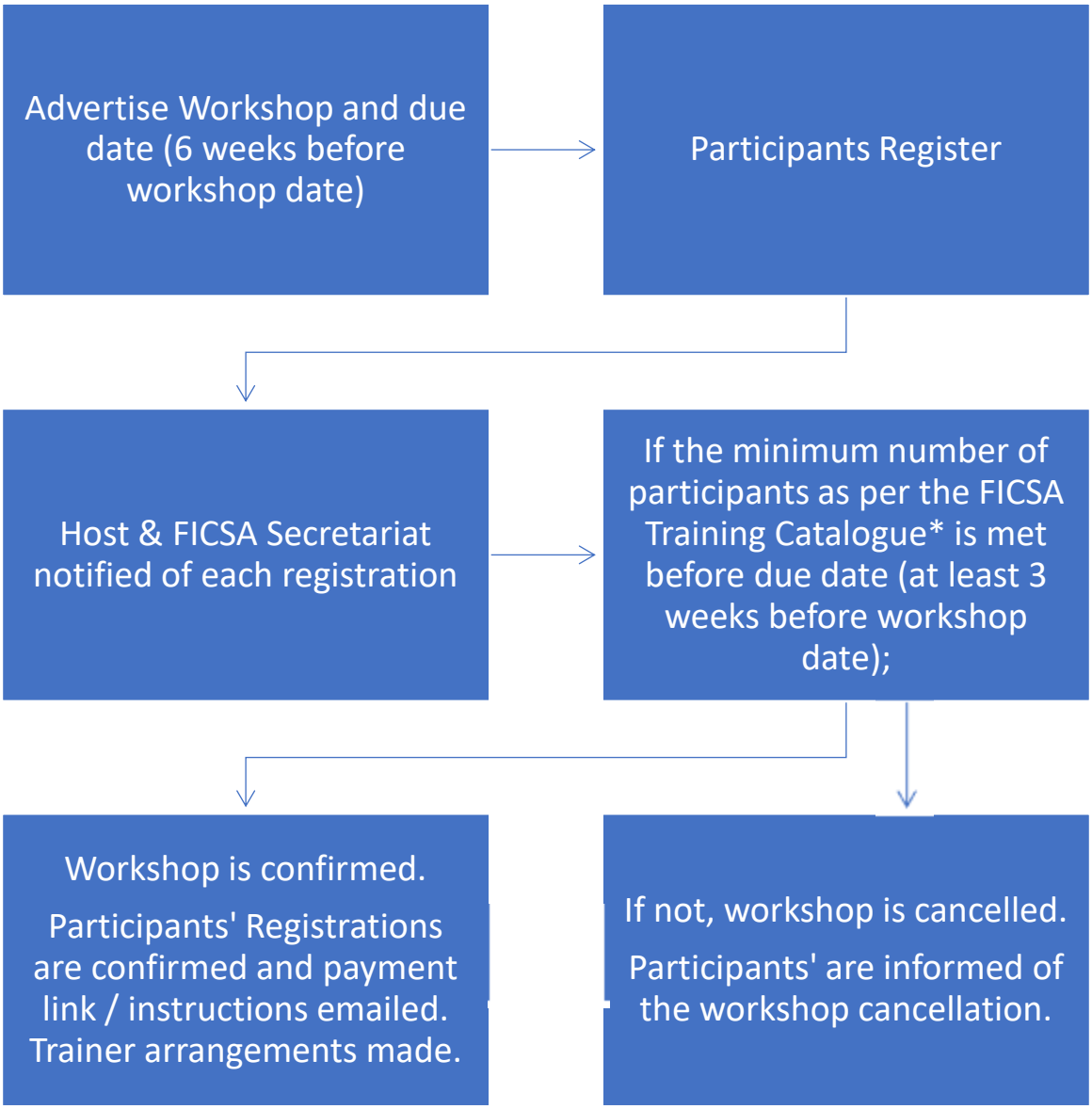
Registration

Training/Workshop Registration

FICSA will send the announcement of the workshop along with the application forms.

FICSA will confirm the registration directly to the participant.

Table 2- Process flow of the FICSA Workshop Registration System on the FICSA website



**Consult the FICSA Training Catalogue.*

Establishment of a FICSA Training Fund

The Training Fund is established under Article 11 of the Financial Rules, which states that "The Executive Committee may decide to establish other reserve funds for specific purposes", in accordance with 73rd FICSA Council Decision 33 (FICSA/C/73/D/33). Refer to Annex I.

The Training Fund is treated as a special reserve, with an authorized level of CHF 25,000 at the beginning of each fiscal year of the Federation.

The operation and replenishment of the Training Fund follow the process applied for the Legal Defense Fund in Article 14 of the Financial Rules:

a) Any income generated from training activities using this Fund (collection of training fee from participants, contribution or funding from organization or staff association/union to offset workshop costs, etc.) will be used to replenish the Fund;
b) Any shortfall to the Fund would be replenished from the Reserve Fund at the beginning of the fiscal year.

The Training Fund is set up to provide the possibility for financial assistance to FICSA member associations/unions to cover partial costs, once the member explains the need for the training or workshop. These trainings or workshops should be open and available to all FICSA members as a priority and potentially to non-FICSA member association/union individuals (against full payment) in the region/worldwide, who are interested in participating.

The costs admissible for the Training Fund exclusively include:

- Travel costs (round trip), according to UN travel standards (to be purchased at least two weeks before the travel date by the host organization)
- DSA/per diem: The UN rate applicable at the date of the mission (to be paid directly to the trainer by the host at least 7 days before the date of travel)
- Trainer's fee: Depending on the fee stipulated by the trainer in the Training Catalogue. Costs not included:
- Venue / Training Rooms rental or costs
- Coffee Breaks / Reception / Lunch Break.

Requesting Access to the FICSA Training Fund

A request for access to the FICSA Training Fund should be submitted, and approval sought before confirming any workshop with trainer(s). A request should only be submitted if the workshop is important to the FICSA member and to other FICSA members in general, and if the FICSA member's budget is proven too small to cover the full cost of the workshop. Attach a copy of the Staff Association/Union Budget as proof.

The member association/union should submit the request using the document "FICSA Request for Access to Training Fund" approved and signed by the Chair/President and Executive Committee of the staff association/union, together with full documentation and a statement of why the proposed workshop is of general interest to its members and to the Federation. The form should be submitted to ficsa@un.org for the attention of the FICSA Treasurer.

The FICSA Treasurer, in consultation and discussion with the FICSA Executive Committee, FICSA Secretariat and the Chair and Vice-Chairs of the Standing Committees relevant to the training requested, will assess the training request for its strategic importance to FICSA, location/logistics, circumstances of the FICSA member requesting the training, and will make a recommendation to the FICSA Executive Committee whether to approve the request. The FICSA Executive Committee decides its weekly meetings.

Responsibilities of the FICSA Member hosting the workshop

In making such a request for assistance, the member association or union agrees that any fee charged towards non-FICSA participants, or cost-recovery fee charged towards FICSA participants (optional and exceptional), shall be collected by FICSA. This form for financial support is to return the funds collected to replenish the FICSA Training Fund. Any financial contribution from other sources, i.e. from the organization or staff association/union to offset the cost of the workshop, should be deducted immediately from the total cost of the workshop, so that the FICSA Training Fund covers only the remainder.

This ensures that other FICSA members can sustainably access and obtain assistance from the FICSA Training Fund in future, without depleting the FICSA Reserves.

Agreements

A. Between the Federation and association or union on local collective actions

Once the decision is taken to support access to the Training Fund, a standard agreement will be concluded between the Federation and the member association/union. It will contain the following:

a) A description of the modalities of support, and an indication of the proposed budget;

b) The agreement of the member association/union to reimburse the Federation the cost of the Federation's financial support supplied.
c) A list of participants and a report of the workshop will be sent to the FICSA Secretariat, as well as a list of fees charged per workshop participant.
d) A failure to remit the fee collected from workshop participants to replenish the Training Fund within the provided timeline may result in the amount being reflected in the FICSA Member's upcoming dues during the next Council.

B. Between the member/host association/union and workshop participants

(a) The host is free to devise the terms and conditions of participation in the workshop for the participants as part of the registration process.
(b) The host indemnifies FICSA against any liabilities incurred from the hosting of the workshop.
(c) The host should outline the responsibilities of the workshop participants, including ensuring that workshop participants settle the workshop fees to the workshop host in a timely manner, to respect the rules and regulations of the host and venue of the workshop, etc.

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APPLICATION FORM FOR TRAINING FUND

Name of the Organization of the Staff Association/Union:
Name of Head of Staff Association/Union:
The request has been discussed and approved by the Chair/President and the Committee of the Staff Association/Union Yes: ☐ No: ☐
Does your Staff Association/Union have a training budget? **No: ☐ Yes: ☐ How much is the budget allocation per year _____**
Have you consulted with other FICSA members in the region on the possibility of co-hosting a regional workshop? No: ☐ Yes: ☐ Comments:
Name of the Workshop requested - page number (refer to FICSA Training Catalogue):
Rationale/reason why this workshop is currently important to you and other FICSA members:
Number of estimated participants from your own organization:
Maximum number of seats/participants that your training room / venue may accommodate:
Fully equipped training room/venue? (Projector, whiteboard, microphone etc.) Yes: ☐
Has your Staff Association/Union submitted a request for training fund before? **No: ☐ Yes: ☐ Date:**

The undersigned, on behalf of the ----------Staff Association/Union, agrees:

1. to return to the Federation with any income generated from training activities funded by the Federation, contribution or funding from the organization or staff association/union to offset workshop costs, etc.

2. to broadcast the workshop at large, to promote the event accordingly to ensure its success and meet the minimum number of participants within the stipulated due date.

I understand that signing this form does not automatically entitle my association/union to financial assistance from FICSA's Training Fund and that a final decision to commit the funds will be made by FICSA's Executive Committee.

FICSA Executive Committee is hereby authorized to review the request and any other necessary documents relating to the request.

_____ _____

Signature of Staff Association / Union Chair/President Date

Annex 1 - 73rd FICSA Council Decision 33 (FICSA/C/73/D/33).

Strategic Development Committee-
A training fund will be established as a transitional measure for the next two years with a maximum amount of CHF 25,000 from the reserve funds. The use of these funds should be limited to member organizations that lack the resources to organize their own training. The Executive Committee should establish terms of reference for this training fund and share it with the membership. Further, the FICSA membership should be encouraged to announce its planned training activities well in advance on the FICSA website.

Administrative and Budget Committee-
The Council established a Training Fund in the amount of CHF 25,000 from the reserves, and the FICSA Executive Committee should draft guidelines to be shared with all members. That would cover a transition period of two years, with a review of the effectiveness of the Training Fund at the end of that period. The guidelines should include criteria as mentioned below:

- training should be grouped by region to ensure full participation.
- training should be strategic for FICSA members' needs.
- requests to use the Fund should go to the Executive Committee for approval, only if hosts cannot cover the cost themselves: i.e. smaller organizations with small budgets for training.
- for each workshop organized by FICSA, a minimum number of participants, in agreement with the hosting member association/union, should be confirmed at least 15 working days prior to the date of the event.
- a subaccount for this would be created to keep track of the revenues and total expenditure of each individual workshop and training, and any relevant FICSA financial rules should be updated.
- the Training Fund should be similar to the Legal Defence Fund/Indemnity Fund; and
- FICSA would use any income generated from training activity to replenish the Fund, and any shortfall to the Fund would be replenished from the reserve funds at the beginning of the fiscal year.

Annex II - List of Resources and Links

1. FICSA Training Catalogue
2. FICSA Website section for Trainings / Workshops –