

To: United Nations Resident Coordinators
(See list)

From: Mark Malloch Brown, Administrator of UNDP

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Local Pensioner's Associations

I am writing to you in your capacity as Resident Coordinator to assist with an important new initiative pertaining to the community of former United Nations staff. Increasing numbers of United Nations pensioners are now living in countries where an Association of Former International Civil Servants (AFICS) does not presently exist. Discussions with the Federation of Associations of Former International Civil Servants (FAFICS) reveal that in many of these locations the retiree community is both an under-served and under-utilized community. The purpose of this initiative, then, is twofold. First, to facilitate the needs of the retiree community in terms of access to communication and administrative services. Second, to provide a structure wherein local UN agency offices may better identify and take advantage of the talents and experience of the retiree community for potential assignments. The attached guidelines are to be used by your office, in coordination with other UN offices present at your duty station, to ensure that a concerted, structured effort be made to this end.

As will be noticed, the ones on creating and maintaining a local pensioners' association will be on the pensioners themselves and FAFICS. The UNDP office will be expected to offer, on a predictable basis, logistical support such as access to, pouch and, when necessary, e-mail, telephone and fax.

While we do require that your office make its best effort in this regard, we will not institute a formal reporting system on compliance at this time. Nevertheless, it will be expected that results related to establishing such a facility will be included in the annual Resident Coordinator's report.

I know I can count on your active participation in this matter.

Start-up Procedures for the Creation of a Pensioners' Association

Getting started

1. The first prerequisite for establishing a local pensioners' association is the desire of one or more former international civil servants in a country where there are a number of UN system pensioners to serve as the focal point and do the necessary work required to create an Association. This may include hosting a social event as a preliminary first step.
2. When a focal point comes forward and is willing to take on the responsibilities of establishing a local pensioners' association, she/he should be provided with these guidelines and contact the Secretary of FAFICS in Geneva to request the specific guidance and information on establishing a local chapter. This information includes the statutes and by-laws of similar Associations as well as the Guidelines for Membership of FAFICS. These texts are to be available on the AFICS-New York website.

Establishing operational links

3. Once the interest for creating a pensioners' association has been formally expressed, the FAFICS President can serve as the initial channel to the UN Joint Staff Pension Fund (UNJSPF) in New York with subsequent correspondence conducted directly between the local chapter and the Fund. This initial contact will typically involve the preparation of a joint letter from the FAFICS Chairman and the local focal point to all local pensioners outlining the methods of operation, contacts with the local government authority and the UN community.
4. The local UN Resident Coordinator's office should be included in this correspondence so that they may be involved in facilitating the process. This may be in the form of pouch facilities for letters, or offering e-mail if it is not available among the potential local membership.
5. The UN Resident Coordinator's office should also make an effort to identify, wherever possible, part time office space. It is not expected that a pensioners' association will require full-time office space or dedicated administrative support. However, appropriate space and support should be made available on a mutually agreed upon timetable.

Costs

6. Charges for telephone, fax, e-mail and other logistical support should be paid for by the local pensioners' association from their regular dues (these dues; their collection, level and accounting, are described in the abovementioned by-laws and statutes). The provision of part-time office space is expected to be provided without charge.

Communication

7. One of the most important objectives of a local pensioners' association is facilitating regular communication between pensioners and the greater UN community. This communication is both to service the individual needs of pensioners on such matters as insurance and pension as well as general awareness of ongoing UN activities of both a social and programmatic nature. Each local pensioners' association will be responsible for setting up a viable modality for its system communication needs together with the UN Resident Coordinator's office. Whatever system is finally established should be at no extra cost or excessive administrative burden to the UN office.

Service opportunities for retirees

8. UN system retirees typically represent a significant talent pool from which UN offices may wish to draw upon in the execution of their programmes. Their years of experience and

expertise are a valuable resource which, up until now, has not been organized with a view for its utilization in the context of local UN programmes. It is not the intention of this initiative to require UN offices to serve as a job search facility for pensioners. However, in these times of scant resources and post reduction, retirees, with their familiarity with UN procedures and policies and need for virtually no training to take up an assignment, can frequently be a useful temporary addition to our workforce.

9. Each local pensioners' association will be responsible for drawing up a list of local retirees who may be interested in offering their services to the local UN community and organizing these names according to background and skill. UN offices may be provided with an updated list of this "roster" on a periodic basis.