



FEDERATION OF ASSOCIATIONS OF FORMER INTERNATIONAL CIVIL SERVANTS

PROCEDURES FOR THE CREATION OF AN ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS (Updated 25 September 2023)

Since there are increasing numbers of United Nations retirees now living in countries or locations where an Association of Former International Servants does not presently exist, there may be a desire to create an Association by some former international civil servants. Thus, the suggested steps listed below may be of assistance in bringing UN System retirees together to establish an Association.

Step 1. Desire to get together

The process usually begins with a desire on the part of some UN system retirees to get together in a country or location where there are a number of UN System former international civil servants and agree to form an Association. This often starts as a social event that can eventually lead to the creation of a formal Association that is open to all former UN staff (local and international).

Step 2. Prerequisites to organizing an Association

Depending on the country or location, this step can take several sub-steps which may include the following:

- a. Formulating their statutes (or what is also called constitution/bylaws/rules of procedure, etc)
- b. Calling for a general meeting where the statutes are discussed and passed by the group.
- c. Contacting the local civil authorities to register the Association with the required documents.

Step 3. Contacting FAFICS

Once sufficient interest is determined among UN System retirees in a country or location, to create an association, the next step is to contact the President of the Federation of Associations of Former International Civil Servants (FAFICS) with a request for further information or guidance. This step can also happen before Step 2, if the group needs help on how to proceed with formalization of the Association. Once FAFICS is contacted, the President, or designated Vice-President(s) in charge of supporting the formation of new

Associations will facilitate matters. In addition, the President of FAFICS can serve as the channel with the UN Joint Staff Pension Fund (UNJSPF) in New York for contacting, by mail, all UN System retirees in the country or location involved. FAFICS can help prepare the letter that can be sent by the UNJSPF to all UN System retirees in the country or location informing them of the desire to create an Association, providing the name, address, telephone, FAX or e-mail address of the focal point for the prospective Association.

The names and contact addresses of FAFICS are:

FAFICS President: Jerry Barton: president@fafics.org

Copy the FAFICS Secretary: Delia R. Barcelona: secretary@fafics.org or faficssecretary@gmail.com

Step 4. Aligning with FAFICS Statutes/Rules of Procedure

If the prospective Association is ready with its statutes, the FAFICS Secretary will review the statutes and suggest any modifications, where necessary. The Secretary also informs the prospective Association of the criteria for membership, the membership fees to FAFICS, as well as other conditions like the need for regular annual general meetings (AGMs). At this point, the Secretary can also share samples (or models) of statutes of already established FAFICS member associations. Article 2 of the FAFICS statutes specify the purpose and functions of the Federation which is mainly to bring together Member Associations of former international civil servants and provide a framework for their activities. Specifically, the Federation aims to:

- a. support and promote the purposes, principles, programmes and achievements of the United Nations system;
- b. promote and defend the interests of the community of former international civil servants;
- c. maintain and develop solidarity and close contact between and among Member Associations;
- d. represent the community of former international civil servants on appropriate organs of the United Nations system and in particular retirees and beneficiaries of the United Nations Joint Staff Pension Fund;
- e. promote exchanges and coordination with federations of staff members in service and cooperate with other associations and organizations as appropriate;
- f. support and coordinate the activities of Member Associations, particularly in matters of pensions and health protection.

To be admitted by the Council as a member, an association of former international civil servants must meet the following criteria:

- a. its aims are compatible with the aims and objectives of FAFICS as defined in article 2 of the

Statutes

- b. its membership is open to all former staff members of the United Nations Common System organizations and their survivors
- c. it is independent
- d. it can meet its financial contribution to FAFICS
- e. it is of viable size, preferably with no fewer than twenty-five (25) individual members
- f. it is established in a location where there is no other Member Association of FAFICS, except in locations where more than one organization of the United Nations system has its headquarters
- g. to promote inclusion and a wider participation of retirees and beneficiaries in countries with fewer than twenty-five (25) members, an Association can also be created to represent in its membership retirees and beneficiaries residing in several countries. Inclusiveness also means, *inter alia*, no 'single nationality' associations, no 'professionals only or local staff only' associations.

Step 5. Formal establishment of the Association and submission to FAFICS

After a group of UN System retirees has been established in a country or location, with a clear agreement among its current members to formalize the group as a corporate or legal structure with statutes or by-laws, then a formal letter must be submitted to the FAFICS President expressing this intent to be admitted to the Federation. Other courses of action may be suggested at this point which may include the establishment of a Governing Board, its composition (preferably reflected in the statutes), and opening a bank account for the Association and its operation.

Step 6. Confirmation by the FAFICS Secretary

Upon submission of the application to join FAFICS, and upon review of its statutes, the FAFICS Secretary then confirms to the President and the FAFICS Bureau the readiness of the Association to be considered for admission to the Federation. Provided there are no objections, the Association is informed of the acceptance by the President of FAFICS, and is asked to be ready for joining the Federation at the next FAFICS Council.

Step 7: Presentation to the FAFICS COUNCIL for admission

The Council documents are forwarded to the Association. and at the Council, the Association is admitted into the Federation. The Treasurer collects the fees, and the Secretariat documents are updated with the name and statutes of the new Association.