

THE
STATUTE
of
UNISERV
UNITED NATIONS INTERNATIONAL CIVIL SERVANTS' FEDERATION
FFINU
FEDERATION DES FONCTIONNAIRES INTERNATIONAUX DES NATIONS
UNIES

APPROVED

DATED – 18 OCTOBER 2021



UNISERV

Signed by the Executive:

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FOREWORD

This Statute provides for the discharge of functions entrusted to the elected representatives and bodies of the United Nations International Civil Servants Federation, hereinafter, (UNISERV).



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Definitions

UNISERV	United Nations International Civil Servants Federation.
FFINU	Federation des Fonctionnaires Internationaux des Nations Unies.
UNFSU	United Nations Field Staff Union.
UNESCO/ISAU	United Nations Educational, Scientific and Cultural Organization Union, International Staff Association of UNESCO.
Staff Council	The UNDP/UNFPA/UNOPS/UNWOMEN/UNV/UNCDF Staff Council.
Dues Paying Union	A UNION member of UNISERV who contributes to the finances of the Federation via the mechanism for the payment of dues.
Annual General Meeting	UNISERV shall convene General Meetings of the Executive. Fifty-One percent (51%) of the total membership of the Executive body shall constitute a quorum. The Executive shall meet at least twice a year with at least one being face to face.
Extraordinary General Meeting	A meeting of the UNISERV Executive that takes place outside of or in addition to the programmed meeting cycle. Such meetings would typically be called to deal with specific issues arising or developing between scheduled meetings.
Member of UNISERV	The membership of UNISERV consists of Staff Representative Bodies.
Office Holder	A person elected or appointed to perform a pre-defined official role within UNISERV in accordance with the provisions prescribed within the Statute of UNISERV.



Recalled	An elected or appointed Official of UNISERV can be recalled for contravention of the UNISERV Statute and/or misconduct.
Subsidiary Bodies	Non-permanent ad-hoc groups constituted as necessary to assist either the Executive with specific projects or issues that may require specialist internal and/or external expertise or skills.



CHAPTER 1 – NAME AND OBJECTIVES

Article 1

1. The United Nations International Civil Servants Federation shall hereinafter be referred to as “UNISERV”.

Article 2

2. The purpose of UNISERV shall be to:
 - a. Promote and defend the common interest of international civil servants of all categories of staff whose staff unions, associations and staff representative bodies are members of UNISERV.
 - b. Provide a means for staff representative bodies with common concerns to consult with one another both formally and informally with a view to reaching consensus on issues affecting conditions of service and staff safety, security and welfare. Maintain relations and cooperation with staff representative bodies and other Federations of the United Nations Common System including affiliation to a Federation that shall be subject to the approval of a two-thirds majority of the Executive.
 - c. Allow those staff unions, associations, and other staff representative bodies of the system to address advisory and decision-making bodies with a united voice and in particular to participate in the activities and the work of the Fifth Committee of the General Assembly, the International Civil Service Commission (ICSC), and any other common system bodies, such as HLCM, CEB, IASMN, Executive or advisory.
 - d. Assist each other in finding solutions to common problems and in monitoring the implementation of decisions affecting the staff both at Headquarters and non-Headquarters duty stations.
 - e. Cooperate with other staff Federations and staff representative bodies with a view to formally arriving to common positions on matters affecting conditions of service and staff welfare.
 - f. Adhere to the spirit of solidarity and support for each member whenever needed.
 - g. Maintain and develop relationships with other international and national staff unions, associations and Federations of international organizations and NGOs.
 - h. Promote and safeguard the rights, interests and welfare of all Members



based on the principles and rights enshrined in international human rights and labour standards promulgated by the United Nations and its Specialized Agencies, funds, and programs.

- i. Contribute to the promotion of the objectives of the Charter of the United Nations.



CHAPTER 2 – MEMBERSHIP

Article 3

3. Membership shall be open to all staff unions, associations and other staff representative bodies of the United Nations common system and other comparable international organizations.
4. Membership of UNISERV shall be subject to written acceptance of these Statutes and acceptance of yearly contribution toward common expenses by the Executive head of the staff union or association seeking to be admitted. Application shall be made to the President of UNISERV, who shall communicate the request to the Executive of UNISERV for approval.
5. Members wishing to withdraw from UNISERV shall give notice in writing to the President. Withdrawal shall become effective six calendar months after notice has been received during which period the withdrawing Member shall settle all outstanding financial and other obligations to the Federation. The President of UNISERV shall inform all Members of any such notice of withdrawal.



CHAPTER 3 – BODIES

Article 4 – EXECUTIVE

6. **Composition:** The Executive of UNISERV shall comprise the President, General-Secretary, Executive-Secretary, and VP positions as per the membership base, and shall be referred to hereafter as the “Executive”. The Executive shall serve for a term of two (2) years, with a possibility of re-election.
7. The elected Executive leader of each member body will by default hold an Executive position within UNISERV.
8. The President and General-Secretary should in principle be afforded full or part time release from their official duties for the duration of their tenure. To be agreed through the President and General-Secretary’s parent organizations.
9. A list of the current membership of UNISERV is provided in Annex I to the present Statutes. This membership list shall be kept updated by the UNISERV Executive-Secretary. When new members join UNISERV the composition of the Executive will be adjusted accordingly without the need for a statutory vote.
10. **Role:** Acts on behalf of the membership of UNISERV as the interface to Management and legislative bodies in carrying out the roles described in Chapter 1 - Article 2, through submitting proposals, positions and implementing decisions of UNISERV.
11. The President shall be the principal spokesperson for UNISERV, responsible for the coordination of the positions among the members, other UN Entities and Organizations and any other internal and external common system bodies but may delegate representational activities to the General-Secretary or other Executive members as appropriate.
12. Should the President resign or become unable to serve, the General-Secretary will act as President, ad interim, until a new President is elected. Ideally within a period of 3 months maximum.
13. If a seat on the Executive becomes vacant in the interval between the regular elections, the Executive shall carry out a by-election for the



remaining portion of the term of office of the vacated or vacant seat. Parity of Union representation must remain.

*Article 5— **SUBSIDIARY BODIES***

14. **Composition:** Subsidiary and/or advisory internal or external bodies shall be non-permanent ad-hoc individuals or groups constituted by the Executive as required.
15. **Role:** Assist the Executive with specific, special projects or issues. Such subsidiary and/or advisory bodies shall be guided by its own terms of reference to be determined by the Executive.
16. Subsidiary and/or advisory bodies or persons should ideally be identified in accordance with a preliminary programme of work to be established at the AGM.



CHAPTER 4 – GOVERNANCE

Article 6

17. Functions of UNISERV shall be exercised through the Executive.
18. UNISERV functions shall be conducted by means of: Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) as required.



CHAPTER 5 – MEETINGS

Article 7 – MEETING GUIDELINES

19. These Meeting Guidelines shall govern proceedings at all, General and Extraordinary General Meetings.

Article 8 – EXECUTIVE MEETINGS

20. The Executive shall meet at least twice a year, a minimum of one being a face-to-face Annual General Meeting (AGM). Fifty-One per cent (51%) of the fully constituted Executive shall constitute a quorum. Emergency General Meetings (EGM) may be convened as determined by the Executive. EGM may be held by electronic means such as Video Conference (VC).

21. Executive (AGM or EGM) meetings shall normally be held at an Executive Member location, unless convened elsewhere by a decision of the Executive.

22. The Executive shall draw up a provisional agenda for each meeting.

23. The President, or in their absence, the General-Secretary shall chair meetings of the Executive.

24. The Executive shall normally reach its decisions through consensus; however, should this not be possible, each participating member shall have one vote on an issue. Motions shall be adopted/defeated in such cases by simple majority. In the event of equal votes the President shall have a deciding vote.

25. No decision of the Executive shall be valid unless a quorum was present at the time of voting.



CHAPTER 6– ELECTORAL PROCESS

Article 9 – ELECTIONS MODALITY

26. Taking into consideration Chapter 3, article 4 paragraph 7, Officials of the UNISERV Executive will be nominated by the elected Executive leader of their staff representative body and must hold an Executive position within their respective staff representative body at the time of nomination and through the duration of their tenure. These nominated Executives will elect the President, General-Secretary, Executive-Secretary and Vice-Presidents, at the Annual General Meeting (AGM).
27. If a UNISERV executive's status as a duly elected executive changes during their term as a UNISERV Executive, they must relinquish their UNISERV Executive position, and the remaining executives must carry out a by-election to fill the vacant post.
28. In highly exceptional cases, the sitting executive can decide to extend the tenure of an executive member/s by a simple majority vote. To be reviewed at least every six months. This can apply to para 6 and the limitations imposed in para 27.
29. Equal representation within the Executive must be adhered to.



CHAPTER 7 – FINANCE

Article 10

30. **Treasurer:** UNISERV Executive will elect a treasurer who will manage the finances of the Federation. The treasurer is not considered a member of the Federation Executive.
31. The fiscal year of the UNISERV shall coincide with the calendar year.
32. The role of Treasurer shall be assumed by a member designated by the President in their absence.
33. All travel must be approved by the UNISERV President and General-Secretary. In all cases travel must be approved by two persons from the Executive.
34. For official hospitality purposes, the President shall be authorized a total amount not exceeding US\$3,000 per annum for expenditures incurred in the performance of official functions. Receipts shall be provided to the Treasurer within a maximum of 30 days following expenditure.
35. For official purposes, other than hospitality purposes, the President shall be authorized an amount not exceeding US\$3,000 per annum for expenditures incurred in furtherance of the official interests of the UNISERV to cover, for example, publicity materials. Receipts shall be provided to the Treasurer within a maximum of 30 days following expenditure.
36. The President may approve expenditure related to official business travel following examination of well-documented, (official or emergency meetings requests), and the merits of each individual case.
37. The Treasurer shall always ensure that no reimbursements claimed for are made beyond the authorized amount.
38. Revenue shall be derived by memberships fees and/or pledged contributions, paid yearly, from member Unions, these shall be paid in full and shall not be subject to any deductions or reductions. The minimum levels of contributions will be determined and agreed upon at each AGM.



39. Other revenues can be accepted from donations from staff members or other entities.
40. A proper accounting and monitoring mechanism will be established in accordance with the UN financial rules and regulations to ensure the necessary checks and balances.
41. An audit of UNISERV central accounts is to be conducted a minimum of every two years, preferably at a cost neutral basis.



CHAPTER 8– AMENDMENTS TO THE STATUTE

Article 11

42. Any amendment to the Articles of this Statute may only be made by the UNISERV Executive during an annual general meeting.
43. An amended Statute enters into force on the date it is adopted by the Executive.

CHAPTER 9 – DISSOLUTION

Article 12

44. UNISERV may be dissolved by a unanimous decision of the Executive. The disposition of funds and other assets following dissolution, proposed by the UNISERV Executive, shall be decided by a two-thirds majority of those members voting.



Annex 1.

UNISERV Membership:

1. UNFSU
2. UNSU
3. Staff Council, (UNDP/UNFPA/UNOPS/UNWOMEN)
4. UNESCO

UNISERV Statute October 2021

Final Audit Report

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