



# UNITED NATIONS PENSIONERS' ASSOCIATION, INDIA

UN House, 55 Lodi Estate, New Delhi 110003: Email: [unpai.india@gmail.com](mailto:unpai.india@gmail.com)

## Terms of Reference for the Constitution Review Sub-Committee (CRSC) 2025

### 1. Background:

The United Nations Pensioners' Association, India (UNPAI) has initiated a review of its Constitution to ensure its alignment with contemporary needs, operational efficiency, and the evolving requirements of UN Pensioners in India. A **three-member Sub-Committee** has been formed to undertake this review, with an additional role of an **Institutional Liaison & EC Representative** to ensure continuity and coordination between the **Sub-Committee and the Executive Committee (EC)**.

### 2. Objectives:

The primary objectives of the Sub-Committee are:

- a) To conduct a **comprehensive review** of the Constitution of UNPAI. Two versions are available—one dated 2/99 and the other undated (both attached).
- b) To **compare and analyse** constitutional frameworks of similar organizations serving pensioners.
- c) To **suggest amendments** that simplify and streamline the **election process** of the Executive Committee.
- d) To ensure that the **amended Constitution reflects present-day realities** and best governance practices.
- e) To recommend **structural and procedural improvements**, particularly regarding the **Rules of Procedure under Article 10** of the Constitution, enhancing UNPAI's functioning while upholding its core objectives.

### 3. Scope of Work:

The Sub-Committee shall:

- a) **Examine** the Constitution **clause by clause**.
- b) **Identify areas** requiring amendment, removal, or addition based on practical considerations.
- c) **Assess** the effectiveness of current election procedures and propose simplifications, if necessary.
- d) Ensure that proposed changes align with the principles of **inclusivity, transparency, and good governance**.



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- e) Review **membership categories** and their associated rights, obligations, and fee structures.
- f) **Consider feedback** from UNPAI members on areas requiring improvement.
- g) Draft and present a **report with recommended amendments**, providing justifications for each change.

## 4. Methodology:

- a) Conduct **meetings** to discuss and analyse the Constitution and relevant documents.
- b) Review **best practices** from other pensioners' associations.
- c) Consult **stakeholders, including UNPAI members and the Executive Committee**, for inputs.
- d) Prepare a **draft proposal** of recommended amendments.
- e) Submit the **final report** to the Executive Committee for consideration and further action.

## 5. Composition:

The **three-member Sub-Committee** consists of experienced and dedicated members who have voluntarily agreed to participate. One member, identified from among themselves, shall serve as the **Convenor**, responsible for coordinating discussions.

The members are:

- 1) **Ms. Alka Narang (UNDP)**
- 2) **Dr. Venkatesh Srinivasan (UNFPA)**
- 3) **Mr. Raghavendra Rao (UNJSPF)**

Additionally, to ensure **institutional continuity and effective coordination**, the following role has been introduced:

### Institutional Liaison & EC Representative:

**Mr. Sunil Kumar Bajaj (Joint Secretary, UNPAI)** will serve as a liaison between the **Sub-Committee and the Executive Committee (EC)**. His role will include:

- a) Facilitating communication and updates between the **CRSC and the EC**.
- b) Facilitating alignment between the CRSC's recommendations and the long-term objectives of UNPAI, ensuring consistency with the association's mission and operational needs.



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- c) Assisting in **logistical and procedural matters** to streamline the amendment process.
- d) Supporting the **implementation of recommended changes**, once approved.

While the **CRSC remains a three-member entity**, the EC remains actively engaged through the liaison role.

## 6. Timeline:

- a) **By 2 March 2025:** The General Body of UNPAI is invited to submit inputs.
- b) **By 31 March 2025:** The Sub-Committee submits its recommendations to the EC with a detailed explanation of each proposed amendment.
- c) **By 22 April 2025:** The EC shares the draft amended Constitution with the General Body.
- d) **By 9 May 2025:** The General Body provides final inputs on the amendments.

**NOTE:** *Considering the time constraints of members, geographical distance of the members located in different parts of the country and some even outside the country, and logistical and financial implications for the association, there will be no specific General Body Meeting to consider the amendments as per Article 12.1 of the present Constitution, and the CRSC replaces the election committee for the purpose of recommending amendments to the Constitution.*

- e) **By 1 June 2025:** The amended Constitution, after being circulated to all members, will come into effect, **subject to Article 12.2** of the presently available Constitution.

### Article 12 of the Constitution:

**12.1** The General Body, on the recommendation of the Election Committee, may amend the Constitution by a two-thirds majority of members present, subject to the provisions contained in 12.2 below.

**12.2** Any change in the Constitution will not come into force until a period of two months has elapsed from the adoption of such a change, during which period all the members shall be informed of the proposed changes. Should one-third of the total membership lodge an objection to the proposed decision, the change shall not come into effect and the matter shall be referred back to the General Body for guidance.

## 7. Reporting:

The **final recommendations**, including the amended Constitution, shall be submitted in a **written report** with a detailed explanation of each proposed amendment.

## 8. Approval Process:

The **Executive Committee** shall review the recommendations and present them to the **General Body** for



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review, in accordance with the timeline outlined above.

## 9. Conclusion:

The Sub-Committee is expected to undertake this review with **diligence and commitment**, ensuring that the revised Constitution enhances the **governance, transparency, and operational efficiency** of UNPAI while serving the **best interests of its members**.

Srini/15 February 2025