

Final Minutes of the meeting of the FAFICS Bureau

8 January 2026

In attendance: Jerry Barton (President), Clemens Adams, Adriana Gomez Saguez, Juan Casas Zamora, Nancy Hurtz-Soyka, Jayantilal Karia, Abdou Khadre Diakhate, Delia Barcelona (Secretary), Deborah Landey (Rapporteur), Romesh Muttukumar (Treasurer)

Absent: Suzanne Bishopric, Marashetty Seenappa

Decisions/Actions taken

The President

- Will write to Catherine Pollard regarding FAFICS participation in future HLCM meetings on issues of concern to it and the possibility of making a statement at HLCM meetings as does FICSA. Suggestions for the content of the letter from Bureau members would be welcome.
- Will inform the candidate who was selected to replace Gerhard Schramek as well as the Pension Board Secretariat.
- Will attend the opening session of the FICSA Council meeting on 23 February. The meeting is being held in Brindisi from 23-27 February.
- Will attend the BAFUNCS Annual General Meeting on 14 March and visit the office in Geneva on a date to be determined.
- Will inform Associations of the dates for the 56th Council, to be held from the 20-24 July 2026, in his next Newsletter, with formal invitations to follow in March.

The Secretary

- Will look into the dates CCISUA and UNISERV meet and the possibility of the President addressing these gatherings.
- Will work with the Chair of the Standing Committee on ASHIL to issue the surveys prepared by the Standing Committee to Association Presidents, Secretaries and ASHIL focal points.
- Will post on the website the President's video statement to the Annual General Meeting of the Association in Bangladesh on 17 January after their meeting has been held.

-Will share with the Chair of the Standing Committee on ASHIL the list of those in the Expertise Pool with health insurance experience as the Standing Committee is looking for additional members.

Working Group on Election Administrative Voting Procedures

-The Bureau approved the Administrative Voting Procedures and their utilization in the 2026 elections and that any feedback received from Associations will be subsequently incorporated after which they will be formally promulgated and annexed to the Rules of Procedure.

-The Working Group will prepare a letter for the President to send to Associations regarding the Administrative Voting Procedures and will develop a plan for next steps for their implementation.

The Council Working Group on Succession Planning

-The Interim Report of the Council Working Group was endorsed as well as the recommendation that it be sent to Associations in January, to include the job descriptions.

-The Working Group will prepare the letter for the President forwarding the Council Working Group's Interim Report to Associations.

-The Working Group will prepare a letter from the President to those nominees not selected for the position on the FAFICS delegation to the Pension Board.

Standing Committees

-Standing Committee Chairs will prepare their job descriptions.

Standing Committee on After-Service Health Insurance and Long-Term Care (ASHIL)

-The Chair of the Standing Committee on ASHIL will work with the Secretary to issue the surveys prepared by the Standing Committee to Association Presidents, Secretaries and ASHIL focal points.

Standing Committee on Communications

- Will ensure the translation of the FAFICS@50 book into French and Spanish and that an e-version is available in French and Spanish in time for the Council meeting in July.

Bureau Members

- Adriana suggested a review of the current Rules of Procedure with regard to tenures. This issue will be taken up at the Bureau meeting on 19 February.

Agenda item 1: Adoption of the Agenda

1. The President welcomed the Bureau to the first meeting of 2026 and welcomed Abdou back after his absence for a period due to health issues. The President and all Bureau members wished Abdou continued good health and recovery.

2. The agenda was adopted with an amendment to item 3 (e) of the agenda, splitting the item into two, one on the revised election Administrative Voting Procedures and the other on the nomination of the replacement for Gerhard Schramek on the FAFICS delegation to the Pension Board.

3. The draft Minutes of the Bureau meeting held on 19 November had been adopted. An email circulating them had been sent on 26 November and no comments had been received by the deadline of 3 December.

4. The President indicated he would not go through the decisions/actions adopted at the 19 November Bureau meeting. Several action items remain to be done. Colleagues can refer to these and pending actions.

Agenda item 2: President's time/Secretariat

(a) The President asked for any feedback on his year-end message to Associations. A few responses from Associations had been received expressing appreciation for the message.

(b) The President indicated he would be writing to Catherine Pollard regarding FAFICS participation in future HLCM meetings when there are relevant topics for FAFICS and the possibility of FAFICS making a statement at the meeting as does FICSA. Suggestions for the content of the letter from Bureau members would be welcome.

(c) The President discussed his travel plans. He has been invited to attend the FICSA Council meeting to be held in Brindisi from 23-27 February. It has been suggested he attend the opening session on 23 February as the FICSA Council dates coincide with the Pension Board meeting

from 25-27 February. He has asked Ann Van Houtte, who had also attended the last FICSA Council session, if she would be available to attend as well. It was said that it would be important for FICSA to be reminded to identify focal points on health insurance issues so that the Standing Committee on ASHIL can pursue a partnership on these issues with FICSA as had been previously agreed. Depending on the time difference Jay Karia would also be available to attend some of the FICSA sessions virtually. A question was raised as to whether we are pursuing contacts with CCISUA and UNISERV. It was agreed we would look into the dates CCISUA and UNISERV meet and determine the possibility of the President addressing these gatherings. The President will be attending the BAFUNCS Annual General Meeting on 14 March. The President will also visit the office in Geneva at a date to be determined, perhaps in conjunction with the trip to London.

(d) The President had provided a video statement to the Annual General Meeting of the Association in Bangladesh on 17 January which be posted on our website after their meeting. If any other Associations want such messages the President will be pleased to provide them.

(e)(1) The Convenor of the Bureau Working Group, Nancy Hurtz-Soyka, presented the final report of the Group on Voting Administrative Procedures.

The Convenor recalled that because of issues that had come up regarding voting at the Council meeting last July, the President, after full consultation with the Bureau, had advised Associations, in his letter of 5 September 2025, that he would set up a Bureau Working Group to come up with improved procedures.

The members of the Working Group were Nancy, Adrianna, Romesh and Abdou. The President had asked Nancy to convene the Group. Although Abdou had been absent due to health issues, he was kept fully informed and made inputs.

A previous iteration of the document had been presented at the November meeting of the Bureau. The document was then revised to consider the issues raised at that meeting.

Specifically, the document was revised to:

(1) Include Terms of Reference and a proposed term limit for the Election Monitoring Committee which was set for one year from January to December.

(2) As to the two options given for use of votes, it was agreed that Associations must cast as many votes as there are open positions and use all votes available to them. So, option 2 had been deleted.

The revised draft was then circulated once again to the President/Bureau on 31 December, and the President raised three additional concerns. The Working Group met to address these concerns and the solutions they proposed had been acceptable to the President.

(1) The Rules of Procedure stipulate that the Polling Officers report the election results to the Secretary, and this is now so reflected in the revised draft.

(2) The Rules of Procedure stipulate that those who receive the most votes (not most votes) shall be elected so this has been so reflected in the revised draft.

(3) On the issue of how the Voting Administrative Procedures are to be promulgated, the Working Group strongly recommended the procedures be utilized in the upcoming elections, feedback on them collected, after which they would be formally promulgated and annexed to the Rules of Procedure.

In addition, the Working Group has revised the title of the “Election Monitoring Committee” to “Election Monitoring Group” (EMG) as it only consists of three persons and it was felt that “group” is a better description for this mechanism.

The Working Group also recommended that the EMG be created as soon as the Voting Administrative Procedures are sent to all Associations. This would give this three-person group time to organize and settle into their tasks.

In the discussion that followed, the President thanked the Working Group, and it was commended for its comprehensive work. The issue of Associations having to vote for all the positions and utilize all the votes available to them was raised and whether this required a change to the Rules of Procedure. It was said some Associations might raise this issue. The President indicated that while this has never been done, nothing in the Rules prohibits going in this direction. It was also said that in the context of a Federation such as ours we have responsibilities and these are more than reasonable requirements. It was also said that the Voting Administrative Procedures should be fully rolled out in the 2026 election, rather than tested, and further refined thereafter as may be necessary based on any feedback from Associations.

The Bureau approved the Administrative Voting Procedures, and their roll out in the 2026 elections. The Voting Administrative Procedures will be sent out to Associations in a President’s letter. Any feedback received after their use will be incorporated. They will then be formally promulgated and annexed to the Rules of Procedure.

The Working Group will prepare the letter for the President to send to Associations regarding the Administrative Voting Procedures early in the year as well as develop a plan for next steps for their implementation.

(e)(2) With regard to the selection of the replacement of Gerhard Schramek on the FAFICS delegation to the Pension Board, the President recalled that a call had gone out to Associations for candidates. The candidates proposed by Associations or those that had been otherwise identified were reviewed by members of the Council Working Group on Succession Planning, utilizing a newly developed candidate review template. The relative merits of each candidate were analyzed and a summary submitted to the President to inform his own review and

decision-making process. After a presentation by the President of his analysis of the candidates, a candidate was approved by the Bureau. The President will inform the candidate and the Pension Board Secretariat. The Working Group will prepare a letter from the President to those nominees not selected.

(f)The Chair of the Council Working Group on Succession Planning, Nancy Hurtz-Soyka, presented the Interim Report of the Council Working Group.

The Chair reported that the Group had been working hard over the past several months and had produced several critical succession and talent acquisition products/tools summarized in the Interim Report.

The Working Group is made up of:

1. Clemens Adams – AAFI-AFICS-Geneva
2. Promita Chadha – UNPAI-New Delhi
3. Claudio Sampaio de Menezes – AAFIB- Brazil
4. Alcestis Mangahas – AFICS-Philippines
5. TIM Nurinnabi Khan – AFUNSOB-Bangladesh
6. Deborah Landey – AFICS-NY
7. Abdou Khadre Diakhate – AFICS-Senegal

Although Abdou had been absent due to health issues all drafts and proposals were shared with him.

The key elements of the work carried out are:

(1) Job descriptions

The Working Group prepared detailed job descriptions for key FAFICS leadership, technical and representational positions namely the President, Vice-Presidents, Treasurer, Secretary and the FAFICS delegate to the Pension Board.

For the first time in the history of the Federation defined responsibilities and qualifications have been set for these critical positions.

The Working Group strongly recommends these job descriptions be shared with Associations as soon as possible for their information.

The four Chairs of the Standing Committees were requested to prepare their job descriptions in December through an email that was sent to them on behalf of the Working Group on Succession Planning. Standing Committee Chairs were reminded to prepare their job descriptions.

(2) Expertise Pool Structure

The Working Group undertook a revision of the Expertise Pool structure, organizing it by functional categories not by date of submission. This makes the Expertise Pool more user-friendly and accessible when a search is being made for candidates with a particular area of expertise. The Working Group will be working to transpose the existing information in the Expertise Pool to the new format.

(3) Expertise Pool Form

The Expertise Pool Form has been modified to provide more details on UN and non-UN-experience as well as a focus on self-assessed areas of expertise relevant to FAFICS.

(4) Candidate Assessment Process and Template

The Working Group carried out an assessment of the candidates that Associations had put forward, or had been otherwise identified, for the position of Pension Board representative (Gerhard position) with a view to providing the President with an assessment of the relative merits of each of the candidates to inform his decision making. A candidate assessment template which had been developed was used. Care was taken to make sure the assessment was done by members of the Working Group who did not know the candidates to ensure the integrity of the assessment process.

The Working Group received the background documents for the candidates on 4 December and completed its review by 15 December.

(5) Learning

The Working Group believes that much learning and knowledge transfer takes place on the Standing Committees. The Group strongly recommends that the Standing Committee on Membership and Pensions be enlarged to 8-10 following the model of the Standing Committees on Health Insurance and Communications to ensure learning and knowledge transfer. This will support the institutionalization of learning and knowledge transfer.

(6) Handover

The Working Group strongly recommends a more systematic approach to handovers when people step down from positions and have developed a template for this to be done.

The Working Group believes it is extremely important that Associations are aware of the ongoing work and the products and tools that are being rolled out to support succession and talent acquisition and had prepared an Interim Report to be circulated to Associations as soon as possible, attaching the job descriptions.

The Working Group requested the endorsement of the Interim Report and approval for its circulation to Associations.

In the discussion that followed the President commended the Working Group for the work done. The President had found the review of candidates for the FAFICS delegate to the Pension Board to have been a valuable input to his own review of the candidates. He indicated that circulating the job descriptions now will not in any way alter the timing of the launching of the nomination process which will take place later in the year.

The Bureau endorsed the Interim Report of the Council Working Group on Succession Planning's Interim Report and the recommendation that it, and the job descriptions, be distributed to Associations in January.

The Working Group will reconvene on 12 January.

(g)The Secretary reported on the review of Member Association information gaps on the website and the call for Directory Updates regarding key officers and focal points. She reported 26 Associations do not have contact information on the website, namely, Indonesia, New Delhi, New Zealand, Costa Rica, Ecuador, Nicaragua, Cameroon, the Republic of Congo and the Democratic Republic of Congo, Guinea, Kenya, Madagascar, Nigeria, Somalia, Tanzania, Togo, Egypt, Israel, Lebanon, Austria, Italy, Russia, Spain, Switzerland, both Bern and Geneva, and Ukraine. The Secretary praised Quattro Medios Digitales in Panama for establishing a ticketing system for the expeditious uploading of material on the website. The President indicated Anna Lisa Heber in ARICSA is now in charge of responding to FAFICS queries. Adriana reported this issue has been raised in the Latin America Associations network and she will raise it again. She had not been able to reach Nicaragua. Abdou was asked if he could raise this with the concerned Associations in Africa and if the Standing Committee on Membership could take the matter up. The Standing Committee on Communications will take this matter up at its next meeting. The Secretary also advised that in the global email group there are 300 plus officers and members and the email group is kept updated. In addition, the Secretary maintains a matrix with the contacts of Presidents, Secretaries, Treasurers and focal points for whom she has the information. 39 Associations had responded to the email that went out in 2025, with a deadline of end December, requesting the names of focal points for the FAFICS pillars from Associations. The Secretary will work with the Chair of the Standing Committee on ASHIL to issue the surveys prepared by the Standing Committee to Presidents, Secretaries and ASHIL focal points. The President thanked the Secretary for her work and analysis and indicated this is a work in progress.

(h)Jacques Daoust had contacted the Secretary about the issue of printing copies of the FAFICS@50 book which the President/Bureau can use for its advocacy efforts. CAFICS-ACAFI will cover the cost. It was agreed to print 30 hard copies. It was also agreed to translate the document into French and Spanish and to have an e-version available in French and Spanish in time for the Council meeting in July. Associations can print hard copies as needed.

(i)The 56th Council will be held from 20-24 July. Invitations will be issued in March.

(j)With regard to the Bureau workplan, the Secretary has added information regarding ongoing work which she knows is being carried out in various substantive areas. Some other contributions were received from Suzanne and Tony. Jay confirmed that the Standing Committee on ASHIL has a detailed work plan and will be sending the Secretary the information she needs for the work plan template being used for the Bureau work plan.

Agenda item 3: Brief Standing Committee Updates

Standing Committee on Pension Issues

5. In the absence of the Chair of the Standing Committee on Pension Issues, the President provided the update.

6. The next meeting of the Pension Board will be held from 25-27 February. In the meantime, the AFICS/NY Pension Committee has invited the President to attend its meeting on 14 January as well as the briefings it will have with the RSG and CEPA on Thursday 22 January and Wednesday 28 January respectively.

7.The President reported on the General Assembly resolution. The budget for the Pension Fund was approved. The resolution called for a holistic examination of the entire pension plan including looking at the option of replacing the existing defined benefit plan with a defined contribution plan, fully recognizing acquired rights are to be respected. The resolution also called for the pension adjustment system to be reviewed. The President expects a Pension Board Plan Review Group to be created. This will be a multi-year exercise, and any considerations that are put forward will have to be analyzed by the actuaries, which could take a year. This will be the major issue of focus for the Pension Board this year.

8.The investment cycle is still under review, and the impact of inflation is a concern so there are suggestions being made on how to adjust the strategic planning of investments.

9. On the operations side, the modernization plan is proceeding with some improvements for retirees and better links between organizations and the Fund. Dino Cataldo Dell'Accio is now the Deputy CEPA and there will be a recruitment action to replace him at the Fund. Dino was previously the Chief Information Officer and is very knowledgeable.

Standing Committee on After-Service Health Insurance and Long-Term Care (ASHIL)

10. The Chair of the Standing Committee, Jay Karia, provided the update.

11. The survey Council agreed to conduct is ready to be sent out. There are two parts to the survey. There is a survey which Associations can, if they wish, send to their members. This survey would then be an instrument Associations can use in future to gather information from members. The second part is a feedback report to the Standing Committee on ASHIL. The survey is broken into several parts including experience with TPAS, issues related to securing authorizations, appeals processes and long-term care. Once the survey has been sent to Associations, a meeting will be held with them at the end of January to provide information on the survey and to get feedback on it. The survey could then be adjusted if necessary. It will also be an opportunity to see what issues might have come up for Associations since the last Council meeting. A small amount of approximately \$1,000 will be needed for the conduct of the survey. A member of the AFICS/NY office team will be able to do the work.

12. Regarding health insurance costs, these continue to go up. WFP has had substantial increases in their insurance premiums. At the recent UN-HLIC meeting the data presented by TPAs demonstrated costs continue to increase, which will in turn have an impact on premiums. It is important to continue to advise participants as to the ways in which they can contribute to the containment of costs, for example through use of in-network doctors.

13. The Chair asked the Secretary for a list of those in the Expertise Pool with health insurance experience as the Standing Committee is looking for additional members. (The Secretary indicated the Expertise Pool was being reformatted for easier access and functional search capability. The Chair of the Working Group on Succession Planning confirmed that the work is ongoing).

Standing Committee on Communications

14. The Chair of the Standing Committee on Communications, Juan Casas Zamora, provided the update.

15. The Chair reported on the Communication and Social Media Survey which had been survey sent out to Associations in October 2025 and tabulated in early November 2025.

16. Twenty-five Associations responded. Findings show that email remains the universal backbone of FAFICS communication. Instant messaging applications such as Whats App and Line are also used. There is interest in having a FAFICS Communications Network for exchange of updates and best practices. There are regional differences with African and Asian Associations depending more on mobile messaging and in-person meetings due to connectivity constraints, and European and American Associations using more structured digital channels such as Zoom, Teams, websites and bulletins. Social media adoption is low overall.

17. The survey highlights a growing need for multilingual, inclusive and digitally supported communication within FAFICS. Associations emphasized the importance of French and Spanish translations, training on digital tools and better visibility through online spaces. For the next Council it would be excellent to explore the possibility of having interpretation digitally through text so people can interact in the meeting in French and Spanish and even other languages.

18. The following is a summary of the findings of the survey by dimension:

Dimension	Findings Summary
Dominant Communication Mode	Email is the universal backbone; WhatsApp and similar instant-messaging apps are the main complementary tools.
Frequency of Contact	Most associations communicate weekly or several times a week. Larger ones (e.g. New York, Spain, CAFICS, FFOA) operate continuous online engagement through committees.
Use of Virtual Platforms	Zoom, Teams, or Google Meet are widely adopted for meetings and training, especially in Americas and Europe.
Social Media Adoption	Low overall; Facebook is used by fewer than one-third of associations. Minimal use of X/Twitter, LinkedIn, or YouTube.
Preferred FAFICS Update Channel	Email (100% of respondents), followed by WhatsApp reminders and newsletters.
Interest in Focal Points Network	High ($\approx 75\%$ Yes/Maybe). Associations see it as useful for visibility, collaboration, and peer learning.
Language Needs	Strong demand for bilingual and trilingual materials (English–French–Spanish).
Digital Inclusion Challenge	Limited access to devices or internet among older retirees and in low-connectivity regions.
Capacity-Building Priorities	Training on digital tools, group management, and social media content.
Governance Aspect	Need for clearer communication roles and coordination between FAFICS, Bureau, SCC, and associations.

19. Overall results confirm that FAFICS is well positioned to strengthen its internal and external communications through a coordinated, modernized network of Associations.

20. The findings provide a clear road map for the FAFICS Communication Strategy for 2026-27. The Standing Committee is seeking approval of the Bureau for the following areas of work to be undertaken:

1. Establish a Multilingual FAFICS Communication Network

- Formally launch the **FAFICS Communications Focal Points Network**, connecting designated representatives from each Member Association.
- Use a **dual-platform approach**:
 - **WhatsApp (or Signal)** for rapid exchanges and announcements.
 - **Email listserv** for structured communication and official correspondence.
- Develop **simple participation guidelines** to ensure relevance, focus, and respectful interaction.
- Introduce **regional moderators** (Africa, Asia-Pacific, Europe, Americas) to manage information flow and encourage balanced participation.

2. Promote Multilingual and Inclusive Communication

- Ensure that all FAFICS circulars, newsletters, and Council-related materials are available in **English, French, and Spanish**.
- Create bilingual templates for correspondence and reports.
- Encourage associations to contribute short bilingual updates for inclusion in FAFICS newsletters or the website.
- Provide translation support for small associations that lack resources.

3. Develop a Capacity-Building Programme

- Organize **periodic webinars and tutorials** on topics such as:
 - Managing WhatsApp and email communication lists.
 - Creating digital newsletters (Canva, Mailchimp, Word templates).
 - Using Zoom/Teams effectively for meetings and outreach.
 - Basic social media use for associations.
- Partner with experienced associations (e.g., New York, FFOA, CAFICS, Peru) to serve as **peer trainers or mentors**.

4. Enhance FAFICS Visibility and Outreach

- Launch a **central FAFICS web page or section** highlighting news from Member Associations.
- Integrate links to association websites, newsletters, and social media accounts.

- Develop a light **social media presence** (e.g., FAFICS Facebook and LinkedIn pages) to promote Federation-wide activities.
- Encourage Member Associations to share visuals, stories, and reports from their regions.

5. Standardize Information Flow and Templates

- Adopt a **common format** for:
 - Updates from FAFICS to Member Associations.
 - Reports and feedback from associations to the Bureau or SCC.
 - Newsletters or short bulletins.
- Circulate a **Communication Toolkit** containing templates for letters, event notices, and press releases.

6. Monitor and Evaluate Progress

- Conduct a **follow-up survey in 2026** to measure:
 - Changes in digital platform use.
 - Effectiveness of the new communications network.
 - Emerging needs for training or support.
- Include a short section on communication performance in annual FAFICS reports to the Council.

21. The President congratulated the Chair on the report and indicated it envisages an aggressive work program which he believes is all necessary and helpful. With regard to digital communication in meetings, the President asked how digital interpretation would work in a hybrid meeting context. Can its use in a hybrid meeting be linked into the public address system of the hosting organization. The Standing Committee will look into this as part of its review of various capabilities for interpretation offered by apps like zoom and MSTeams.

Standing Committee on Membership

22. The Co-Chair of the Standing Committee on Membership, Abdou Khadre Diakhate, provided the update.

23. The Pension Fund letter to beneficiaries in Morocco had been sent indicating they can reach out to Mr. Mohammed Ayat regarding the creation of an Association in Morocco. As a result, Mr. Ayat has received many calls. Mr. Ayat is considering holding a meeting/seminar in February

on how to create an Association. Abdou will try to attend in person if his health permits or if he endeavors to conduct the seminar online. He also hopes to continue, as his health permits, to work on Gambia, Egypt and Tunisia.

24. The President advised that Manijeh Torabi, a member of the Standing Committee on Membership, had been in touch with retirees in the COMECON Eastern European countries and has yet to hear back from any of them.

Agenda item 4: Next Bureau Meetings.

25. It was agreed the Bureau will continue to hold Bureau meetings on the third Thursday of the month. The schedule for its meetings is as follows:

19 February

19 March

16 April

14 May

18 June

16 July (or day before the Council)

Agenda item 5: AOB

26. Adriana suggested a review of the current Rules of Procedure regarding tenures. This issue will be taken up at the Bureau meeting on 19 February.

Annex A: Decisions/Actions taken at the 20 November meeting

President

- Will write to Catherine Pollard in January regarding FAFICS participation in future HLCCM meetings and the letter he wrote to the Secretary-General on health insurance issues (TO BE DONE)

- Will attend the BAFUNCS Annual General Meeting in March 2026 (PLANNED)
- Will send out the position description of Treasurer, with his suggested amendment included, to all Associations asking them to already be sourcing candidates that could be submitted next year for this critical position (JD DONE)
- Will include the screening of the video on the history and work of the United Nations, produced by Jay Pozenel, on the first day of the plenary of the 2026 Council meeting (PLANNED)
- Plans to go to Geneva in February to check on the status of the FAFICS Office, preferably with Delia (PLANNED FOR MARCH)

Secretary

- Will forward all the candidates under consideration for the FAFICS representative position on the Pension Board delegation to the Working Group on Succession Planning (ON-GOING)
- Will draft a congratulatory letter to be sent by the President to Marashetty Seenappa on becoming President Emeritus of AFUNPI and to his successor, the new President (TO BE DONE, internal procedures to be discussed with Bureau)
- Will draft a reply from the President regarding the query on membership of consultants and UNVs in Associations received from Peru (DONE)
- Will include the issue of the use of zoom licensing and AI options, including-AI-generated subtitles in different languages, on the Bureau work plan for further review (WITH COMMS CHAIR, TONY)
- Will draft a letter to all Associations from the President asking for focal points to be identified for the Standing Committees on pension issues, health insurance, communications and membership, as well as for updated information on Governing Body/Executive leadership, to be communicated to the Secretary, so the FAFICS website can be updated (DONE, WILL REPORT ON STATUS)
- Will post the FAFICS-FICSA pre-retirement session on the FAFICS website (DONE)
- Will share the updated Expertise Pool with the Standing Committee on ASHIL which continues its search for new members (DONE)
- Will draft the job description of Secretary (DONE)

Standing Committees

- Will draft Chair and Co-Chair job descriptions (REQUESTED?)

Bureau Working Group on Voting Procedures

- Will make the changes suggested in the Bureau meeting to the draft document on Voting Procedures for presentation to the next Bureau meeting (IN TODAY'S AGENDA)

Council Working Group on Succession Planning

- Will circulate the job description template it has developed to the Secretary and Standing Committee Chairs to enable them to produce their position descriptions (DONE)
- Will share the revised Expertise Pool form with the Bureau (EXPECTED)

Bureau Members

- Will ask their Associations if they would be willing to fund the travel of their Bureau member to an in-person Bureau meeting in Geneva in February
- It was suggested the issue of tenures for all FAFICS positions be looked at and a note prepared for the next Bureau meeting regarding any proposed changes and justification for any such proposed changes (Adriana)
- Bureau members who have any comments on the social media survey report should provide them to Tony Casas