

No.	Services	Expected Benefits/ Results (Outputs)	Activities	Implementation	Responsible	Remarks
1	Reorganizing offices for Board members and Committees	AFICS board members are 9 and 5 committees which addresses: - Health & Insurance - Pension matters, - Social issues - Communication & Publications - Member's follow-up	The Board oversees implementation of activities; Ensure regular and accurate quality meetings. Allocate office for each committee. Adopt roadmap for implementation of work plan;	Immediate	Board Executives	Done
2	Participate in FAFICS annual meeting	Attend the FAFICS meeting in-person and online Work on Retiree issues with strong justification such as: 1. UNJSPF liaison office in Addis Ababa, 2. CIGNA representative in Addis Ababa 3. The issue of low paid pensioners 4. UNFCU liaison office in Addis Ababa	Justification: - currently 15 specialized UN Agencies and 5 UN Funds and Programmes; - Ethiopia is the seat of the African Union. no other duty station, except New York (UNHQ), and the UN Office in Geneva (UNOG), which hosts such a large number of UN family organizations. - Ethiopia is one of the founding member of the League of Nations. - UNJPF has offices in USA-New York, Switzerland-Geneva, Austria-Vienna and liaison offices in Thailand-Bangkok and Kenya-Nairobi. Addis Ababa also deserves for this. - Cigna Insurance representative in the UN/ECA compound - Low paid pensioners leaving under the poverty	14-18/07/2025 Austria, Vienna	Board and Committee	Done
3	General Assembly and Executive Board meetings	Convene Annual General Assembly meeting once in a year in February to commemorate the birth of AFICS. Executive Board regular meetings shall take place every month,	The GA also approved bi-annual gathering Expenses incurred would be covered from members' pocket.	20 Feb 2025 for GA meeting, Bi Annual TC	Board	Ongoing
4	Prepare Occupational Group list	Compile Occupational Group list with the name and their various fields of expertise	Share the list to UN Organizations,	Continuous	Board Executives	Ongoing
5	Legalizing AFICS Documents	Sign and file important and legal documents including the BYLAW	The Amharic and English version of the BYLAW shall be signed and in file.	05 June 2025	Office Assistant	Partially done
6	Open USD Account	AFICS needs a Foreign Currency Bank Account and opening United States Dollars (USD) bank account helps the Association to request contributions from members, volunteers and donations from organizations	Willing members are encouraged to pay their annual contribution in USD to enhance AFICS activities.	May 2025	Board Executives	Done
7	Strengthening relationship with UNECA, RCO, FUNSA, ETC	The relationship with UN/ECA is excellent.	Review current situation and assess willingness of agencies outside of the ECA to support financially	Continuous	Board	ongoing
8	Knowledge Transfer/Best Practices	Organize Seminar to prospective retirees. Collaborate with the ECA Communication, RCO, HR and others	Conduct Seminar in collaboration with the UNECA Library/KFSS to create smooth transition from active to retirees' civil servants.	- 6 th May 2025 - 23 rd Dec 2025	Comm. and Publication	Done once
9	Produce Newsletters, bulletins, pamphlets, etc.	Publish AFICS activities, events; stories;	- Prepare Newsletter No.22, and distribute to the relevant UN System Organizations in Addis Ababa and - Share with FAFICS 55th Council Session, to be held in Vienna, Austria from 14 to 18 July, 2025.	End of June 2025 Dec 2025	Comm. and Publication	Newsletter No. 22 and 23 are published

10	Serve as AFICS liaison officer with UN Agencies in Addis Ababa	- Strengthening relationship to ensure that retirees obtained rights and privileges are protected and carried out according to the rules.	Work closely with the ECA Chief of Staff, assigned as AFFICS focal point; RCO, HR via the Chief of Staff, a) How best to get information on those future retirees who will be leaving the Organization by the end of 2025. b) health insurance after retirement; retiree ID cards, Car passes etc	Throughout the year	Comm. and Publication	Ongoing
11	Analyze the health service issues	Carryout studies and take initiatives to advice the UNHCC, how AFICS and its members access improved health care services	Read about befits, limitations, processes and appeal procedures relating to Cigna services in general and other UN service providers.	Continuous	Health and Insurance	
12	Visit service providers under health insurance Agreement	Study/Observe selected Cigna and UN recognized/registered Hospitals, Clinics, Diagnostics centers, Laboratories, pharmacies and therapy (Physio/psychotherapy) facilities and prepare reports for AFICS consideration and follow-up in the interest of UN retirees	Gain a comprehensive understanding of the range current health services offered and the UNHCC and health facilities officially recognized by UNHCC and Cigna	Continuous	Health and Insurance	
13	Prepare Brochures for Members' Directory	Create awareness highlighting the health insurance services and benefits they might be able to access when in need	UN retirees should familiarize themselves with terms and conditions set by their respective ASHI providers such as Cigna (ECA, UNICEF, WFP), Henner (UNOPS), MSH (UNESCO) or their parent UN Agencies (WHO, ILO, UNHCR, UNIDO, etc)	Dec 2025	Health and Insurance	Done
14	Work on entertainment activities	Organize biannual meeting for only retirees entertainment	Collecting proposals from Board members the best way to do	By the end of June 2025	Social Committee	Done
15	Follow-up on prospective members and encourage them to register in AFICS	Work with organization HR offices on list of retirees. Organize discussion forum in collaboration with Communication Committee ✓	• More retirees are registered • Reach out to those retirees residing in the regions	✓ As and when required	Members Committee	
16	Pension related services communicated to members	Follow up on routine pension support services, such as, guidance, modalities and procedures for new members joining AFICS Addis Ababa, Ethiopia	Check with HR Officers of UNECA and UN Sister Organizations and obtain information. Work closely with the members follow-up committee	As and when the need arises	Pension Committee	
17	Ensure Retiree Cases are reported to concerned authorities and appropriate action taken on time	As and when problems are encountered to AFICS members/retirees, such as, delays in payment of monthly benefits, etc, communicate with concerned offices of HR, UNSSCA and Pension Fund NY and GVA and ensure problem is resolved accordingly	Contact/obtain information through AFICS Secretariat and communicate with pertinent Pension Office	Shall be done when problems are reported	Pension Committee	
18	Timely submission of Signed CE to Pension Fund, New York office is ensured	Follow up with AFICS Secretariat and ensure that hard copies of yearly signed up Certificates of Entitlement (CE) are forwarded to NY Pension Fund office on a timely manner;	Work with the AFICS Secretary and concerned retirees as deemed necessary	July – August Signed CE submitted to concerned office as soon as completed	Pension Committee	Done by the Office Assistant
19	Appropriate introduction provided to new retirees	With the understanding that new retirees have participated in pre-retirement seminars and briefings organized by UNECA HR, etc. which also includes other UN Agencies; follow up with the Office of the President of AFICS Ethiopia on introductory process/procedure so that new retirees are welcome;	Liaise with HR offices and organize the meeting in collaboration with Communications Focal person	Upon obtaining lists/names of new members	Pension Committee	