

**STATUTES OF THE INTERNATIONAL STAFF ASSOCIATION OF UNESCO (ISAU)****APPROVED BY THE COLLEGIUM ON 20 JUNE 2023**Preamble

The geocultural groups of Africa, Latin America and the Caribbean, Asia and the Pacific, the Arab States and Europe and North America,

1. Considering the Constitution of UNESCO, Resolution 26, adopted by the General Conference at its 21st session and recognizing representative staff associations, and the principle of respect for cultural diversity,
2. Taking fully into account the legitimate aspiration of States to assert their cultural identities and to have their cultural specificities recognized and respected as a determining factor in international peacekeeping and peacebuilding,
3. Recognizing that the development of cultural pluralism reflected in the staff of the Secretariat, with respect for the cultural diversity, the needs and the aspirations of each geocultural group, has made it necessary to create a staff association that is truly international, in which no geocultural group, by virtue of the strength of its numbers, is in a position to dominate others, and in the community life of which all groups are able to participate equally,
4. Reaffirming their deep commitment to these principles,

Created the International Staff Association of UNESCO (hereinafter "ISAU"), the Statutes of which follow.

**PRELIMINARY ARTICLE: Purpose of ISAU**

The purpose of ISAU is as follows:

- (a) To defend the legitimate collective and individual interests of all UNESCO staff members and, to this end, to cooperate with the Director-General and the UNESCO Administration;
- (b) To contribute, at Headquarters and in the field offices, to the improvement of the working conditions of staff, both collectively and individually, with the particular aim of guaranteeing equitable and non-discriminatory working conditions;
- (c) To strive towards respect for the diversity of the members of the Secretariat, to promote greater mutual knowledge and understanding of different cultures, and to develop an international spirit among staff both at Headquarters and in the field offices;
- (d) To promote the equal participation of all geocultural groups in the community life of ISAU;
- (e) To support and contribute to the achievement of the fundamental ideals and objectives enshrined in the Constitution of UNESCO;
- (f) To cooperate with the staff associations and unions of the organizations of the United Nations system.

**ARTICLE I: Geocultural groups**

1. For the purposes of these Statutes, the geocultural groups are as follows:
  - (a) Africa;
  - (b) Latin America and the Caribbean;
  - (c) Asia and the Pacific;
  - (d) Arab States; and
  - (e) Europe and North America.

**ARTICLE II: Members of ISAU****MEMBERSHIP**

1. Any staff member who has joined ISAU and is up to date with his or her annual dues shall be considered a member of ISAU. Any non-staff member employed by the Organization may be admitted to ISAU as an associate member, but without the right to vote or be a member of the various organs of ISAU (Executive or Collegium).

The term "non-staff member" includes personnel loaned to the Organization, interns, volunteers, sponsored trainees, standby personnel, casual workers, contractors and any other person employed by the Organization under chapters [13](#) and [19](#) of the HR Manual, as well as any person who is employed by the Organization under a service contract, a short-term contract or consultant contract.

2. Any ISAU member who has not paid his or her dues shall be deemed to have terminated his or her membership one month after an unsuccessful reminder sent by the Treasurer. The Coordinator of the Collegium shall be informed thereof. The member shall be automatically reinstated as soon as he or she has paid his or her dues for the current year.
3. Any ISAU member wishing to terminate his or her commitment and membership may, at any time, send to the Secretariat of ISAU written notification of his or her intention, abiding by, where applicable, the conditions of commitment.

**MEMBERS' RIGHTS AND DUTIES**

4. ISAU members who are up to date with their membership dues shall be entitled to vote in elections held by ISAU.
5. They may also stand for election to the various organs of ISAU, on condition that payment of their membership dues is up to date as at 31 December of the year preceding the elections, with the exception of the office of President, for which candidates shall meet the conditions set out in Article IV, paragraph 2, below.
6. All members of ISAU shall be bound by the Statutes of ISAU.

**ARTICLE III: Organs of ISAU**

ISAU shall consist of the following organs:

- (a) The Presidency;
- (b) The Collegium; and
- (c) The Executive.

**ARTICLE IV: The Presidency****ELECTION OF THE PRESIDENT**

1. The President of ISAU shall be elected by universal suffrage for a term of office of two years and, to the extent possible, shall be a member of ISAU from a different geocultural group from that of the outgoing President. The President may be re-elected for a maximum of two consecutive terms, i.e., a total of four consecutive years.
2. Members of the outgoing Collegium of ISAU who are up to date with their membership dues as at 31 December of the previous year shall be eligible to stand for election as President.

**DUTIES OF THE PRESIDENT**

3. The President shall appoint a Vice-President belonging to a geocultural group other than that to which the President belongs.
4. The President shall have the following duties:
  - (i) Direct the work of the Executive;
  - (ii) Convene, set the agenda for and preside over the meetings of the Executive;
  - (iii) Appoint the Treasurer and Deputy Treasurer on the recommendation of the Executive; and
  - (iv) Possess the right to dismiss the Treasurer and Deputy Treasurer.
5. The President shall represent ISAU before the governing bodies of UNESCO, the Director-General and any internal UNESCO entity, as well as before external entities with which ISAU cooperates.
6. In the event that the President is temporarily unavailable (for reasons such as missions, or leave, for example), the Vice-President shall replace him or her in the interim. In the event that the Vice-President is unavailable, the President shall appoint a person from among the other members of the Executive to replace him or her in the interim.
7. In the event of a vacancy in the Presidency (death, resignation, dismissal) or where the President is deemed permanently unable to perform his or her duties, elections shall be held within ninety (90) days for all the organs of ISAU, in accordance with Article IX below. In the exceptional event of a vacancy occurring or an impediment being noted no later than ninety (90) days before the date set for the next elections, the Vice-President shall act as interim President until the time of the elections.

**ARTICLE V: The Collegium****COMPOSITION**

1. The Collegium shall be the deliberative organ of ISAU. It shall consist of forty (40) members elected by universal suffrage, with the eight (8) representatives per geocultural group having obtained the highest number of votes by universal suffrage within the geocultural group to which they belong. Each member shall be elected for a term of two years.
2. In the event of the death, resignation or dismissal of a member of the Collegium, or if a member of the Collegium is deemed permanently unable to carry out his or her duties, the organ shall ensure that the next person belonging to the same geocultural group and having obtained the most votes in the previous elections replaces him or her within a period of thirty (30) days.

## DUTIES

3. The Collegium shall decide on general ISAU policy on the basis of its own proposals and/or those of the President and/or those of the Executive. It shall vote on the programme, adopt the budget, set the amount of the annual membership dues and establish the financial regulations of ISAU.
4. For particularly complex issues, the Collegium may appoint an independent expert or an ad hoc study group for a specific, time-limited assignment.
5. The decisions of the Collegium shall be binding on the Executive and the President.
6. The Collegium shall elect three arbitrators in accordance with Article XIII, paragraph 1, and two auditors.

## SESSIONS

7. A quorum of two thirds of the members present or represented is required for any Collegium meeting or decision.
8. Proxies for the representation of members shall be addressed by the principal to the Coordinator of the Collegium. They shall include his or her handwritten signature and clearly indicate the name of the principal, the name of the agent, the content (instructions from the principal to the agent) and the nature of the proxy (general for all items on the agenda or specific for a particular agenda item). No member shall be granted more than two proxies in total.
9. If the quorum is not present, the meeting shall be suspended for ten (10) minutes, after which the Coordinator of the Collegium shall ascertain whether the quorum is present. If this is still not the case, the Coordinator shall close the meeting and reschedule it for a new date, which shall be as soon as possible.
10. At the first meeting of its term, the Collegium shall elect by a simple majority a Coordinator and Deputy Coordinator for a maximum term of two years. The Coordinator and Deputy Coordinator of the Collegium shall not be members of the Executive.
11. The Coordinator shall convene and direct the work of the Collegium. He or she shall take note of the debates and prepare the minutes.
12. In the event that the Coordinator or Deputy Coordinator are unable to attend or are absent for part of the meeting, the Collegium may elect, by a simple majority, a Chair for the meeting, who shall conduct the discussions and any voting, and close the meeting.
13. The Collegium shall meet in ordinary session twice a year. It may be convened in extraordinary session at the request of the Coordinator of the Collegium, the President or one hundred (100) ISAU members whose dues are up to date.

## PROVISIONAL AGENDA

14. The provisional agenda shall be set by the Coordinator of the Collegium. It shall include items proposed by the President, which have priority, items proposed by at least eight (8) members of the Collegium and/or at least four (4) members of the Executive and, to the extent possible and unless the Coordinator justifiably objects, all items proposed by each member of the Collegium and, where applicable, by representatives of the committees of the field offices. The provisional agenda may include a miscellaneous item which may be raised during the session but which will not be put to the vote.

15. The provisional agenda shall be communicated to members, together with any documents to be considered, at least three days before the session concerned.

16. At the start of its session, the Collegium shall adopt the final agenda, amending the provisional agenda if necessary.

## DISCUSSIONS

17. The Coordinator of the Collegium shall direct the discussions, accord and withdraw the right to speak, put questions to the vote, announce decisions and declare the closing of the meeting. He or she shall ensure observance of these Statutes throughout the sessions.

18. The Coordinator shall give the floor to speakers in the order in which they signify their wish to speak. The President of ISAU and the other members of the Executive may take the floor whenever they deem it appropriate.

19. At the invitation of the President, any ISAU member who is not a member of the Collegium may attend sessions of the Collegium without voting rights.

20. ISAU members attending Collegium sessions in accordance with the preceding provision, as well as representatives of national or regional committees visiting Headquarters, may take the floor at sessions if authorized to do so by the Coordinator.

21. Any proposal or motion which has been seconded orally or in writing by at least ten (10) members of the Collegium shall be discussed. However, any member may object to the discussion by raising a point of order, which the Coordinator shall examine and rule upon immediately. The ruling of the Coordinator may be appealed by the proposer of the motion, and the matter shall be put to the vote immediately. The members of the Collegium shall adjudicate on the Coordinator's decision by a simple majority.

22. The Coordinator or any member of the Collegium may, at any point during the discussions, move:

- (a) The closure of the debate on the item under discussion;
- (b) The adjournment of the debate on an item;
- (c) The suspension of the meeting; or
- (d) The adjournment the session.

In such cases, the Collegium shall vote upon the motion by a simple majority.

23. Discussions may be recorded.

## VOTING

24. A vote shall be possible only if the quorum of members present or represented has been verified and reached at the time of the vote. In the event of successive, uninterrupted votes, if the quorum has been reached for the first vote, it shall not need to be verified before each vote. However, the Coordinator shall be responsible for ensuring that the quorum is maintained and may request that it be verified before each vote.

25. The decisions of the Collegium shall be adopted by consensus, and where this is not possible, by simple majority vote. The Coordinator may also, at any time, request a vote on an agenda item.

26. Each member of the Collegium shall have one vote. He or she may have a maximum of three votes, depending on the number of valid proxies he or she holds. If a vote is equally divided, the vote shall be repeated immediately. The vote may be repeated a maximum of three times. If, on the third vote, a majority has still not been reached, the Coordinator shall settle the matter.

27. In exceptional cases, as provided for herein, decisions of the Collegium shall be adopted by a qualified majority of two thirds of the members.

28. The vote shall be taken by a show of hands. However, the Collegium may decide by a simple majority to vote by secret ballot.

#### MINUTES

29. The minutes of the sessions of the Collegium, drafted in accordance with paragraph 11, shall be made available to all its members for consultation.

### **ARTICLE VI: The Executive**

#### COMPOSITION

1. The Executive shall consist of fifteen (15) elected members, with the three representatives per geocultural group having obtained the highest number of votes by universal suffrage within the geocultural group to which they belong. Their term shall be two years. Any member elected to the Executive shall automatically be a member of the Collegium.

2. In the event of the death, resignation or dismissal of a member of the Executive, or if a member of the Executive is deemed permanently unable to carry out his or her duties, the Collegium shall ensure that the next person belonging to the same geocultural group and having obtained the most votes in the previous elections replaces him or her within a period of thirty (30) days.

3. The President of ISAU shall direct the Executive.

#### DUTIES

4. The Executive shall decide on the most appropriate methods and means of implementing the decisions adopted by the Collegium, in compliance with these Statutes and the Constitution of UNESCO. The Executive shall be responsible for supervising the ISAU Bureaux and administering the work of ISAU.

5. The Executive shall assign the posts of Head and Deputy Head of each of the three ISAU Bureaux to interested members. Members of the Executive shall be appointed the Heads of each Bureau. The post of the Deputy Head of a Bureau shall not necessarily be given to a member of the Executive; it shall, to the extent possible, be given to a member from a geocultural group other than that of the Head of the Bureau in question.

6. Pursuant to Article IV, paragraph 4, the Executive shall propose to the President of ISAU candidates for appointment as Treasurer and Deputy Treasurer.

**SESSIONS**

7. The Executive shall meet regularly, upon the convocation of the President of ISAU, who shall set the agenda and chair the sessions of the Executive. Sessions shall not be public and their minutes shall be confidential; access to said minutes shall be open only to the President and the members of the Executive.
8. The Executive shall report on its management to the Collegium at least once a year.
9. Where he or she deems it necessary, the President may invite other ISAU members to meetings of the Executive in order to discuss a specific subject, which he or she shall include on the agenda. Guest members may request and take the floor only after members of the Executive have done so. They shall not have the right to vote.
10. The Coordinator of the Collegium may attend meetings of the Executive without the right to vote. In such cases, his or her role shall be to ensure coordination between the Executive and the Collegium.

**ARTICLE VII: The Bureaux**

1. The Bureaux are ISAU's technical organs and shall be responsible for the following:
  - (i) Carrying out deliberations, making proposals and organizing operational activities in their respective areas of competence; and
  - (ii) Ensuring communication within the Association.
2. The Bureaux of ISAU shall be the following:
  - (i) Bureau 1: Physical, recreational and cultural activities (sports, leisure, travel, cultural events, and so forth).
  - (ii) Bureau 2: Social affairs (health and safety, pension, health insurance, mutual insurance, catering services, and so forth).
  - (iii) Bureau 3: Legal affairs (staff ombudsmanship, conditions of service, Appointment Review Board, relations with the Administration and external relations, and so forth).
3. Each Bureau's Head and Deputy Head shall be appointed in accordance with the provisions of Article VI, paragraph 5, hereinabove. The Heads shall be responsible for managing and convening meetings of their respective Bureaux. The Deputy Heads shall be responsible for coordinating work within their respective Bureaux.
4. Members of ISAU may participate in the working meetings of the Bureaux on a permanent or occasional basis in respect of specific subjects.
5. The Bureaux shall carry out their missions under the supervision of the Executive. Each Bureau shall provide a written report on its activities to the Executive at the request of the President.
6. Each Bureau shall define its own operating procedures, subject to the approval of the Executive and in accordance with these Statutes.



**ARTICLE VIII: ISAU Field Committees**

1. Five members of ISAU serving in one or several field offices may establish an ISAU Field Committee.
2. The ISAU Field Committees shall define their respective programmes and shall be free to organize themselves in accordance with the present Statutes. They shall keep the Executive regularly informed of their operating procedures and methods.
3. The ISAU Field Committees shall keep the Executive informed of their activities. They themselves shall be kept informed of the activities of ISAU at Headquarters by any available means under the responsibility of the President of ISAU.

**ARTICLE IX: Elections**

1. The preparation and conduct of the elections for President, members of the Collegium and members of the Executive shall be subject to the following deadlines:
  - (i) The call for nominations shall be issued two months before the end of the terms of office of the President, the members of the Executive and the members of the Collegium.
  - (ii) The submission of nominations shall end two weeks after the call for nominations has been issued.
  - (iii) The list of candidates shall be published no later than one week after the close of the nomination period.
  - (iv) Elections shall take place two weeks after the publication of the candidatures. They shall take place over three (3) working days.
  - (v) Votes shall be counted and the results shall be released the day after voting closes.
2. In accordance with Article II, paragraph 4, only ISAU members who are up to date with their membership dues may vote, and in accordance with paragraph 5, only ISAU members who are up to date with their membership dues as at 31 December of the year preceding the elections may stand as candidates and be elected.
3. Voting shall take place by universal suffrage and electronic voting.
4. In order for the vote and the results to be validated, upon completion of the vote count, a count form shall be prepared by the tellers and countersigned by the persons appointed by the Collegium to be in charge of verifying the legality of the elections. The count form shall indicate the number of voters, the number of votes per candidate and any written objections lodged on the day of the vote count or the day on which the results are announced.
5. In accordance with Article IV, paragraph 1, Article V, paragraph 1, and Article VI, paragraph 1, hereinabove:
  - (i) The person who has stood for election to the Presidency and has obtained the most votes shall be declared President;
  - (ii) The eight (8) persons from each geocultural group who have stood for election to the Collegium and who have obtained the most votes out of all the candidates in their respective geocultural groups shall be declared members of the Collegium; and
  - (iii) The three (3) persons from each geocultural group who have stood for election to the Executive and who have obtained the most votes out of all the candidates in their respective geocultural groups shall be declared members of the Executive.



6. If a vote is equally divided, a new vote shall be held no later than one week after the votes have been counted.

### **ARTICLE X: Dismissal**

1. Any member of the Collegium or the Executive who is absent from meetings of the Collegium or the Executive more than three consecutive times without justification shall be dismissed from office. In such case, the President shall notify him or her in writing of his or her dismissal, and the Collegium shall, as soon as possible, appoint his or her replacement from among the members of the same geocultural group, in accordance with Article V, paragraph 2, and Article VI, paragraph 2, respectively.

2. Heads of Bureaux may be dismissed by the Executive and/or Collegium by a simple majority if they fail to meet their obligations in accordance with these Statutes. The Coordinator and Deputy Coordinator of the Collegium may be dismissed by the Collegium by a simple majority if they fail to fulfil their obligations in accordance with these Statutes. The Heads of Bureaux, the Coordinator and the Deputy Coordinator thus dismissed shall remain, of course, members of their respective organs. They shall be replaced in accordance with Article VI, paragraph 5, and Article V, paragraph 10, respectively.

3. The President, the members of the Collegium (including the Coordinator and Deputy Coordinator) and the members of the Executive may be dismissed in accordance with the following procedure, if they fail to fulfil their obligations and/or mandate in accordance with these Statutes.

#### **TERMS OF DISMISSAL**

4. Any request for dismissal shall be filed by at least ten (10) members of the Collegium or four (4) members of the Executive.

5. The request for dismissal shall be duly justified and based on at least one of the following grounds:

- (i) Breach of these Statutes;
- (ii) Non-compliance with a formal mandate for which the Collegium has voted and which the person concerned is obligated to carry out; and/or
- (iii) Conduct manifestly incompatible with the position of the person concerned.

6. The Coordinator of the Collegium shall notify the person concerned of the request for dismissal at least one (1) month before the session of the Collegium.

7. Once the person concerned has been notified of the request for dismissal, he or she shall submit his or her defence in writing to the Coordinator no later than five (5) days before the session. He or she may defend him- or herself personally or be defended by another ISAU member of his or her choice.

8. If the person concerned does not submit his or her written defence to the Coordinator within the allotted time, the Collegium shall vote on the request for dismissal. If the person concerned submits his or her written defence to the Coordinator within the allotted time, the Collegium may vote on the dismissal only after having examined said document. The person concerned may ask the Coordinator to be heard by the Collegium before the vote takes place. If the person concerned does not ask to be heard, or if he or she asks to be heard but fails to attend the hearing without proven justification, the Collegium shall vote without a hearing. If justification is proven, the hearing shall be postponed once only and shall be scheduled for the earliest possible date. If the person concerned fails to appear at the second hearing, even if he or she proves just cause, the Collegium shall vote

on the request for dismissal without a hearing.

9. The Collegium shall vote by ballot on the request for dismissal and shall dismiss the person concerned:

- (i) By a simple majority for the dismissal of a member of the Collegium or the Executive;
- (ii) By a qualified two-thirds majority for the dismissal of the President.

10. The Collegium's decision shall be notified to the person concerned, to the organ concerned (Collegium or Executive) and to the Secretariat of ISAU.

11. In the event of a positive vote, the dismissal shall take effect upon receipt of the decision by the person concerned. The necessary steps shall be taken to replace the person dismissed:

- (i) In the case of the dismissal of the President, Article IV, paragraph 7, shall apply.
- (ii) In the case of the dismissal of a member of the Collegium, Article V, paragraph 2, shall apply.
- (iii) In the case of the dismissal of a member of the Executive, Article VI, paragraph 2, shall apply.

#### **ARTICLE XI: Resignation**

1. The President of ISAU may resign at any time, by giving two (2) months' notice of his or her resignation.

2. Members of the Collegium or Executive may resign at any time, by giving one (1) month's notice of said resignation.

3. Heads of Bureaux, the Coordinator, the Deputy Coordinator, the Treasurer and the Deputy Treasurer may resign at any time, by giving one (1) month's notice of said resignation. They shall remain members of their respective organs.

4. Except in the case of the Coordinator and Deputy Coordinator, who shall notify in writing the President of ISAU, anyone wishing to resign shall notify in writing the Coordinator of the Collegium of said resignation. The notice period shall begin upon receipt of the notification of resignation.

5. The Collegium shall be informed of the resignation and shall take the necessary steps to replace the person concerned.

- (i) In the case of the resignation of the President, Article IV, paragraph 7, shall apply.
- (ii) In the case of the resignation of a member of the Collegium, Article V, paragraph 2, shall apply.
- (iii) In the case of the resignation of a member of the Executive, Article VI, paragraph 2, shall apply.
- (iv) In the case of the resignation of a Head of Bureau, the Coordinator, the Deputy Coordinator, the Treasurer or the Deputy Treasurer, Article VI, paragraph 5, Article V, paragraph 10, and Article IV, paragraph 4, respectively, shall apply.

#### **ARTICLE XII: Treasury**

1. Annual membership dues shall be set by the Collegium, on the recommendation of the Executive.

2. The Treasurer, assisted by the Deputy Treasurer, shall manage ISAU's finances in accordance with the Statutes of ISAU and the Financial Regulations of UNESCO. He or she shall ensure the lawfulness of expenditure and revenue.

3. The Treasurer shall notify the Executive of any risk of deficit, of obligation or of unexpected debt posed, or likely to be posed, to ISAU, and shall propose in a timely manner the appropriate measures for dealing therewith.
4. The Treasurer shall prepare an annual report and a detailed annual report on the financial management of ISAU and shall submit these documents:
  - (i) to the President; and
  - (ii) to both auditors.
5. On receipt of the aforementioned documents, the President shall prepare a management report covering revenue and expenditure, and shall submit it to the Collegium for approval.
6. The auditors shall verify the legality of the annual report and the detailed report on the financial management of ISAU prepared by the Treasurer. If said documents are found to be in order, the Collegium shall discharge the Treasurer.

### **Article XIII: Settlement of Disputes**

1. Any dispute between members of ISAU, or between its members and organs, relating to the interpretation or implementation of these Statutes shall be brought by any of the disputing parties before the arbitration tribunal for settlement. The arbitration tribunal shall be composed of three arbitrators elected by the Collegium on the basis of their integrity, independence and competence, for a two-year term, renewable once.
2. The arbitrators shall settle the dispute in accordance with these Statutes. The arbitrators shall render their decision within two months. Their decision shall be binding on the parties and shall settle their dispute.
3. The parties to a dispute may, by written agreement, depart from the dispute settlement procedure provided for above. In such case, they shall attempt to resolve their dispute through negotiation, mediation or conciliation. The parties shall have forty-five (45) days within which to reach a settlement agreement, which shall take the form of a written document signed by all parties to the dispute. Failing this, they shall follow the dispute settlement procedure provided for in paragraphs 1 and 2 of this article.

### **Article XIV: Revision of the Statutes**

1. A request for the revision of the present Statutes may be made by the President, the Coordinator of the Collegium or one hundred (100) members of ISAU whose payment of dues is up to date. The request shall be submitted to the Collegium in writing (on paper or in electronic format).
2. Proposals for amendment shall be made by the person(s) who formulated the request for revision, and a draft revision shall be submitted to all ISAU organs, which shall have two (2) months in which to submit their comments thereon. A final draft revision shall be prepared and submitted to the Collegium within one (1) month.
3. If he or she deems it necessary, the President may appoint an independent expert or an *ad hoc* review committee to study the draft revision and submit an opinion to the Collegium within one (1) month. Whatever its content, the opinion of the expert or of the committee shall not be binding on the Collegium.
4. The Collegium shall vote on the revision of the Statutes by a qualified two-thirds majority.

5. In the event of a vote in favour of amendment, the revised Statutes shall be submitted to the Director-General for approval.
6. Any revision of the Statutes shall come into effect after approval by the Director-General.