

**THE CHARITIES FOUNDATION  
OF THE  
ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS INC.**

**Revised 4 April 2006**

Purpose

1. The Foundation has been established:

(i) to assist members of AFICS(NY) and other qualified\* former international civil servants, their dependents\*\* and survivors who:

(a) face critical, unusual or emergency personal hardships of a temporary nature which cannot be met from other available resources; or

(b) seek to acquire or upgrade skills for post-retirement activities; and

(ii) to support humanitarian causes where this is consistent with the United Nations Charter.

**ASSISTANCE REVIEW COMMITTEE**

2. In accordance with Article IV of the By-Laws of the Foundation, the Assistance Review Committee has been established to consider all applications in conformity with the purpose of the Foundation in accordance with these terms of reference and related procedures.

TERMS OF REFERENCE

3. The Assistance Review Committee shall consist of seven persons appointed by the President of the Board of the Foundation.

4. The term of office of the Committee members shall be for one year. Members may be reappointed. The President is ex officio a member of the Committee.

5. The Committee has authority to make final decisions on all applications up to the limits in paragraphs 14 and 15 below.

6. Personal information provided by applicants to the Committee, its proceedings and files shall be kept confidential.

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## PROCEDURES

7. All applications for grants must be received in writing with appropriate supporting documentation.

8. In order to preserve their confidentiality, copies of individual cases will be distributed only to members of the Committee.

9. In considering an application from an individual, the Committee should take the following into account:

a) Whether the application is in conformity with the purposes of the Foundation.

b) The validity of the justification supporting the application.

c) The amount of the request in the light of the resources available to the Charities Foundation;

d) The possibility of obtaining aid from other sources of assistance such as the UNJSPF Emergency Fund.

e) Cases requiring non-financial assistance will be referred to the appropriate AFICS(NY) Committee.

10. After an initial review of the application for a grant, the Committee may ask for the submission of additional supporting information or data such as receipts, bills, cancelled checks or certification of the validity of the request by others.

11. The Committee may require certification from the person making an application that a similar request for financial assistance has not been submitted to another source of assistance or has been rejected.

12. In exceptional cases, the Committee may request the assistance of the UN Resident Coordinator, UNDP Resident Representative, UN System staff members and/or members of an AFICS residing in or near the location of the applicant.

13. In considering an application in support of a humanitarian cause, the Committee should take into consideration subparagraphs a) to c) of paragraph 9 above.

14. An application for a grant up to a limit of \$4,000 shall require the approval of four of the seven members of the Committee.

15. An application for a grant in excess of the above \$4,000 limit shall require the concurrence of four of the seven members of the Committee and shall be submitted to the Board of Directors for approval.

16. In the absence or incapacity of the Chairperson of the Committee, the President of the Foundation shall appoint a temporary Chairperson.

17. After an application for a grant is approved, the name of the recipient shall be sent to the Treasurer or Assistant Treasurer of the Foundation for preparation of the disbursement voucher and issuance and mailing of a check drawn on the funds of the Foundation.

18. The Chair of the Committee shall ensure that brief minutes of Committee meetings are prepared that record only the decisions on each application for a grant.

19. The Chair of the Committee shall prepare an annual report, identifying applicants only by number, for submission to the President of the Foundation, to be submitted, in turn, to the AFICS(NY) Governing Board. The President may forward the report to the Board with comments.

\* A "qualified" international civil servant is one whose period of service with an international organization would have qualified him or her to receive a periodic pension benefit from the United Nations Joint Staff Pension Fund.

\*\* Dependents and survivors include current or former spouses or domestic partners, and dependent children.