

Secretariat of the Inter-Agency Games
Terms of Reference

Introduction

The Secretariat of the United Nations Inter-Agency Games was established in order to ensure that decisions taken by the Control Commission are followed up and appropriate action is taken, as well as to make proposals to the Control Commission as appropriate.

The Secretariat is elected for a period of four years, the period having initially been decided on to cover the cycle of the Games (Paris, Geneva, Rome, Vienna). Notwithstanding the fact that, in 2012, the Control Commission decided to extend the cycle to six years to include Nairobi and New York, the Control Commission decided that the Secretariat's term would remain unchanged, i.e. four years.

Composition

The Secretariat shall comprise the following members from the same duty station:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Information and Communication Officer

Responsibilities of the Secretariat

- Work on specific issues or group of issues in accordance with the request of the Control Commission.
- Recommend to the CC on the eligibility of organizations to participate in the IAG.
- Solicit the commitment of the host organization(s) two years in advance of any Games.
- Should any of the six duty stations fail to commit, the IAG Secretariat shall request all organizations to make an offer to host the Games.
- Assist the host organization in the preparations for the invitation that the host organization will send out at the latest four months prior to the Games.
- Ensure that any organization with outstanding bills is not invited to participate in any Games until all bills have been settled.
- Keep a record of and take appropriate action on all decisions taken by the Control Commission.

- Maintain and update the website of the IAG which should include, among others: the General rules of the IAG, the latest approved rules for each discipline of the IAG, a record of the historical results of all IAG, a record of the minutes of the Control Commission, forms for the registration of players, forms for the organizations' HR departments to sign to verify the eligibility of the players and officials, Rules of procedure.

- Ensure that appropriate action is taken in accordance with the penalties for breach of agreed norms.

- Ensure the verification of participants after the Games.

- Keep the funds and accounts of the Secretariat

- Make proposals to the Control Commission to improve future Games.

- Report to the Control Commission on its work in the year passed.

- Participate in the meetings of the Control Commission.

Working language

The Secretariat should conduct its work in the language of its choice but all its reports shall be in English.

Procedure for election of the Secretariat

The following procedures for electing the Secretariat, were proposed by the serving Secretariat in 2012 and adopted by the Control Commission to ensure transparency and effectiveness.

Normally, two months prior to the end of its term in office, the serving Secretariat will request two members of the Control Commission from a different duty station to act as Polling Officers.

The Polling Officers shall issue a call for nominations to all organizations/duty stations to submit their team nominations for the next Secretariat (General Rule 4. refers) for a term of office of four years. Any eligible organization(s)¹ may nominate a team composed of Chairperson, Vice-Chairperson, Secretary, a Treasurer and Information & Communication Officer. If they so wish, the nominated team(s) may submit a work plan to the Polling Officers, for their term of office. In order to qualify for elections, the nominations received by the Polling Officers should be for a full team whose members all serve at the same duty station. The nomination process shall be closed after four weeks from the date of issuance.

Within three working days, after the deadline for nominations elapsed, the Polling Officers shall notify all eligible organizations of the full team nominations

¹ Nominations may be submitted by one organization or jointly by several organizations in one duty station.

received, including their work plan, if any. The Polling Officers shall initially ensure that a special email account is established for electronic voting and thereafter invite all organizations to vote electronically within two weeks of the announcement. Each organization shall submit one vote. If the Polling Officers have received only one team nomination, the team nominated will still have to be elected by the organizations, indicating their views on the acceptance or non-acceptance of the team. In the event that a team is not accepted by a majority of voters, the Polling Officers shall issue a new call for nominations. If more than one nomination is received, a simple majority will determine the outcome of the elections.

The Polling Officers shall draw up a list of all organizations that have participated in the Inter-Agency Games in the previous five years. For a valid ballot a minimum participation of fifty percent is required from organization on that list whereas an abstention shall be counted as a vote but a non-vote shall not.

The Polling Officers shall announce the results of the election, providing the number of votes for each team, within three working days from the closure of the election process.

Upon announcement of the election results, the newly elected Secretariat shall take over its duties, in accordance with its terms of reference and any additional tasks assigned to it by the Control Commission.

The Secretariat shall remain in office until a new Secretariat is elected.

Should a member of the Secretariat retire or be relocated, the person could chose to continue with the duties entrusted. Should the person cease to be a staff member, or resign from elected duties, then bi-elections should be organized by the Polling Officers.

Terms of reference for the Polling Officers

Once selected by the Secretariat, the Polling Officers shall:

1. Agree on their Rules of Procedure in accordance with the terms of reference of the Secretariat of the United Nations Inter-Agency Games.
2. Prepare the message to be sent to all organizations/duty stations, to include information on the upcoming elections and on the timelines related thereto.
3. Decide on the need to issue reminders as required.
4. Inform the organizations/duty stations that the nomination process is closed and on the teams submitted for election. They shall declare the election process open in accordance with the timelines set for the election of the Secretariat and ensure the secrecy and fairness of the vote.
5. Decide on the validity of the votes received and announce the results of the elections within the timelines set for the election of the Secretariat.
6. The term of office of the Polling Officers shall cease with the election of the new Secretariat. They may again be selected to perform the above duties.