



You were elected to the AP-in-FAO Representative Council. Now what?

Briefing note for new Representatives

OUR STRUCTURE

- [The General Membership & Assembly](#)
- [The Representative Council](#) (Rep. Council),
- [The Executive Secretariat](#) (Exec. Sec.)
- [The Statutes and Procedures Committee](#) (SPC)

HOW WE WORK TOGETHER

The **General Membership** of AP-in-FAO gets together once per year during the Annual Assembly period to debate and vote on the ExecSec's report on activities undertaken the previous year, the Association's workplan for the coming year, the proposed budget, etc.

Normally, a physical meeting is held at HQ during the **Annual Assembly** period, to which non-HQ members are linked through electronic means. The last annual assembly was exclusively electronic. An extraordinary assembly may be convened at any time by the Rep. Council.

The **Representative Council** is elected by the members, organized in Electoral Groups. It meets every two months to discuss issues of concern to members. The Rep Council is the interface between the general members of AP-in-FAO and the Executive Secretariat, serving as a communications channel and a deliberative body. It also elects the members of the Exec. Sec.

The **Executive Secretariat**, composed of 10 members, is elected by the Representative Council. It meets weekly or bi-weekly to discuss and act on pending issues. It is responsible for the day-to-day management of the Association, for the implementation of decisions of the Representative Council and for discussions and negotiations with Management.

The **Statutes and Procedures Committee**, composed of seven members, is elected by the Assembly and is responsible for the interpretation of and application of the Statutes and Rules of Procedure of AP-in-FAO. It conducts the elections to the Rep. Council and Exec. Sec.

THE AP-IN-FAO OFFICE

The AP-in-FAO office is managed by our full-time office assistant, Ms Debora Casalvieri. The office is located physically in E-119. For anything you need, contact Debora by calling 53986 or directly to Debora Casalvieri via S4B or send an e-mail to ap-in-fao@fao.org. Debora will help you or bring the matter to the attention of members of the Executive Secretariat if necessary.

YOUR ROLE AS A REPRESENTATIVE

The vitality and effectiveness of the association depends on reps being active and engaged. Your main duties are to:

Network with your Electoral Group to stay informed about their concerns and viewpoints. You could send regular email updates, remind them your door (virtual or real) is always open, or explore other means of exchanging views like a Team chat, Yammer, or a WhatsApp group. You could also hold occasional social get-togethers; there is funding available to support such events – contact the Exec. Sec. for more information.

Always attend Rep Council meetings, unless you are on leave or duty travel. Please, make a point of participating regularly in these sessions.

Represent the concerns, interests and viewpoints of Members in the Rep Council and in discussions with the ExecSec. In HQ but particularly for decentralized offices, representatives are a key source of information on concerns of staff in the various regions.

Keep abreast of AP-in-FAO activities. Do this by regularly checking the AP-in-FAO website, reading our email updates, and networking with other reps from other divisions. Suggestions and contributions for the website and our bulletins/newsletter are welcome.:

Share information and the outcomes of discussions back to the members after every Rep Council meeting and as appropriate. One option is to create an email list for your Electoral Group. (The list can be requested from the AP-in-FAO office.) E-mails, Electoral Group meetings, or chat groups can help keep members informed and engaged. One easy way to keep in touch with members is to circulate the final records of the Rep. Council meetings with your electoral group.

Recruit new members. Share a link to this article or the AP-in-FAO flyer. Invite a colleague to coffee and make a pitch for membership – both existing colleagues and always each and every new colleague that has joined (Stay tuned for more information on recruitment in 2022). If there are newcomers to FAO, make them aware of the Association and what we do. We can provide you with information material to be shared with them.

Help identify potential candidates for the Rep. Council and ExecSec. If you or another member has to step down from a role on the Representative Council or Executive Secretariat, your help lining up a replacement is key. We know that there are people who are interested in these roles, but generally they need to be asked.

HOW THE REP COUNCIL WORKS

Rep Council Meetings. These meetings are scheduled in advance so you can plan around them. The time difference between duty stations is a challenge. We try to alternate between mornings and afternoons to facilitate participation from the Asia and the Americas electoral groups, respectively.

Provisional Agenda. A copy of the Provisional Agenda for each meeting will be sent via e-mail in advance. If there are issues that you would like to see on the Agenda, you are welcome to submit these to the AP-in-FAO Secretariat before the Rep Council meeting.



Voting. Voting at Representative Council meetings is based on a simple majority vote, with each Representative present entitled to cast one vote (plus any proxy votes). However, voting is not frequent as AP-in-FAO always strives for consensus.

Proxy Voting. If you are on duty travel or leave and cannot attend a Representative Council meeting, you can delegate your vote to another Representative from the same Electoral Group. Communicate your proxy authorization to us in person at our office (E-119), by calling 53986, or via email at ap-in-fao@fao.org. Summary Record. Notes are prepared after each Representative Council meeting and are distributed to the Rep. Council members for review before finalization.

Once they are final, you can share the Summary Records with the Members of your Electoral Group. Past Summary Records are available with the AP-in-FAO Secretariat for those who are interested in consulting them.

Release. Being a Rep Council member is an officially recognized function, and your election will be officially communicated to your Division. Release to attend Rep Council meetings is called for according to the AP-in-FAO Recognition Agreement with the Organization.

THANK YOU!

Thanks for your willingness to serve on the Rep Council. We hope it will be a fruitful experience for you. In addition to advancing the interests of colleagues and your cohorts, it is an opportunity to network, learn about how UN agencies are – or should be – managed, and contribute to a workplace and work environment that allow staff to better deliver on FAO's important mandate.

ADDITIONAL WAYS TO ENGAGE

You can also actively support the work of the Association in other ways, too. We have a variety of ad-hoc working groups and Standing Committees that engage on specific issues. Check the AP-in-FAO website and contact the respective Chair or anyone on the ExecSec if you want to be more involved.