

Association of PAHO/WHO Former Staff Members (AFSM)

Focal Points Guidelines

1. The Focal Points of the Association of Former Staff Members of the Pan American Health Organization/World Health Organization (AFSM) are full members of AFSM, who voluntarily contribute to the development of the Vision, Mission, and activities of this Association in the countries where they live.
2. The Focal Points are the liaison between former staff members of the Association in the different countries and the Board of Directors of the Association. They take part in the monthly meetings of the AFSM.
3. Represent the AFSM before the PAHO/WHO Representative (PWR) or equivalent official within the countries, with regard to the working matters of the Association.
4. Collaborate, as far as possible, regarding the updating of the contact details of full members, associates, and support persons (if applicable), in the AFSM's membership database.
5. Share with members in their respective countries the reports of the discussions and agreements made at AFSM meetings.
6. Avail themselves to respond to members regarding the structure of AFSM and the functions of the Committees. They also provide information on the various means of communicating with AFSM and the existing channels for the dissemination of information (e.g., the AFSM web address, Newsletter, AFSM Facebook and others).
7. Provide assistance, if required, to former staff members in filling out their certificates of entitlement (CE) for the UN Pension Fund and submitting these within the corresponding deadlines.
8. Inform the Board of Directors regarding concerns that may arise at the national level and initiatives taking place (e.g., social gatherings, courses, and seminars, etc.)
9. Promote and collaborate in planning social and fraternity gatherings among the members of the country.
10. Promote contact, exchange of information, and joint activities with other similar associations existing in the country.
11. As far as possible, the focal point function should be of a rotating nature. Focal Points can be elected by the AFSM members themselves in each country.