

# Servas International UN Team

## Mandate Document



## 1. Title

Servas International UN Team (SI-UN)

## 2. Purpose

SI is one of over 5,000 NGOs (Non-Government Organisations) with “consultative status” through UN ECOSOC (United Nations Economic and Social Council). ECOSOC is one of the six main bodies of the UN and is the main entry point into the UN system for NGOs, providing the formal framework for NGO participation. For some time since gaining consultative status in 1973, SI has taken steps to align its work with the United Nations’ Sustainable Development Goals (SDG) —especially SDG 16: Peace, Justice, and Strong Institutions. SI believes that peace is built on empathy, dialogue, and shared experiences through culturally respectful travel, inclusive hosting, and other means. SI also supports SDG 10: Reduced Inequalities and SDG 17: Partnerships for the Goals. Our journeys are designed to break down barriers, promote mutual respect, and connect people across borders—because peace thrives when people meet as equals, not as strangers.

The Servas International UN Team has representation in each of four main UN locations: New York, Vienna, Geneva and Nairobi. These Servas members have the responsibility to represent Servas in different UN events, meetings or conferences and to promote the SI peace message. They participate in and support activities organized by the UN that are focused on peace and that can be of interest to Servas members. They also develop written and oral statements in collaboration with other organizations in order to call for peace in the world.

## 3. Scope and Responsibilities

Servas’ Representatives to the UN participate and contribute actively in the meetings held at the four UN locations: Vienna, Geneva, New York and Nairobi, including for example the UN Human Rights Council, the UN Commission on the Status of Women, and the UN Treaty on the Prohibition of Nuclear Weapons. The meetings attended by the team will be chosen based on their focus on peace, as well as through a collective decision among team members and in consultation with the SI Coordinator to the UN.

The results and benefits that the organization gains from these meetings will be shared with Servas members. The vast majority of meetings will be virtual.

The SI-UN Team will:

- Represent Servas International at UN venues and organize side events. Attend meetings concerning the 17 Sustainable Development Goals of the UN.
- Contribute in promoting Servas misión about global peace and understanding through networking with other Non Governmental Organisations (NGOs). The goal is to participate in international events of other organizations where Servas' mission and vision to promote peace are presented, thereby increasing membership and fostering collaboration with other institutions.
- Submit Written and Oral statements in all four UN locations.
- Participate in UN Day and other UN observances
- Write articles and disseminate information about the UN activities to other Servas members.

Servas International participates in the UN Commission on the Status of Women, one of the most important events held at the UN headquarters in New York. Up to twenty Servas delegates from around the world attend in person and an unlimited number of Servas members can participate online in parallel events (panels) organized by Servas and other NGOs. The SI Main Representative to the UN in New York is in charge of managing and planning of Servas participation in CSW in close collaboration with Servas International Women Team, Servas USA and Servas members in New York.

## 4. Authority

The SI Coordinator to the UN will select a Main Representative for each of the four UN locations. The SI Coordinator to the UN and the Main Representative for each UN location will select the Additional Representatives for that UN location.

The SI Coordinator to the UN will oversee all events related to the UN in collaboration with other teams.

Before making/submitting a written/Oral Statement, the matter would be escalated by the SI Coordinator to the Peace Secretary and who in turn will get the approval from SI Exco within the stipulated time period.

## 5. Membership

Representatives for all the four locations at Geneva, NY, Vienna and Nairobi (1 Coordinator, 3 Main Reps and 12 Additional reps). All Main Reps will preferably be Servas members who reside and have their permanent address in the proximity of that location unless exceptions are approved. The rest of the team members can be from around the world.

- How Servas' Representatives to the UN are chosen (elected and/or appointed):
  - SI Coordinator is appointed by the SI Exco in consultation with the SI President/Peace Secretary
  - Main Representatives are interviewed by the SI Coordinator and the previous Main Rep of the respective UN location.

- Based on the applications received for the Additional Reps position, the Main Representative along with the SI Coordinator will conduct an interview and select the Additional Representative(s) for the respective location.
- The selection is typically done in November/December of each year.
- Term lengths
  - SI Coordinator to the UN: A 3-year term, for up to two terms. The renewal of each term would be based on the approval by the SI Peace Secretary and SI President.
  - Main Representatives.: A 3-year term, for up to two terms. The renewal of each term would be based on approval of the SI Coordinator to the UN.
  - Additional Representatives: A 3-year term, for up to two terms. The renewal of each term would be based on approval of the Main Representative for that UN location and the SI Coordinator to the UN.

## 6. Meeting Procedures

- Frequency of meetings of SI Coordinator to the UN and the Main Representatives: Online meetings at least four to six times a year as per the convenience/agreement of the Representatives.
  - Quorum requirements: SI Coordinator to the UN and the Main Representatives
  - Decision-making process: Consensus, voting
  - One online meeting with the Peace Secretary at least every 6 months.
- The Main Representatives meet and work in coordination with the Additional Reps of their respective locations. The Main Representatives discuss these matters in their regular online meeting with the SI Coordinator.

## 7. Funding

A detailed budget proposal will be submitted to the SI Treasurer each year for the approval of SI Exco. The proposal will include a description of how the expenditures will contribute to promoting SI's peace mission.

Expenses related to in-person attendance at UN-related events must be reported and justified in advance. A report and receipts or invoices for the expenses will be submitted through the SI Peace Secretary.

## 8. Reporting

The SI Coordinator to the UN reports to the Peace Secretary and Exco President to get approval for making oral/written statements on different issues related to the UN meetings.

The SI Coordinator to the UN sends to the SI Treasurer a request to authorize the use of the budget, as well as a follow-up report.

Interim reports are sent semi-annually, and information will also be sent in a timely manner when any event is relevant and there is participation from Servas International. This is to ensure that the information can be understood about what the team does and how beneficial the event is to Servas and its members.

A consolidated written Annual Report about the work of the SI UN team is submitted at the end of each year.

## 9. Review and Amendments

The SI-UN Team will review this mandate document on an annual basis.