

Insurance Forum
of the United Nations
and Member Organisations

STATUTES

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STATUTES OF THE INSURANCE FORUM
OF THE UNITED NATIONS AND MEMBER ORGANISATIONS

Preamble

Reaffirming the commitment of all entities within the United Nations system to fulfil their mandates through a unified and coordinated approach, in the spirit of "One UN," to foster a more effective, efficient, coherent, coordinated, and better-performing United Nations,

Acknowledging that risk transfer, through mechanisms such as insurance, self-insurance, captive funds, and strategic claims management, is a cornerstone of risk mitigation and is widely utilized across the United Nations system to address both organizational risks (e.g., auto, travel, property, medical insurance, workers' compensation) and programmatic risks (e.g., liability, climate, cargo, credit, fidelity),

Noting with appreciation the specialized expertise in risk-transfer and insurance management that exists within several United Nations entities, while recognizing that such expertise is not uniformly available across all entities,

Regretting that despite spontaneous collaborative efforts in various areas of insurance within and across United Nations entities, many continue to operate in isolation, leading to inefficiencies and the unnecessary duplication of efforts,

Emphasizing that optimal efficiencies can be achieved through the management of insurance by technical specialists and the expansion of cooperation in knowledge-sharing, the establishment of risk-transfer measures, and the management of related claims,

Mindful of the challenges posed by differences in internal rules, staff entitlements, risk appetite, procurement approaches, and operational frameworks among agencies, which hinder the adoption of standardized solutions and the realization of economies of scale,

Underlining the importance of United Nations personnel involved in managing insurance to stay informed about insurance products and markets to effectively implement risk transfer measures,

Convinced of the necessity to enhance the "One UN" approach in risk-transfer and insurance, to facilitate the sharing of information and best practices within the United Nations system, and to achieve better value for money,

Wishing to establish a cross-agency network dedicated to insurance, risk-transfer, and claims management through the adoption of Track 3 of the "P5 Common Insurance Services" Initiative under the Far-Reaching Efficiency Initiatives (FREI),

Aiming to achieve the following objectives:

- Strengthening the capacity of United Nations entities to engage with the insurance sector.
- Sharing knowledge, experience, and approaches to risk transfer solutions.
- Improving insurance procurement processes through streamlined and efficient pre-procurement activities in close collaboration with other relevant HLCM networks, working groups and forums
- Enhancing communication and information sharing among agencies by fostering capacity building and maintaining points of contact with the insurance market; and
- Facilitating effective claims management, including the handling of claims history and specific claims,

Noting the opportunity to establish this platform as the "HLCM Insurance Forum" as a distinct entity within the HLCM structure, designed to promote coordination, knowledge-sharing, and access to tools and expertise, while differentiating it from existing HLCM Networks,

Wishing the HLCM Insurance Forum to be a voluntary opt-in and opt-out platform for the UN system entities, to have an advisory role, to be a lean, service-oriented and operations-focussed platform and to be established and function without requiring additional financial resources

Considering the above, the Statutes of the Insurance Forum of the United Nations and Member Organizations are stated below:

Chapter I

MANDATE

1.1 The purpose of the INSURANCE FORUM is to promote innovation, efficiency, agility, resilience, and sustainability of insurance practices within the UN system as a key strategic enabler.

1.2 Its programme of work furthers the efficiency and effectiveness of the insurance functions within the UN system, through inter alia, enhanced coordination of the operation of insurance, risk-transfer and claims management, including procurement of insurance and insurance-related services via existing networks and forums, collaborative risk-transfer and claims-management arrangements, simplification and harmonization of insurance practices, and by fostering professionalism amongst staff that are responsible for insurance functions.

Chapter II

STRUCTURE

2. The INSURANCE FORUM is made of the following:

Two permanent, equal and parallel work Streams:

- The Corporate Insurance (CI) Stream dealing with corporate risks such as liability, property, cargo, cyber, financial risks etc

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- The Life & Health Insurance (L&HI) Stream dealing with risks of personnel such as medical insurance, workers compensation etc.

The two Streams operate independently of each other, yet they are both coordinated by the Management Board.

In addition to the above, the INSURANCE FORUM can setup Working Groups as further defined in section 4.19

MEMBERSHIP

2.1 Organisations that are members of the HLCM¹ can become *Members* of the INSURANCE FORUM, as per section 3.1. Non-HLCM Organisations in the United Nations system and other international or intergovernmental organisations can in special circumstances and with compelling reasons (see art. 3.1.4) become *Associate Members*. Associate Members may participate in meetings and in Working Groups but do not participate in decisions, and their Representatives cannot serve on the Management Board nor in the Stream Management Team other than as Alternate Stream Coordinator.

2.2 Any prospective new Member or Associated Member shall submit to the INSURANCE FORUM Secretariat its request for participation in writing in accordance with the procedure set forth in Chapter III.

2.3 Members and Associate Members designate at least one Representative and can also designate Alternate Representatives to represent their Organisation (hereinafter referred to as the "Representatives") within each of the two Streams of the INSURANCE FORUM, with a minimum of one Representative and a maximum of four people in total for the two Streams, and with a maximum of one Representative and one Alternate Representative per each Stream. The same individuals can act as Representative and/or Alternate Representative in both Streams.

2.4 The Representatives must be insurance professionals or have substantial responsibilities in handling insurance at the organisation concerned.

2.5 Members, Associated Members and their Representatives commit to actively participate to the best of their capacities in the INSURANCE FORUM meetings and activities.

2.6 Any Members or Associated Members shall be entitled to withdraw from the INSURANCE FORUM at any time, with 30 days notice to the INSURANCE FORUM Secretariat. On the effective date of the withdrawal, their Representatives and any role held by the individuals will cease.

Chapter III PROCEDURE FOR MEMBERSHIP

¹ HLCM Members can be identified via the [CEB website](#)

3.1 Organisations seeking Membership (Applicant) or Associate Membership (Associate Applicant) of the INSURANCE FORUM shall provide the INSURANCE FORUM Secretariat with the following information in writing:

3.1.1 Name and brief description of the Applicant.

3.1.2 Name and title of the Applicant's representative(s) and alternate(s)

3.1.3 Written acceptance of the INSURANCE FORUM Statutes.

Additional information required for Associate Applicants only:

3.1.4 Reasons for seeking Associated Membership

3.1.5 Written acceptance of the United Nations Standards of Conduct for the International Civil Service as approved by the General Assembly in its resolution 67/257

3.2 The INSURANCE FORUM Management Board reviews applications prior to circulation to the INSURANCE FORUM Members for information.

3.3 At the subsequent INSURANCE FORUM meeting, present Member Representatives will acknowledge Applicants as Members of the INSURANCE FORUM, and decide on whether to accept the Associate Applicant's request. The (Associate) Applicant shall then be informed of the outcome in writing by the INSURANCE FORUM Secretariat.

3.4 Applicants may not attend the INSURANCE FORUM meetings, unless invited by the INSURANCE FORUM Management Board, before they have been accepted in accordance with the above procedure.

3.5 The Management Board can propose the termination of Associate Memberships due to any cause. At the subsequent INSURANCE FORUM meeting the present Member Representatives shall decide on whether to terminate the Associate Membership.

Chapter IV
GOVERNANCE

The organs of the INSURANCE FORUM shall be comprised of a Management Board, Stream Management Team, and the Secretariat.

The functions such as Co-Chairs, Stream Coordinators, Alternate Stream Coordinator, and other functions that may be established, are held and performed as an individual and do not represent any Member Organisation.

THE INSURANCE FORUM MANAGEMENT BOARD

4.1 The Management Board is the highest organ of the Insurance Forum and is managed by its co-chairs. Its functions include:

- 4.1.1 Examine and advise the INSURANCE FORUM on applications from organisations wishing to become Members or Associated Members;
- 4.1.2 Decide the creation of Working Groups and monitor the activities of the Streams and of Working Groups
- 4.1.3 Develop the agenda for joint meetings of the two Streams of the INSURANCE FORUM, to be held at least annually.

4.2 The Management Board shall meet when convened by any of its Co-Chairs at least once a year.

4.5 The Co-Chairs of the INSURANCE FORUM Management Board:

- 4.5.1 Collaboratively chair the Management Board.
- 4.5.2 Preside over the joint meetings of the two Streams of the INSURANCE FORUM.
- 4.5.3 Serve as rapporteurs on general issues.
- 4.5.4 Represent the INSURANCE FORUM externally unless otherwise decided by the Management Board.
- 4.5.5 Liaise between the INSURANCE FORUM and other UN practice networks and working groups dedicated to topics connected with the scope of the INSURANCE FORUM, such as the Supply Chain Network, the Human Resources Network, the Risk Management Forum

- 4.6 Every Stream Coordinator of both Work Streams automatically becomes Co-Chair of the Management Board, unless the role of Co-Chair is waved.

STREAM MANAGEMENT TEAM

4.7. Each Stream established under Chapter II is managed by a dedicated Stream Management Team. Its functions include:

- 4.7.1 Actively promote and monitor at least two meetings per year, the activities of the Stream and its Working Groups.

- 4.7.2 Develop the agenda for meetings of the Stream.

- 4.7.3 Ensure coordination with the other Streams and with the Management Board

- 4.8 The Stream Coordinators, each in their respective Stream:

- 4.8.1 Collaboratively chair the Stream Management Team.

- 4.8.2 Preside over the meetings.

- 4.8.3 Serve as rapporteurs on issues relevant to the Stream.

- 4.8.4 Represent the Stream externally unless otherwise decided by the Management Board.

- 4.9 The Alternate Stream Coordinators, each in their respective Stream:

- 4.9.1 Serve on their respective Stream Management Team.

- 4.9.2 Support the Stream Coordinators.

- 4.9.3 Carry out other functions as decided by the Stream Management Team, such as Secretariat functions.

- 4.10 The Stream Management Team is comprised of a minimum of two and a maximum of three *Stream Coordinators*, and a maximum of three *Stream Coordinator Alternates*.

- 4.10.1 *Stream Coordinators* and *Alternate Stream Coordinators* are elected among the Representatives designated by Member Organisations as per art. 2.3. Alternate Stream Coordinators can be elected also among Representatives of Associated Members. They

are selected by consensus by Representatives of Member Organisations of the relevant Stream . In the event of an individual being unable to continue participating in the work of the Stream Management Team, the Representatives present at the next INSURANCE FORUM session following the termination will elect a replacement.

- 4.10.2 Nominations are proposed preferably prior to the election meeting, but nominations may also be made during the meeting, provided sufficient time is allowed for consideration before the election. No Member shall have more than two Representatives on the Management Board.

4.11 All individuals of the Stream Management Team will obtain the formal support of their respective Member Organisations to take on the responsibilities connected with their roles in the organs of the INSURANCE FORUM.

THE INSURANCE FORUM SECRETARIAT

4.12 The Secretariat Function shall be performed by the Management Board Co-Chairs and by their respective supporting teams. The Co-Chairs will allocate the responsibilities.

4.13 The Secretariat shall provide operational support to the Management Board, Stream Management Team and Working Groups, if any. The support could include:

- 4.13.1 Prepare the agenda and documents for meetings, produce and distribute the minutes of meetings, and keep the records.
- 4.13.2 Be responsible to for acting on its decisions and instructions.
- 4.13.3 Centralize and consolidate information received and distribute it to Member Organisations and Associated Member Organisations and other parts of the INSURANCE FORUM.
- 4.13.4 Support all Working Groups in terms of distribution of information, arranging of meetings and documenting proceedings.
- 4.13.5 Submit to the Management Board, in time for the regular meeting, an account of the INSURANCE FORUM activities and operations.
- 4.13.6 Update and maintain the website(s) of the INSURANCE FORUM if any.

4.13.7 Coordinate business seminars on behalf of the INSURANCE FORUM members

4.13.8 Based on information received from Member Organisations (via their Representative to the INSURANCE FORUM), the Secretariat shall periodically issue and disseminate the following:

- Current INSURANCE FORUM members, Member Organisation and Associated Member Representatives and Working Group Chairs/Alternate Chairs, Working Group Focal Points and Members.
- The status of the work of ongoing projects and/or Working Groups.
- Member proposals for new common projects or agenda items.
- Other business.

4.14 The Secretariat will be responsible for the day-to-day functioning of the INSURANCE FORUM; arrangements related to INSURANCE FORUM meetings and any additional services required by its membership.

WORKING GROUPS

4.15 Working Groups can be established by the Management Board to further the work of the Streams of the INSURANCE FORUM.

4.16 Participation in any Working Group will be voluntary.

4.17 Member Organisations and Associated Member Organisations interested in joining a particular Working Group should notify the INSURANCE FORUM Secretariat.

4.18 Member Organisations and Associated Member Organisations will designate participants to Working Groups via their Representative to the INSURANCE FORUM.

4.19 When a Member or Associated Member Organisation designates several individuals to one Working Group, one of these individuals shall be nominated as that Organisation's Focal Point for that Working Group. Each Focal Point will be an Organisation's main contact point for the Working Group to which she/he was designated, as well as be responsible for internal coordination within the Organisation concerned and provision of relevant input to the Working Group.

4.20 Focal Points will be expected to participate in all Working Group meetings. If a Focal Point is unable to participate in a particular meeting, she/he should coordinate amongst the Organisation's Working Group members to ensure that at least one other member from that Organisation participates.

4.21 Withdrawal from participation in a Working Group shall be through notification to the Secretariat.

4.22 Participants in a Working Group can elect a Chairperson and Alternate Chair for that Group.

4.23 The Chair or Alternate Chair of the Working Group can have the responsibility of reporting on the work and progress made by the specific Working Group at the INSURANCE FORUM meeting.

4.24 Working Groups will meet regularly.

CHAPTER V DECISION MAKING

5.1 Decisions shall be reached by consensus of the Member Organisations represented at the meeting, whether attending in person or virtually.
CHAPTER VI
MEETINGS OF THE INSURANCE FORUM

6.1 The INSURANCE FORUM shall meet twice a year preferably prior to a scheduled HLCM session.

6.2 Meetings may be held in person or virtually, with at least one meeting convened each year. For the latter, and where appropriate, remote participation will be allowed. Ad-hoc inter-sessional meetings may be organized virtually in special circumstances, as needed.

6.3 Member and Associated Member Organisations may offer to host a meeting.

6.4 The hosting organisation can assist the Secretariat in making logistical arrangements. The hosting organisation will bear the staff costs involved with such assistance, the cost of producing documents for the meeting at the venue, and any costs for the meeting room and equipment required during the meeting and for tea and coffee breaks.

CHAPTER VII FINANCING

7. At present no financing associated with the Insurance Forum. Time dedicated to it by Participants and any function held in the Forum or its Streams and Working Groups is pro-bono.

CHAPTER VIII RULES OF PROCEDURE OF THE INSURANCE FORUM

8.2 The INSURANCE FORUM can promulgate procedures for the internal operations of the INSURANCE FORUM. The procedures shall be proposed by the INSURANCE FORUM Management Board and endorsed by the INSURANCE FORUM at its meetings.

8.3 The procedures mentioned above shall be annexed to the present Statutes.

CHAPTER IX WORKING LANGUAGE

9.1 The working language of the INSURANCE FORUM shall be English.

CHAPTER X ENTRY INTO FORCE AND AMENDMENTS OF THE STATUTES

10.1 The present Statutes are applicable to the Member Organisations and Associated Member Organisations.

10.2 Amendments to these Statutes may be made according to art. 5.1.

10.3 The Statutes shall be published on the website of the INSURANCE FORUM.