

Mexico City, 24 January 2022
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Considering

That the General Assembly of the Inter-American Conference on Social Security, pursuant to article 12, paragraph e) of the Conference Bylaws, elects every three years the President, the three Vice-Presidents, the Secretary-General, the Comptroller, and the Director of the Inter-American Centre for Social Security Studies.

That, every three years, the agenda of the General Assembly shall include the elections of the holders of the offices mentioned in article 12, paragraph e) of the Conference Bylaws.

That on 20 September 2019, during the XXIX Ordinary General Assembly, held in Mexico City, the persons holding the offices mentioned in article 12, paragraph e) of the Conference Bylaws were elected.

That, during the XXIX Ordinary General Assembly, the relevant authorities of the different American Social Security Commissions and Subregions of the Inter-American Conference on Social Security were also elected, in accordance with the applicable provisions of the Bylaws and Rules of Procedure of the Conference.

The Secretariat-General of the Inter-American Conference on Social Security, in accordance with articles 22, paragraph o) of the Inter-American Conference on Social Security Bylaws, and articles 1 and 2 of the Rules for the Election of Officers of the CISS, and considering the holding of the XXX Ordinary General Assembly of the Inter-American Conference on Social Security, issues the following:

CALL

TERMS

FIRST. The election process shall be held in order to elect the persons to hold the following positions for the period 2023-2025:

1. President of the Inter-American Conference on Social Security.
2. Three Vice-Presidents of the Inter-American Conference on Social Security.
3. One Coordinator of the Executive Councils for each of the five Sub-Regions of the Inter-American Conference on Social Security.

4. One representative for each of the five Sub-Regions of the Inter-American Conference on Social Security to the Board of Directors of the Inter-American Centre for Social Security Studies (CIESS).
5. Members of the Boards of Directors of the American Social Security Commissions of the Inter-American Conference on Social Security.
6. One representative of the Associate member institutions to the Permanent Committee of the Conference and one to the Board of Directors of CIESS.
7. Secretary-General of the Inter-American Conference on Social Security.
8. Director of the CIESS.
9. Comptroller of the Inter-American Conference on Social Security.

SECOND. Full member institutions may nominate candidates for all positions except for those indicated in paragraph 6 of the **FIRST** term.

THIRD. Associate member institutions may nominate candidates for the positions indicated in paragraphs 5, 6, 7, 8 and 9 of the **FIRST** term.

FOURTH. Pursuant to article 4 of the Rules for the Election of Officers of the CISS, **Adherent** member institutions shall not nominate candidates for the positions referred to in the **FIRST** term, as they do not have the required twelve accredited member institutions before the Conference.

FIFTH. The vote of institutions whose rights are suspended in accordance with articles 17 and 18 of the Financial Regulations of the Conference shall not be considered.

SIXTH. The persons holding the positions indicated in paragraph 2 of the **FIRST** term, shall belong to different Sub-Regions of the Conference.

SEVENTH. Pursuant to article 10 of the Rules of Procedure of the CISS Sub-Regions, the individual elected to the position referred to in paragraph 3 of the **FIRST** term shall serve as the representative of the Sub-Region to the Permanent Committee of the Conference.

EIGHTH. Pursuant to article 19, paragraph e) of the Bylaws and article 5 of the Rules for the Election of Officers of the CISS, the President of the Conference shall propose to the General Assembly a candidate for the position of Secretary-General of the CISS.

NINTH. Regarding the nominations for the position indicated in paragraph 8 of the **FIRST** term, the Secretariat-General shall proceed in accordance with article 31, paragraph f) of the Conference Bylaws.

TENTH. The election of the Comptroller shall take place in accordance with the terms of this Call only in the event that the General Assembly decides not to adopt the proposal to restructure said body in a collegiate manner.

If the aforementioned proposal is approved, the election of the collegiate body of the Comptrollership shall take place in accordance with the nominations made during the meeting of the XXX Ordinary General Assembly.

ELEVENTH. Pursuant to article 37 of the Conference Bylaws, the positions referred to in paragraph 5 of the **FIRST** term are as follows:

1. President
2. Four Vice-Presidents
3. Technical-Secretary

In the election of the Boards of Directors of the Commissions, care shall be taken to ensure that the five sub-regions of the Conference are represented.

TWELFTH. Pursuant to articles 1 and 2 of the Rules for the Election of Officers of the CISS, the period to submit nominations of candidates for the positions referred to in the **FIRST** term shall be from **00:00** (UTC-5) on **15 May 2022** to **23:59** (UTC-5) on **15 August 2022**.

Without prejudice to the provisions of the **THIRTEENTH** term, no applications shall be received outside the period indicated in this term.

The necessary means to submit nominations shall be indicated in the "My Membership" section of the <https://ciss-bienestar.org/> website.

THIRTEENTH. Pursuant to article 6 of the Rules for the Election of Officers of the CISS, the Secretariat-General may, once the period indicated in the **TWELFTH** term has elapsed, extend the deadline for the submission of nominations for those positions for which no nominations have been received. This extended period shall not exceed **10 calendar days** and shall be communicated by the same means in which this Call is distributed.

FOURTEENTH. Nominations submitted by member institutions of the Conference must be accompanied by the following documentation:

1. Letter of nomination highlighting the qualities of the candidate in accordance with the position for which the candidate is proposed, in PDF format, signed by an official authorised to represent the nominating member institution.
2. Curriculum vitae of the candidate, in WORD format. Simple copies of the documents accrediting the academic degrees and diplomas mentioned in the curriculum vitae must be attached.
3. Excerpt of the curriculum vitae of the candidate, no longer than 1,500 words, in WORD format.
4. Letter in which the candidate declares under oath that: **i)** the candidate has held several high-level decision-making positions; **ii)** the candidate has no employment relationship that implies or could imply a conflict in the performance

of the position for which the candidate is nominated; **iii)** the candidate has always performed his/her activities with honesty and transparency; and **iv)** the candidate clearly states his/her commitment to comply with the transparency provisions issued by the Conference authorities.

Regarding the nominations for the positions of Secretary-General, Director of the CIESS, and Comptroller, evidence must also be provided to demonstrate that the place of residence and nationality of the candidate are identical to those of the nominating member institution.

Nominations that do not comply with the requirements provided herein shall be rejected, the nominating member institution shall be informed of this circumstance so that, if necessary, the unfulfilled requirements may be corrected, and the nomination may be resubmitted within the period specified in the **TWELFTH** term.

FIFTEENTH. With exception of nominations for the positions of Secretary-General, CIESS Director, and Comptroller, member institutions shall nominate individuals who are their active employees and shall provide evidence of their active status.

SIXTEENTH. The election of the positions indicated in paragraphs 1, 2, 7, 8 and 9 of the **FIRST** term, shall take place during the meeting of the XXX Ordinary General Assembly, to be held on a later date to be announced, provided that the quorum formalities provided for in article 54 of the Bylaws are complied with.

SEVENTEENTH. The election of the positions referred to in paragraph 6 of the **FIRST** term, shall take place during the meeting of the Associate member institutions held for this purpose within the framework of the XXX Ordinary General Assembly.

EIGHTEENTH. The election of the positions indicated in paragraphs 3 and 4 of the **FIRST** term, shall take place in the meetings held for this purpose within the framework of the XXX Ordinary General Assembly.

NINETEENTH. The election of the positions referred to in paragraph 5 of the **FIRST** term, shall take place at the meeting of the American Social Security Commissions held for this purpose within the framework of the XXX Ordinary General Assembly.

TWENTIETH. In order to participate in the voting rounds that will take place within the framework of the XXX Ordinary General Assembly, member institutions must accredit, in writing and signed by an official authorised to represent the member institution, before the Secretariat-General, the individual who shall represent them, **in person or remotely**, at the respective meetings, indicating the telephone number and email address of the person signing the letter.

The necessary means to submit the letters referred to in the previous paragraph shall be indicated in the "My Membership" section of the <https://ciss-bienestar.org/> website.

TWENTY-FIRST. Pursuant to articles 12, paragraph e), 55 of the Conference Bylaws, 15 and 16 of the Rules for the Election of Officers of the CISS, the election of the positions indicated in paragraphs 1, 2, 7, 8 and 9 of the **FIRST** term, shall be held by counting the votes of the member institutions entitled to vote, present and absent, at the XXX Ordinary General Assembly, provided that the quorum formalities provided for in article 54 of the Bylaws are complied with.

For this purpose, the necessary means to cast the electronic vote shall be indicated in the "My membership" section of the website <https://ciss-bienestar.org/>

The period for casting the electronic vote shall be from **00:00** (UTC-5) on **1 September 2022** to **23:59** (UTC-5) on **9 September 2022**.

In the event that the electronic vote is not cast, the representative accredited by the member institution may cast it directly within the time allowed for this purpose in the agenda of the XXX Ordinary General Assembly.

In the election of the positions indicated in paragraphs 1, 2, 7, 8 and 9 of the **FIRST** term, in accordance with article 59 of the Conference Bylaws, only **Full** member institutions shall cast their vote.

TWENTY-SECOND. The vote to select the holders of the positions indicated in paragraphs 3, 4, 5 and 6 of the **FIRST** term, shall consider the votes of the member institutions entitled to vote, in accordance with the provisions of this Call, which participate, **in person or remotely**, in the meetings organised for this purpose.

In the election of the positions indicated in paragraphs 3, 4 and 5 of the **FIRST** term, the votes shall be cast by **Full, Associate** and **Adherent** member institutions.

In the election of the positions indicated in paragraph 6 of the **FIRST** term, only **Associate** member institutions shall cast their vote.

TWENTY-THIRD. Votes cast by the member institutions shall not be altered.

TWENTY-FOURTH. Once the periods referred to in the **TWELFTH** and **THIRTEENTH** terms have elapsed, the Secretariat-General shall issue a report containing information on the candidates based on the documentation submitted in the nominations, in order to assist the electoral decision of the membership. This report shall be made public in the "My membership" section of the website <https://ciss-bienestar.org/>

TWENTY-FIFTH. The power to interpret this Call shall be vested in the Secretariat-General of the Conference. In the event of fortuitous event of force majeure that alters the normal course of the internal process regulated in this Call, with the agreement of the President of the Conference, the Secretariat-General may determine additional measures to guarantee the election of the positions referred to in the **FIRST** term.

Any questions regarding this Call should be addressed to the following officials of the Secretariat-General:

- Víctor Manuel Mastache Villalobos
Legal adviser
Email: victor.mastache@ciss-bienestar.org
- María Teresa González Nava
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- Xavier J. Ramírez García de León
Head of the Exterior Division
Email: xavier.ramirez@ciss-bienestar.org

We invite you to participate in the processes detailed in this Call, exercising your most important rights as members of the Conference by nominating our future representatives.

I take this opportunity to reiterate the assurances of my highest consideration.



Alvaro Velarca Hernández
Secretary-General
Inter-American Conference on Social Security