

ISSA/C/37/1-T

2 October 2018

INVITATION**Circular letter from the Secretary General****to all Titular Delegates to the Council****37th Council Session****Geneva, 7 December 2018**

Dear Madam,

Dear Sir,

On behalf of the President of the International Social Security Association (ISSA), I have the honour of inviting you to attend the 37th Session of the ISSA Council to elect the new Secretary General of the Association.

This Session will be held on **7 December 2018 at 12:30 hrs** in the Governing Body Room of the International Labour Office (ILO) in Geneva, Switzerland, and the agenda is enclosed. Please note that while the end of the Council Session will depend on the number of voting rounds required, it is expected that it will close before 18:00 hrs. The relevant documents for the Session will be sent to you in the coming days.

Please note that in accordance with *Article 20.(1)(2)* of the ISSA Constitution:

- Each Titular Delegate to the Council shall have one vote. In the absence of the Titular Delegate from a country at a meeting of the Council, the Substitute delegate of that country, if there is one, shall have one vote during the meeting.
- If both the Titular Delegate and the Substitute Delegates from a country are absent from a meeting of the Council, the Titular Delegate may assign his or her vote to any serving official of an affiliate member. The Titular Delegate shall inform the Secretary General in writing of any such assignment [...].

In order to facilitate the smooth functioning of this Session of the Council, I would appreciate it if you would complete one of the two enclosed forms in accordance with the way in which your country will be represented at the 37th Session of the Council. The white form **ISSA/C/37/F.1** relates to your participation as Titular Delegate or, should you be unable to attend, the participation of the Substitute Delegate. The yellow form **ISSA/C/37/F.2** concerns the assignment of votes. I would be grateful if you could return the appropriate form duly completed no later than **16 November 2018**.

I also enclose a copy of the articles of the ISSA Constitution concerning the role of Titular Delegate, and I should appreciate it if you would kindly inform us as early as possible in case of any change in the appointment of the Titular/Substitute Delegate.

Thank you in advance for your valuable co-operation.

Yours faithfully,



Hans-Horst Konkolewsky
Secretary General

Enclosures:

- Registration form
- Assignment of vote form
- Agenda
- Constitutional rules concerning Titular Delegates