



CIRCULAR AF 1 (2019)

To all African & Arab Countries affiliates

To all PSI staff, for information

File Reference: RP/SBM/CHM-AFRECON2019

Contact Name: [sani.baba@world-psi.org](mailto:sani.baba@world-psi.org)

8 April 2019

Dear Colleagues,

**OFFICIAL INVITATION TO AFRECON**

12-15 November 2019, Hôtel 2 Février, Lomé (Togo)

We are pleased to inform you that the 13<sup>th</sup> Regional Conference for Africa and Arab Countries (AFRECON) and related meetings will take place **from 12<sup>th</sup> to 15<sup>th</sup> November 2019**, in **Lomé (Togo)**. The theme of the Conference will be *“People over Profit – Public Services over Corporate Greed”*.

In this circular, you will find various details concerning arrangements for these meetings. The text is rather long, but you are invited to read it carefully so that you are aware of every detail that concerns you directly. Important dates are highlighted in red.

All information and documents will be shortly available on a dedicated website. Should you wish to use social media, please use **#AFRECON2019** on all Twitter and Facebook posts.

AFRECON and related meetings will take place at the following venue:

**Hôtel 2 Février**

Place de L'indépendance, BP 131, Lomé, Togo

Tel: +228 22 23 86 00

<https://hotel2fevrierlome.com/en/plush-hotel-in-the-heart-of-lome/>

To ease the registration process, each union will be requested to [pre-register](#) a main contact person **before 15<sup>th</sup> May**. Then, once the union participation's conditions have been checked, a special link will be sent to the contact person so that she/he can fill a proper form for her/his union's delegation.

Looking forward to meeting you all in Togo in November!

Best regards,

Rosa PAVANELLI  
General Secretary

## ADDITIONAL INFORMATION

### 1. MEETINGS

---

The meetings schedule will be as follows:

|                              |             |   |
|------------------------------|-------------|---|
| <i>Tuesday 12 November</i>   | 9:00-12:30  | <b>SUBRAC</b>                                 |
|                              | 14:30-17:30 | <b>AFREC</b> (for members only)               |
| <i>Wednesday 13 November</i> | 9:00-12:30  | <b>WOMEN'S SEMINAR / YOUNG WORKERS CAUCUS</b> |
|                              | 14:00-18:30 | <b>AFRECON</b>                                |
| <i>Thursday 14 November</i>  | 9:00-18:00  | <b>AFRECON</b>                                |
| <i>Friday 15 November</i>    | 9:00-17:30  | <b>AFRECON</b>                                |
|                              | 17:30-18:00 | <b>New AFREC</b> (for members only)           |

You will find enclosed the draft agenda for AFRECON.

We remind you that the African & Arab Countries Regional Executive Committee (AFREC) is open to titular members only. However, if substitutes are in Lomé at the time of the meeting, they will be allowed to attend as observers.

Lunches and coffee breaks will be provided for sponsored and non-sponsored participants ONLY during the meetings for which they will be registered.

### 2. SPONSORSHIP

---

Due to financial constraints, PSI is able to offer a very limited number of sponsorships. Affiliates will be considered for sponsorship on the following conditions:

- Affiliates must have fulfilled their financial obligations to PSI by 1<sup>st</sup> July, **up to and including 2019 affiliation fees**;
- Affiliates who have paid regularly, entirely and in due time during the last five years (2015 to 2019 inclusive) have priority;
- Affiliates who respect the principle of equal representation between men and women in their delegation, in accordance with PSI Constitution, have priority;
- Affiliates who cannot afford sending a representative to AFRECON have priority, on the condition that they have fulfilled their financial obligations.

The final decision regarding sponsorships will be communicated to you **end of August 2019**.

### 3. DELEGATION ENTITLEMENTS

---

#### **Delegates**

According to the PSI Constitution (Article 6.6), unions are entitled to send a specific number of **delegates** to Congress, based on payment of affiliation fees. These entitlements also govern the union's voting rights. The same rule applies for AFRECON. Voting rights will be based on 2015-2019 inclusive (5 years).

*"... Affiliates' representation is based on the following schedule. Each gender should be equally represented where there is more than one delegate unless this is not feasible due to very significant over-representation of one gender within the affiliate's membership.*

|                    |              |                      |                       |
|--------------------|--------------|----------------------|-----------------------|
| <i>1 delegate</i>  | <i>up to</i> | <i>5,000 members</i> |                       |
| <i>2 delegates</i> | <i>from</i>  | <i>5,001 to</i>      | <i>10,000 members</i> |
| <i>3 delegates</i> | <i>from</i>  | <i>10,001 to</i>     | <i>20,000 members</i> |
| <i>4 delegates</i> | <i>from</i>  | <i>20,001 to</i>     | <i>35,000 members</i> |
| <i>5 delegates</i> | <i>from</i>  | <i>35,001 to</i>     | <i>50,000 members</i> |

*6 delegates from 50,001 to 100,000 members  
plus one delegate for each additional 50,000 paid-up members and/or part thereof..."*

### **Observers**

According to PSI Constitution (Annex 4: Congress rules/Standing Order), unions are entitled to send a specific number of **observers** to Congress, based on payment of affiliation fees. The same rule applies for AFRECON.

*"... Affiliated organisations may send observers on the basis of one per 100,000 paid-up members and/or part thereof. Each gender should be equally represented, where there is more than one observer, unless this is not feasible due to very significant over-representation of one gender within the affiliate's membership..."*

### **Visitors**

Any other union's representatives will be considered as "**visitor**". "Visitors" are those participants who have neither delegate nor observer status, either because their delegation entitlement has already been filled or because they represent a non-affiliated organisation.

## **4. VOTING AT CONFERENCE**

---

Voting will take place according to the PSI Constitution (Annex 4: Congress Rules/Standing orders). The head of delegation will receive ballot forms for "card" votes and all delegates will receive voting cards for "show of hands" votes.

The PSI Constitution provides for **voting by proxy**. Unions that are unable to attend the Conference should nominate another participating union from the same constituency to cast the proxy vote and inform PSI in writing by 14<sup>th</sup> October 2019.

*"... Any affiliated organisation unable to be represented at Congress may authorise the delegate of another organisation from the same sub-region to represent it. Such authorisation shall be valid on condition that the General Secretary of PSI is informed of it in writing **four weeks** in advance by the organisation giving authority. No organisation may exercise the **proxy** votes of more than three other organisations..."*

## **5. ACCOMMODATION**

---

PSI has reserved several bedrooms at the Hôtel 2 Février, Hôtel IBIS and Hôtel SARAOKAWA. Hotel confirmations will be sent to sponsored participants **around the end of September**.

The **participants not sponsored by PSI** should contact the hotel directly to make their own bookings (mentioning AFRECON and PSI). Please be aware that pre-payment of the reservation might be requested by the hotel as a guarantee.

Non-sponsored participants should inform us as soon as possible about the hotel they will be staying at so that they can be included in the transportation from the hotel to the Conference venue in the morning and back from the Conference venue to the hotel in the evening.

## **6. TRAVEL ARRANGEMENTS and LOCAL TRANSPORT**

---

PSI will be arranging flights for **sponsored participants ONLY** and their tickets will be booked to arrive and depart as close as possible to the opening and closing dates of the Conference and/or relevant pre-meetings.

**Non-sponsored participants** should make their own travel arrangements to Lomé and inform us about their flight details (flight number with arrival/departure dates and times) as soon as possible, to include

them in the transportation from the airport to the hotel. If we don't have these details in good time, non-sponsored participants will have to take a taxi to the Hôtel.

**All participants** (sponsored and non-sponsored) who have given us their flight schedule will be met by our local affiliates at International Airport Gnassingbe Eyadema in Lomé. Bus transfers will be organised from the airport to the hotel, with returns to the airport at the end of the Conference.

## **7. VISA and HEALTH REQUIREMENTS**

---

Please consult the nearest Togolese Embassy or Consulate to check whether you need a visa to go to Lomé. These arrangements can take some time, so the earlier contacts are made the less is the likelihood of problems or delays. The final list of participants will be sent to local authorities to facilitate the visa process. If you need a personal invitation letter, please contact [Clarisse.Heronneaud@world-psi.org](mailto:Clarisse.Heronneaud@world-psi.org) to request one.

Participants should be sure to have their vaccinations up to date. Again, you should check with the embassy or consulate to know the exact requirements. Yellow fever vaccination is recommended, as well as anti-malaria treatment.

## **8. DOCUMENTS FOR THE CONFERENCE and RELATED MEETINGS**

---

You will find enclosed the Draft Agenda of the Conference. The agenda of the other meetings will be sent soon.

All information and documents will be shortly available on a dedicated website.

More background documents will be sent **mid-August**.

## **9. RESOLUTIONS**

---

Affiliates can send in resolutions for deliberation during the conference **on or before 15<sup>th</sup> May** to the Regional Secretariat (email: [sani.baba@world-psi.org](mailto:sani.baba@world-psi.org) and [valerie.malm@world-psi.org](mailto:valerie.malm@world-psi.org)). Please note that these resolutions must deal with specific events concerning the country, sub-region or region that have occurred during 2018-2019 since resolutions adopted at the last PSI Congress or previous AFRECON are still relevant.

## **10. INTERPRETATION and TRANSLATION**

---

During the Conference and related meetings, interpretation will be provided in Arabic, English and French.

Documents for the various meetings will be translated into Arabic, English and French.

## **11. SUMMARY OF IMPORTANT DATES and DEADLINES**

---

| <b>DEADLINE FOR...</b>                                | <b>DATES</b>            |
|---|-------------------------|
| On-line pre-registration                              | 15 <sup>th</sup> May    |
| Resolutions to be sent to Regional Office             | 15 <sup>th</sup> May    |
| Final on-line registration                            | 15 <sup>th</sup> July   |
| Sending AFRECON final documents to participants       | Mid-August              |
| Submitting proxy votes                                | 24 <sup>th</sup> August |
| Sponsorship confirmation by PSI Secretariat           | End of August           |
| Sending hotel confirmations to sponsored participants | End of September        |