

# Details on PSI Asia Pacific Regional Conference (APRECON)

## 1. Delegation Entitlements

According to PSI Constitution affiliates shall ensure that at least fifty per cent of their nominations are women.

### 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 APRECON. Voting rights will be based on 2011-2016 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.*

1 delegate	up to	5,000 members
2 delegates	from	5,001 to 10,000 members
3 delegates	from	10,001 to 20,000 members
4 delegates	from	20,001 to 35,000 members
5 delegates	from	35,001 to 50,000 members
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 APRECON.

*"... 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.

## 2. Sponsorship

Due to financial constraints, PSI will offer only limited number of sponsorships in accordance with the PSI policy. Countries below the 100% indexation and with more than 1 union had to make decisions through their NCCs and inform PSI to avail the sponsorship on a country basis. PSI encourages affiliates to be innovative in the wider distribution of sponsorships to increase participation, which include accepting partial sponsorship and looking for group travel concessions etc. Sponsorships will be prioritised on the basis of the following:

- Affiliates must have fulfilled their financial obligations to PSI by 1<sup>st</sup> July, **up to and including 2016 affiliation fees**;
- Affiliates who have paid regularly, entirely and in due time during the last five years (2011 to 2016 inclusive);
- Affiliates who respect the principle of equal representation between men and women (and also young members who are 35 year and below) in their delegation, in accordance with PSI Constitution

The final decision by the APREC regarding sponsorships will be communicated in **June 2016**

### 3. 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 24<sup>th</sup> August 2016**.

*“... 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...”*

### 4. Motions/Resolutions

Affiliates who wish to make proposals of motion or resolution may send a draft to AP Regional Secretary: [lakshmi.vaidhiyanathan@world-psi.org](mailto:lakshmi.vaidhiyanathan@world-psi.org) (please copy to: [Indah.budiarti@world-psi.org](mailto:Indah.budiarti@world-psi.org)) before **17 July 2016**

Emergency resolutions may be submitted only if the situation warrants such an action. The Standing Orders Committee of the Conference will decide if these resolutions will be accepted

### 5. Participation Forms

You will find the enclosed Conference participation form/s to inform us about your delegation and status. We are providing you with three forms, please submit the relevant participation form (See above **delegation entitlement**).

Form	Information	Submission Deadline
<b>Participation Form No.1:</b> APREC, APWOC and APYN	This form is only for persons with status of <b>Titular</b> in the APREC, AP WOC and APYN	20 April 2016
<b>Participation Form No.2:</b> Request for Sponsorship	This form is for the affiliates who request for sponsorship in accordance to the PSI Policies	20 April 2016
<b>Participation Form No.3:</b> General (non-sponsorship)	This form is submitted by all affiliates who wish to send their delegation to the Conference with all status (Delegate and Observers) including visitors.	1 June 2016

Please note that the form must be submitted along with a copy of your passport if you request a visa support letter from PSI.

Please send the form to AP Regional Secretary: [lakshmi.vaidhiyanathan@world-psi.org](mailto:lakshmi.vaidhiyanathan@world-psi.org) (please copy: [Indah.budiarti@world-psi.org](mailto:Indah.budiarti@world-psi.org)) and also copy the respective subregional office. (See emails included in the form.)

### 6. Appointment of Standing Orders Committee, Credential Committee, Tellers

Members for the above committee will be appointed by the APREC and information will be circulated later.

### 7. Practical Information

**Accommodation:** There are many hotels around ACROS Fukuoka. PSI Asia Pacific Regional office and the subregional office of East Asia in Japan are coordinating for group booking arrangements and the information will be circulated soon. Sponsored participants will stay at the designated hotels contracted by PSI. However for those who wish to make their own arrangements, we strongly encourage you to

make a hotel reservation at your earliest convenience as October is the highest season in Fukuoka, and it might be difficult to find hotel rooms.

**Insurance:** PSI does not cover any insurance costs for participants, therefore we would advise that all the Conference participants get appropriate personal travel/health insurance.

**Travel Arrangement:** **For sponsored participants**, subregional offices (wherever possible) will be arranging economy flight tickets. Once sponsorships are announced, please be in touch with your subregional offices. General participants (non-sponsored) are expected to make their own travel bookings and inform PSI of their travel details. **Please take note that PSI can make hotel reservations only when the participants provide the travel itinerary in advance.**

**Visa:** Many countries may require visas to enter Japan. Kindly check visa requirement on the website of the Embassy of Japan in your country. If you need a visa request letter and other documents, contact your subregional office for further assistance.

**Documents:** Documents of the Conference and related meetings will be sent to affiliates in due course, and also will be posted on the PSI Website ([www.world-psi.org/APRECON2016](http://www.world-psi.org/APRECON2016)) closer to the conference date. Some key conference documents will be provided during the Conference.

A second circular related to sponsorship decisions, practical information, and hotel information will be sent to the affiliates in **June 2016**.

A third circular related to the final confirmed programme, proposals for resolutions will be sent in **August 2016**.

Please do not hesitate to contact the AP Regional Secretary, Vaidhiyanathan Lakshmi: [lakshmi.vaidhiyanathan@world-psi.org](mailto:lakshmi.vaidhiyanathan@world-psi.org) (please copy: [Indah.budiarti@world-psi.org](mailto:Indah.budiarti@world-psi.org)) for any questions or further information.