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ISSA/COMTECH20–22/TCFORUM/20

April 2020

**Change of format
14th ISSA Forum for Technical Commissions
10 June 2020**

Dear members of the ISSA Technical Commissions,

This is to update you regarding the upcoming 14th ISSA Forum for Technical Commissions (TC) that was scheduled to take place in Geneva, in June. Placing the health of participants as our top priority and in view of travel restrictions related to the Coronavirus, we have decided to change the format of the TC Forum meeting into a virtual one, so that the work of the technical commissions can continue.

TC Forum

As it is important to establish the work plans of all TCs for the triennium, work will proceed as usual toward their completion and a **virtual Technical Commissions Forum will be held on 10 June 2020**. All the preparatory activities will be conducted using alternative means of communications: phone, e-mails, conference calls and webinars. The TC Forum itself will be different, as more preparatory work will have been performed in advance. In essence, the TC Forum will be to share the work plan for a final review.

The TC work plans outline the projects to support the activities of the ISSA as approved in the Programme and Budget 2020–2022 including the work on the ISSA Guidelines. The work plans outline “who does what”, timelines and deliverables. Typically, all the ideas for projects are gathered and analysed to minimize overlaps and gaps and to integrate with ISSA events such as international conferences, Regional Social Security Forums, Academy workshops and our new Webinars series. The General Secretariat then come back to the TCs with recommendations for their final review and approval, which is what we expect to achieve at the virtual exchanges in June. The result will be a cohesive approach to the challenges we seek to address.

The process is very much the same but the engagement will be virtual.

To do so, we will follow these steps:

- **April:** Gather proposals from TCs, taking into account the priority areas approved in the Programme and Budget 2020–2022, priority activities of the TC members, participations in ISSA events, revision of existing guidelines and potential new guidelines.



The ISSA professional assigned to your TC will organise a “kick-off” conference call to provide detailed instructions and answer any questions, and will accompany the TC every step of the way.

- **May:** Put together the proposals of every TC to identify potential areas for collaboration, reduce overlap, refine proposals and report work plan recommendations to each TC. It is expected that that this step will require some back and forth between your technical commission and its corresponding ISSA professional.
- **10 June:** Videoconferences with all TC members to outline the proposal and perform the final review.
- **20 June:** Formal approval of each TC’s work plan by its chairperson.

My colleague, Director Dominique La Salle (lasalle@ilo.org), will be contacting all TC members with more details over the next few days to launch this new approach.

Yours sincerely,

A handwritten signature in blue ink, reading "Marcelo Abi-Ramia Caetano". The signature is written in a cursive, flowing style.

Marcelo Abi-Ramia Caetano
Secretary General