

Terms of Reference for the VICREC (VIC Recreational Committee)

1. Mandate

The **Vienna International Centre Recreation Committee**, to be referred as VICREC, operates under the guidance of the Vienna International Staff Associations Committee (VISAC). VICREC is entrusted with the responsibility of facilitating, organizing, monitoring and ensuring the duly reporting of the activities of the VIC-based clubs for the benefit of the VIC Based Organizations' (VBOs) staff in compliance with the UN rules and regulations.

2. Responsibilities

The VICREC ensures

- the proper operation of the approved VIC-based recreational clubs
 - o via the review of their Statutes to ensure they adhere to the UN based organization standards and code of conducts,
 - o via the review of their yearly activities report and financial report,
- the proper usage of the facilities: room, gymnasium, changing room, etc.; and liaise with BMS when needed, to keep all facilities in the required conditions,
- that each VBO offers a direct access to the VICREC website via the VBO's Intranet (or equivalent),
- that the VIC facilities assigned for recreation activities are used exclusively by the VIC staff, and not by non-VIC clubs.

Any important VICREC decision, such as the amendment to the VICREC Terms of Reference, shall be made by simple majority vote, one vote per VICREC VBO representative.

3. Composition

3.1 Main Office

The VICREC is composed of representatives from the following Vienna based organizations (VBO): CTBTO, IAEA, UNIDO and UNOV. Two (2) representatives from each VBO.

The VBO representatives

- are designated by the respective Staff Council/Staff Union. In the absence of enough members, the VICREC accepts staff association member applications endorsed by the Staff Council/Staff Union Executive Committee (ExCom) or Staff Association (SA) Presidents in absence of ExCom,
- must be VBO staff members with an active contract during their membership to the committee,
- are expected to adhere to the UN code of ethics and conducts,
- operate as a team and do not seek any personal benefit from their contribution to the committee.

The main office can also nominate a cost-free consultant if a temporary service requires a specific expertise (e.g. IT expertise, legal proficiency, etc.) to support VICREC tasks. Ground Pass cannot be arranged for this function.

The list of the VICREC members should be maintained online under the VICREC page.

Different roles

The VICREC members share different roles that are decided among themselves by voting:

- Chairperson: coordinates the VICREC, calls for meetings, answers to incoming requests that are not covered by other roles, follows on urgent or pending items for the VICREC, coordinates the review of new statutes and new clubs.
- Communication officer: in charge of the mailing campaign, website updates, surveys and other channels of communication, including the VICREC main email.

- Club reports coordinator: ensures the timely review of the reports submitted by the clubs, coordinates the club reports review group.
- Lockers coordinator: follows with the locker management group
- Gym and clubs' rooms coordinator: keeps updated the rooms allocations and schedules, reviews the rooms requests from the clubs, organizes the changing rooms cleaning
- Event organizer: handles the bi annual clubs days and the yearly meeting with clubs (booking, set up, registration)

If necessary, one member can cumulate several roles so as one role can be shared by a several VICREC officers

3.2 Supporting Groups

As of November 2025, the VICREC is seconded by two supporting groups in order to address the need for growing support to the VIC clubs.

a) Clubs Reports Reviewer Group (CRRG)

The clubs reports reviewer group

- provides support to review files submitted by the clubs.
- might be composed of retired staff with experience in clubs management, who would be approved by VICREC.

Their support will enable the VICREC to reduce the delay between the reception and validation of the Club reports. The Club reports reviewer will perform the reports review, and liaise with the club officer should there be the need for clarification/ adjustment, and as such ensure a more qualitative support to the Clubs.

The reviewers will have to be at ease with shared mailbox and online review. They will have their own IT software or hardware, it will not be provided by VICREC.

The VICREC will share the reports with the reviewers through a centralized email address reports@vicrec.com which will be used for the communication with clubs officials.

The reviewers will not review reports from clubs where they are participating.

Ad hoc meetings with the VICREC can be organized if the need arises.

The VICREC is offering this function to retirees to ensure that they remain part of the VIC club's life, the function is not offered to dependents or spouses of working staff. The retired staff may have worked in any of the VIC based organizations.

The retired staff will have to sign a certificate of oath in regards to the confidentiality of the clubs' activities and accountancy.

Ground Pass cannot be arranged for this function.

b) Lockers Management Groups (LMG)

The Lockers Management Group

- manages the F09 lockers, ensuring proper allocation of the lockers, transparency on the allocation criteria and on the waiting lists status.
- reports to the Lockers Coordinator,
- are supported by VICREC in matter of logistic and communication channel
- is composed of the LMG managers and the LMG reporters.

The LMG managers are responsible for establishing, maintaining and ensuring timely publishing of the locker lists, via the VICREC website.

There are one main and one alternate, for each side of the changing rooms (Ladies and Gents).

The LMG reporter is responsible for ensuring consistency between the management in both changing rooms and monitoring the update of the occupancy and waiting list.

The reporter liaises with the VICREC in order to perform the inventory & emptying of all lockers once per year in order to support the cleaning of all lockers. This is also the opportunity to verify the occupancy and user list.

The Lockers management Group implements the rules set that is in annex 1.

c) Record keeping

The list of the CRRG and LMG participants should be maintained online under the VICREC page.
A dedicated communication channel may be established via agreed messaging app to facilitate better collaboration.

d) Yearly review of the process

On a yearly basis, the VICREC should collect feedback and reflect on support activities provided by the supporting groups and associated processes to seek improvement and ease the service to the clubs.

4. Activities

The VICREC promotes club activities via [its website vicrec.com](https://www.vicrec.com) to keep the VIC staff informed, via the display pin boards in F09 and the Gym room, a periodic newsletter and other publicly available channels.

The VICREC organizes the Clubs' Day at the Rotunda to offer better visibility for all VIC staff with regard to the existing offer. Clubs have the opportunity to present their activities and to register new members.

On yearly basis and as required, the VICREC organizes a meeting with all clubs' officers to review the elements related to the club activities such as the allocation of the rooms used for activities and associated storage.

On a yearly basis, the VICREC requests the Locker Management Group to organize the inventory taking and VICREC organizes cleaning of the lockers in the F09 changing room, preferably during the end of the year's Holiday season.

The VICREC supports the display of VIC Clubs campaign.

The VICREC reviews the application and statutes for creating new clubs in compliance with the VIC code of conduct.

The VICREC reviews the yearly reports submitted by the clubs, and allocates the reports to the clubs reports reviewer group to ensure a timely review and provide higher quality review.

In its capacity, the VICREC will expect club officials to demonstrate all required diligence in keeping up the VIC based facilities in proper conditions: un-used or broken equipment / material should be disposed of; all cabinets, storage cages and rooms are expected to be cleaned (or accessible for cleaning) on a yearly basis or should be removed to avoid creating possible hazards.

All club's property set up, external trainers/instructors (or assimilated to) and club members in the VIC should follow the VIC health ,and fire and safety guidelines. They should demonstrate respectful behaviours, and non-discriminative attitudes. In case of individual reports of non-compliance to the rules, VICREC has the right to refer to BMS, VIC Medical Service, and/or UNSSS.

5. Application for creating a new club

Refer to the Guidelines for creating new VIC clubs and their Statutes in Annex 2. Also available on [VICREC website](#).

Before proposing a new club, staff members must first review the existing clubs to ensure that their idea is not redundant and does not duplicate the functions of any current club.

6. Clubs Statutes

Each VIC club must have Statutes or Terms of Reference.

Club's Committee shall review their club statutes every four years to ensure they are still up to date for their club. They should update their statutes when needed, with approval through VICREC.

The clubs' statutes should be published on the clubs' website or on the VICREC website for easy access and reference for club members and potential participants.

Refer to the Guidelines for creating clubs Statutes in Annex 2. Also available on [VICREC website](#).

7. Reporting

7.1 Yearly reporting

All VIC clubs are subject to providing their completed reports every year, using the latest templates available on the [VICREC website](#) and in local currency (Euro).

The club shall choose their 12-months reporting period, either January to December, or adapted to their activities / season.

The yearly reports are mandatory and must be submitted at latest 3 months after the end of their chosen club period.

Failure to comply can lead to club suspension, including suspended usage of VIC facilities / suspended access for their external instructors or assimilated to / no advertisement on VICREC boards / no participation in clubs day, etc.

7.2 Types of Reports

The narrative report is expected to demonstrate the club's effort to offer activities to as many staff as possible, their activities through the year, if they had an annual general meeting, the elections of club officials, how many active members and their type, etc.

The financial report shall provide clear visibility of the incomes and expenses as well as the financial movement in a transparent manner:

Club's banking accounts should be registered in banks located in Austria and controlled by at least two club officers (usually the Treasurer and the President) to avoid issues should one of the officers depart from the VBOs, while overseeing the club accounts. These two "financial" officers must be active VIC staff members.

The financial report should be signed electronically by the Treasurer (or printed, signed, and scanned). Clubs with more than 1000€ in total financial movements must have an auditor to review their financial statement and sign the report.

The auditor shall be a club member or VBO staff member with financial knowledge, their name shall appear clearly on the financial report. The auditor may have to address questions from the Clubs Reports Reviewer Group, if clarifications are required.

Should the financial report indicate a negative balance, the VICREC could implement the following to avoid the club finding itself in extended debit position:

- Inform all club members of the situation if this is not done by the club officers themselves,
- Place the club under trusteeship to establish a corrective strategy over a minimum of 12 months
- Request the club to revoke its officers in order to establish a new office with a new financial strategy

Trusteeship function could be implemented via one of the CRRG members, given that the latter has no link with the club encountering the financial difficulty.

Annexes

Annex 1 – Rules for Lockers Management Group

(Version November 2025)

Rule 1: Users of lockers

Lockers usage is provided to active VBO staff and cannot be passed on to another staff / person. Locker users are managed by the Lockers Manager under the Lockers Management Group as part of the VIC REC.

As such users who would “pass-on” or “share” a locker remain the primary responsible.

Lockers usage is limited to the contract duration of the staff.

Extended absence (of more than 2 months) should be reported to the Lockers Managers especially if the absence should overlap the cleaning / inventory period. In exceptional cases, the locker might remain with the users, this is decided by the VICREC.

Lockers keys / padlock should be returned to the Lockers Manager before the last day of staff contract.

Rule 2: Lockers Physical inventory and disinfection

There is a mandatory yearly inventory taking and cleaning of all lockers:

- Announced in October
- Taking place during Holidays season (December Break) with the aim of cleaning inside all lockers and ensuring physical inventory of their usage
- Unemptied lockers will be opened and emptied by BMS, then in January of the following year, these lockers will be allocated to new users, according the top of the waiting list (see Rule #3)

(Exception may apply, by VICREC decision, to staff deployed in the field if they can justify this per email before December)

Rule 3: Lockers Allocation

Before the yearly cleaning the Lockers Managers will ask users to confirm their usage of the lockers.

- Answers to the usage will be recorded with the date of the answer.
- Users may leave their pad lock, locked on the open door of the emptied lockers to reuse it in January. Users may keep their key, leaving the door open.
- This answer by email + an emptied locker at the date of the cleaning will entitle the user to reuse their lockers (keeping the same) as of January of the following year. Users who fail to answer to the usage request, or to timely empty their locker by the required date, forfeit their right to the locker. The locker will be reassigned to users on the waiting list.

Rule 4: Usage list

Users List should be established by the Lockers reporters. It shall record the name, office email address, extension at the VIC, date of assignment and date of the last locker usage confirmation. Information on the type of lockers (with a key, with a code, wooden, metal grey, metal blue, etc.) can also be consigned as well as the comments field related such as wish to change “type” of lockers.

Waiting List shall record the name, office email address, extension at the VIC, the allocated incremental registration number and date of the request for a locker.

The list of registration numbers and dates of request is published under the VICREC website.

User without a locker have the priority over users who just wish to change their type or position of lockers.

Both list content should be

- timely updated upon changes and
- updated at least on yearly basis in November to reflect the need of the users. (Non response to query should also be logged to support the implementation of rule #2)

Rule 5: Transparent Lockers for daily use

Some lockers with transparent door are located in F09 corridor. They are available for daily use and should be emptied by 19h00, or content maybe be taken and disposed of.

Retirees, dependants, Vienna based delegations, NGO's staff can use the transparent lockers for a day.

Rule 6: Lockers closing mean

- Keys for ancient models such as wooden lockers
- Pad lock can be provided by the Lockers Management Group. A spare key is retained in case of need.
- Usage of own padlock with digit code or key is allowed. It may be broken/opened by BMS if the locker is not emptied at the required date (see Rule #2).

Rule 7: disclaimer

The VICREC is not responsible for the lockers content nor the items left in the changing room, rather the users are liable for possible damages caused by the stored items in their lockers.

As such changing rooms' users are also sole responsible for the items left unattended in the changing room and transparent locker in the F09 corridor.

Annex 2 – Guidelines for statutes of VIC clubs

(Version 2024-08-16)

Each VIC Club should have statutes, to be approved by the Vienna International Centre Recreation Committee (VICREC), after they have been provisionally approved by the first ad hoc Annual General Meeting of the Club (AGM). At this first AGM, the officers of the Club should be elected. The adopted statutes, along with the minutes of the first ad hoc AGM should be sent to the secretary of the VICREC, clearly showing the names and contact addresses of the elected executive officers along with an email requesting recognition.

A Club should not commence full operations until it is officially recognized. After recognition a Club may use the facilities in the VIC including, where available, booking rooms, and circulating in-house Club information electronically.

A Club shall not be used as a means to gain personal prestige to the club officials. The activity of the Club needs to be recreational in nature and club officials must have enough active members to hold meaningful elections. A Club should not have an association to any political movement. A Club must have at least 3 people at its inception and more when it commences operation.

A Club may become INACTIVE for a maximum period of two years. Although a Club may be inactive this does not exempt it from its yearly responsibility of producing a financial statement and an annual report.

Any INACTIVE Club having or using common facilities may retain these facilities for a maximum of one year of inactivity but on the condition that their facilities may be shared with another Club during this INACTIVE period. However, any Club using the Gymnasium or one of the Staff Lounges on an ad hoc basis will not be entitled to keep these facilities during any period of inactivity.

A Club which does not have a contact person cannot call themselves INACTIVE and any such Club will be removed from the list of recognized Clubs.

The statutes of the Club should contain at least the following:

1. Full Name of the Club with any acronym it will use
2. Aims and Purpose of the Club
3. Membership and Fees
4. Officers of the Club along with their duties and obligations
5. Rules for holding an Annual General Meeting
6. Provisions for producing an Annual Report and Financial Statement
7. Financial Rules
8. Club Auditors
9. Rules for dissolving the Club
10. Disclaimer

The following is a guideline for the preparation of club statutes. These guidelines are merely a framework to assist a Club in fulfilling the recognition requirements.

Failure to fulfil the requirements of the adopted statutes and the obligations to the VICREC, at the latest 6 months after the reporting deadline, may result in withdrawal of the Club's recognition.

(1) Name of the Club

The Club name should start with "VIC" or "UN Vienna" and the name should indicate the type of Recreational activity being promoted. The term "VIC" or "UN Vienna" shall convey only a generic concept of a Recreational activity performed by the staff within the VIC and shall not in any way be designated an official organ of any of the Vienna based organizations (VBOs).

(2) Aims and Purpose of the Club

This should be short and succinct. The aims and purpose should not contravene the UN Charter or the standards of conduct of the International Civil Service.

Clubs must be Recreational ex: sports, cultural activities.

(3) Membership and Fees

Membership to the Club should be open to all VIC grounds pass holders. The type of membership should be defined along with their rights and obligations e.g., Full, Associate and Honorary. It should be clear which type of person is eligible for each type of membership and on what grounds membership may be refused or cancelled.

Membership fees should be clearly stated for each type of member.

Voting rights and the right to stand for office must be clearly defined.

Club revenues shall be derived from e.g., Annual Membership fees and other sources such as voluntary contributions or any other such source as the Club may accept.

Annual membership fees should be decided by the AGM and should be, in principle, sufficient to cover the expected annual running costs of the Club.

(4) Officers

The number of Officers must be defined and their titles. The function and duty of each office should be described in as much detail as possible, as well as who deputizes for each officer in the case of absence. The required minimum number of executive officers is 3: president, secretary and treasurer or vice president. All officers must be active VIC staff members!

President/Chairperson, Secretary and Treasurer

(In certain cases where no fees or moneys are involved the office of treasurer may be excluded). This needs the approval of the VICREC. If at any stage afterwards, a financial activity is introduced, the club must elect a treasurer and submit financial reports.

Officers' term of office shall be for one year. All officers must be active staff members working in the VIC with an official email and phone extension.

Duties of the President/Chairperson:

Call each meeting of the Club and the executive committee. Chair these meetings, sign all correspondence. Represent the Club at official functions, direct other officers in the performance of their duties. Moreover, the President is responsible for submitting the narrative and financial reports to the VICREC on time.

Duties of the Treasurer:

Responsible for the finances of the Club according to the financial rules.

Duties of the Secretary:

Prepare and maintain a list of members, keep records of meetings and prepare correspondence both for members and outside bodies. The secretary will notify the VICREC immediately if there is a change in the executive committee giving all names and contact addresses as appropriate.

(5) Annual General Meeting (AGM)

The AGM is mandatory. Extraordinary general meetings may be called by a decision ... e.g., of the executive committee or 30/50% of the full members. The date and time and proposed agenda along with any relevant documentation shall be circulated to those eligible to attend the AGM at least 7 days before the proposed date of the AGM or any extraordinary AGM.

50% of eligible AGM members will constitute a quorum, if no quorum is reached, other means of voting should be taken ex: electronic voting.

Statutes, byelaws and financial rules may only be modified by at least two thirds of those members present and voting at the AGM. All amendments to the statutes, byelaws and financial rules must be retroactively approved by the VIC-REC before they become effective.

(6) Annual Report and Financial Statement

Each year in January, the Club is obligated to submit to the VICREC a written report of its activities and a financial statement presenting the closed accounts of the previous financial year. (The financial year runs from 1 January to 31 December.) A financial report must be submitted even if the club did not have any financial activities during the reporting period (the report should state that fact). Failure to submit reports for two (2) year in a row renders the club inactive!

(7) Auditors

It is recommended that each Club appoint auditors, elected at the AGM. At least one auditor should have some financial experience. These auditors are not part of the executive committee but are representatives of the members at large.

(8) Financial Rules

The financial rules should give the basis for the daily financial running of the Club i.e., moneys going out of the account should have more than one authorizing signature, usually that of the treasurer and any other executive officer. The Club accounts shall be kept in a bank account with the bank having a list and sample signatures of all those eligible to sign for the movement of moneys.

(9) Dissolution of the Club

In the event of a Club dissolving or recognition being withdrawn, any outstanding assets should be directed to e.g., charity, a similar intentioned Club, etc., after any grants received from the staff associations have been repaid. The VICREC shall verify that the Club has been correctly closed.

(10) Disclaimer

Participants in the Club's activities shall take part at their own risk and shall hold the Club blameless for any damage, injury or death, which may arise out of such activities. Each member shall be required to sign a waiver to that effect upon joining the Club.

Annex 3 – Template for narrative report

Version from 21 November 2025. Also available as Word document on VICREC website: <https://vicrec.com>

CLUB (replace by your Club name)																	
Reporting Period:	Date of the report:																
<i>NB: This form must be completed together with a Financial Report irrespective of whether the club is currently active or inactive.</i>																	
CLUB CURRENTLY: Active / Inactive	COMPLETED & ATTACHED FINANCIAL REPORT: Yes / No																
<p>DESCRIPTION OF CLUB ACTIVITIES / SPECIAL EVENTS HELD IN REPORTING PERIOD:</p> <p>Location(s) of regular activities / meetings / events: Regularity of regular activities / meetings / events: Regularity of official meetings:</p>																	
<p>ANNUAL GENERAL MEETING (AGM):</p> <p>Date: Venue: Number of attendees: Elections took place: Yes/No</p>																	
<p>MEMBERS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Type of Members (Regular, Honorary, Full, Half, Family, non members, etc.)</th> <th style="width: 35%;">Number of Members</th> <th style="width: 30%;">Annual Membership Fee</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Type of Members (Regular, Honorary, Full, Half, Family, non members, etc.)	Number of Members	Annual Membership Fee													
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<p>ELECTED CLUB OFFICIALS CONTACT DETAILS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"> </th> <th style="width: 40%;">Name</th> <th style="width: 25%;">VIC phone extension</th> <th style="width: 25%;">Official Email</th> </tr> </thead> <tbody> <tr> <td>President</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Secretary</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Treasurer</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Note: The above officials must be current staff members in the VIC.</p>			Name	VIC phone extension	Official Email	President				Secretary				Treasurer			
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President																	
Secretary																	
Treasurer																	
<p>Kindly sent to reports@vicrec.com together with your Financial Report</p> <p>Please check VICREC - Clubs if names and contact details of your club officials are still up to date and let us know by email (contact@vicrec.com) if changes are required.</p>																	

Annex 4 – Template for financial report

Version from 21 November 2025. Also available as Excel document on VICREC website: <https://vicrec.com>

CLUB (replace with your club name)

Reporting period:

1. Income and Expenditure for the reporting year (in Euros)

<u>Previous year</u>		<u>Reporting year</u>
	<u>INCOME</u>	
	Membership fees	
	Guest fees	
	Income from special events	
	Donations	
	Interest income	
	Other income (sharing purchase of equipment with club xxxx)	
-	Total income	-
	<u>EXPENDITURE</u>	
	Hiring and/or booking fees	
	Printing	
	Bank charges	
	Costs special events	
	Meeting costs	
	purchase equipment	
	Other expenditure	
-	Total expenditure	-
-	<u>NET SURPLUS (or DEFICIT)</u>	-

2. Assets, Liabilities and Fund Balance as of

<u>Previous year</u>	<u>ASSETS</u>	<u>Reporting year</u>
	Cash at bank	
-	Total assets	-

<u>LIABILITIES AND FUND BALANCE</u>		
	Fund balance 01 Jan (beginning of reporting year)	-
-	Net surplus/(deficit) for the year	-
-	Fund balance 31 Dec (end of reporting year)	-
-	Total liabilities and fund balance	-

Prepared by:

.....

dd/mm/yyyy

(Treasurer name and signature)

Date

Based on the records and information supplied, the above statement is certified correct by:

.....

dd/mm/yyyy

(Auditor name and signature)

Date

Please, only fill the greyed cells, the others are automatically calculated.

Kindly sign, scan and send to:
Together with your Narrative Report.

reports@vicrec.com

Date	Version	Changes
2024-12-03	1.0	New TOR are approved by all VICREC members
2025-02-11	1.1	Updated links to VICREC website
2025-11-28	2.0	Updated TOR with roles of VICREC members, the supporting groups for lockers management and for clubs reports review. Various clarifications (communication boards, cleaning of lockers, publication of club statutes, club officers responsible for the bank account, auditors, etc.). Annexes for the lockers rules, the guidelines for Statutes, the reports templates.