

Recommendations of the Association of Former Staff Members of PAHO / WHO (AFSM) to Staff Members on their Retirement¹and Beyond

Before Retirement:

1. Obtain detailed information and complete the forms to be submitted for retirement (pension, health insurance, life insurance, beneficiary, etc.).
2. Learn how to use all communication channels of the UNJSPF Pension Fund and Staff Health Insurance (SHI) to ensure engagement.
3. Understand the requirement to submit the Certificate of Entitlement (Certificate of Entitlement - CE) annually to the UNJSPF.
4. Understand the criteria that must be met to retain the designation of a dependent beneficiary to receive SHI from PAHO/WHO and a pension from UNJSPF.
5. Ensure that the UNJSPF has registered copies of your marriage or divorce certificate, the birth or's benefits can be expedited at the time of your retirement.
6. Identify where essential retirement documents will be stored and inform a close relative or a trusted individual ocertificate of children under age 21 or disabled, and a verified signature of your spouse, so that the survivf the above-mentioned information.
7. Learn about the Rights and Benefits of AFSM membership and become a member.

During Retirement:

8. Annually submit the Certificate of Entitlement to Benefits (Certificate of Entitlement - CE) to UNJSPF. The use of postal mail is recommended only in places where postal services are secure. Alternatives such as the UNDP pouch or the virtual MSS portal are recommended and permit verifying receipt of documents.²
9. Register with the PAHO Office in your country of residence for cases of emergency, etc.
10. Maintain current information on SHI and Pension Fund rules and procedures.
11. Ensure periodically that your contact information with SHI, UNJSPF, and PAHO Offices are up to date.
12. Periodically review retirement and legal documents with a close relative or a trusted individual.
13. Join AFSM and actively participate in its programs and activities.

Death of a full member, spouse, or beneficiary:

Please see 3-page document on AFSM website which details all steps for SHI and UNJSPF pension, life insurance and credit union actions "WHAT TO DO IN CASE OF DEATH OF A PAHO/WHO RETIREE OR SURVIVOR." <https://www.afsmpaho.com/important-actions>

¹ Prepared by AFSM PAHO/WHO Health and Pension Committee 03/23

² If you want a further explanation about the use of the Digital Certificate of Entitlement (DCE) as well as the Member Self Service (MSS), go to our website www.afsmpaho.com where you can find the recording of a Zoom talk that we offered to our retirees, or you can visit the Fund website www.unjspf.org. Additionally, we can schedule a virtual meeting for the person you indicate.