



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

Ref: IAIUYDIR/2020/019

15 July 2020

NOTIFICATION

Subject: invitation to Parties to submit nominations for representatives to the Financial and Administrative Committee (FAC)

Dear Madam/Sir,

The *Rule 30* of the *Standing Rules of the Executive Council (Ec) of the Inter-American Institute for Global Change Research*, as approved by the CoP21, June 2013, Montevideo, states:

Rule 30

The Executive Council shall elect a Financial and Administrative Committee. Members shall be elected for a renewable term of two years. The Financial and Administrative Committee develops its own charter for approval by the Executive Council.

The IAI Directorate notes that the Charter of the FAC states:

The Financial and Administrative Ad Hoc Committee (FAC) is charged with acting on behalf of the Executive Council in matters related to planning, preparation and implementation of IAI financial, administrative and project management issues.

In support of the above Rule and Charter, Parties are invited to submit nominations of qualified representatives to the FAC at their earliest convenience. Nominations should be submitted to the IAI Directorate by e-mail to: valeria@dir.iai.int.

The current FAC composition expires at the conclusion of the first meeting of the Executive Council in 2020, 19 August. Members were elected in 2018 for a renewable term of two years.

Nominations should be addressed to the CoP and provide relevant information on the nominee(s). Candidates should have preferably 10 years of financial and administrative experience. Knowledge of financial and administrative procedures in international organizations is welcomed. The Executive Council, in consultation with the Executive Director, will, review nominations and submit a shortlist of 5 candidates to the CoP. Nominations should include the name, position or function, institutional affiliation and contact

details of the nominee(s). A curriculum vitae should also be submitted in support of the nomination.

Membership is open to all IAI Parties and is for a two years period, with the IAI Finance and Administration Officer as a member ex-officio. The FAC is a subcommittee of the Executive Council. Most FAC business is conducted via email, video conference or telephone although in person meetings may be held, if necessary. In the event of in person meetings, each Party represented in the FAC is expected to contribute to the cost of attendance.

Please accept, Madam/Sir, the assurances of my highest consideration.

Yours sincerely,



Marcos Regis da Silva
Executive Director