

**INTER-AMERICAN INSTITUTE FOR
GLOBAL CHANGE RESEARCH**



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ADDENDUM 1

Change of name of the Financial and Administrative Working Group (FAWG) and revised charter (Terms of Reference)

Discussions held during the last FAWG meeting, Sao Jose dos Campos, March 19-20, 2003, on the FAWG charter (TOR) approved in Panama on July 18, 2001 led to the recommendation that this charter need to be modified. In particular it was agreed on the importance of having broader member country participation, avoiding the assumption that the current membership would be automatically renewed.

Noting that Article V of the IAI Agreement states that committees should be “ad-hoc”, the FAWG proposed its name to be changed as Financial and Administrative Ad Hoc Committee (FAC) and a revised charter was drafted.

The proposed new Charter (TOR) is attached herewith for consideration and eventual approval.

FINANCIAL AND ADMINISTRATIVE AD HOC COMMITTEE
JUNE __, 2003

Charter: 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. These responsibilities include:

- Review and approve terms and conditions of IAI Directorate staff salaries and benefits;
- Review and approve policies for cost of living and merit increases;
- Recommend to EC changes to member country contributions;
- Review financial accounts and cash flow against approved Core Budget, Programmatic Budget and Other Funds;
- Review draft Core Budget prior to presentation to EC and CoP;
- Review and approve changes to IAI administrative and financial procedures and manuals;
- Assist the EC in the development of fiscal policies as related to the management of the IAI Research Program Grants; and
- Other duties as assigned by the Executive Council.

Composition and Mode of Operation: Membership is open to all IAI member countries and is for a two years period, with the IAI Financial Officer as a member ex-officio. The Chair is elected by the members of the Financial and Administrative Ad Hoc Committee . The Charter and membership will be reviewed every two years.

The FAC will interact regularly with the IAI Directorate through the Director. If such consultations identify an issue regarding which the FAC and the Directorate cannot agree, the issue will be referred to the Executive Council or to the Bureau, whichever is most timely. The Financial and Administrative Ad Hoc Committee will report to the Executive Committee at each EC meeting.

Expenses for the attendance at Financial and Administrative Ad Hoc Committee meetings will be supported by the Directorate, based on need and availability of funds.

NOTE: It still needs to be determined at the upcoming meeting if membership is by country or individual.