



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

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29 January 2018

NOTIFICATION

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

Dear Madam, Sir,

The Conference of the Parties (CoP), at its 25th meeting, adopted Decision XXV/20: *Membership of the Financial and Administration Committee (FAC)* which states:

The CoP directed the Directorate to remind Member Countries on the need for more members on the Financial and Administration Committee (FAC).

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 issues¹.

In support of the above Decision and *Charter*, Parties are invited to submit nominations of qualified representatives to the FAC at their earliest convenience but **no later than 15 April 2018**. Nominations should be submitted to the IAI Directorate by e-mail to: valeria@dir.iai.int.

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

¹ Addendum_1_Document 13, EC-XVII & CoP-X, June 2-5, 2003 Boulder, USA