



ORIGINAL: ENGLISH

19 May 2023

**CONFERENCE OF THE PARTIES TO THE  
INTER-AMERICAN INSTITUTE FOR GLOBAL  
CHANGE RESEARCH**  
Thirty-first meeting  
Panama City and Videoconference  
21-22 June 2023  
Agenda item 6(d)

**Report of the Financial and Administrative Committee (FAC)**

1. This document has been prepared by the United States of America as Chair of the IAI Financial and Administrative Committee (FAC).

Background

2. The Terms of reference of the FAC include the following responsibilities.
  - a) *Review and approve terms and conditions of IAI Directorate staff salaries and benefits;*
  - b) *Review and approve policies for cost of living and merit increases;*
  - c) *Recommend to EC changes to member country contributions;*
  - d) *Review financial accounts and cash flow against approved Core Budget,*
  - e) *Programmatic Budget and Other Funds;*
  - f) *Review draft Core Budget prior to presentation to EC and CoP;*
  - g) *Review and approve changes to IAI administrative and financial procedures and manuals; and*
  - h) *Other duties as assigned by the Executive Council*

### Report of the Financial and Administrative Committee

3. In light of the above, the *Report of the FAC*, which is attached as an Annex to this document, provides information on administrative and financial matters related to the IAI, its Directorate and activities.
4. The *Report of the FAC* notes that: *The Auditors' report covering fiscal year 2021-2022 gave an unqualified opinion that the IAI's financial statement presented fairly in all material respects the financial position of the IAI. Staff are commended for again receiving an unqualified audit opinion.*
5. The IAI Executive Council, at its 55th meeting, will take note of the *Report of the Financial and Administrative Committee* during its review and decisions on financial and administrative issues of the IAI.

### Recommendation

The Conference of the Parties is invited to take note of this report.

## Annex

### **Report of the Financial and Administrative Ad Hoc Committee**

#### **Review of IAI 2023-2024 Core Budget Request**

The Financial and Administrative Committee (FAC) operates as a committee of the Executive Council, providing advice to the IAI and EC on administrative and financial matters. Open to all member countries, the FAC presently is composed of one individual from the United States. The FAC received and has reviewed the IAI's core budget request for the coming fiscal year and recommends that the Executive Council forward it to the Council of the Parties for approval.

#### **Budget**

The FAC found the budget request to be responsive to the evolving nature of IAI operations, and the proposed expenses reasonable and appropriate. The budget proposes no increase in country contributions for the coming year with expenses roughly steady at about \$1,400,000. Due to increasing costs, next year it may be necessary to increase the budget which would impact country contributions.

#### **Audit Report**

The Auditors' report covering fiscal year 2021-22 gave an unqualified opinion that the IAI's financial statement presented fairly in all material respects the financial position of the IAI. Staff are commended for again receiving an unqualified audit opinion.

#### **Country Contributions**

As an international organization, the IAI relies on the voluntary contributions of its members to support day-to-day operations and oversee research activities. The ongoing recovery from COVID-19 continues to stress many member nations, but without sustained support of the IAI through the contributions of all members the long-term health of IAI is threatened.

William Smith, FAC Chair

## **FINANCIAL AND ADMINISTRATIVE AD HOC COMMITTEE**

Expires at the conclusion of the first meeting of the Executive Council in 2025

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; and
- Other duties as assigned by the Executive Council.

Composition and Mode of Operation: Membership is open to all EC member countries and is for a two-year period, with the IAI Financial Officer as a member ex-officio. The members of the Financial and Administrative Ad Hoc Committee elect the Chair. 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.

FAC members typically pay the costs associated with attending meetings of the FAC. However, the Directorate may, based on need and availability of funds, support expenses for the attendance at Financial and Administrative Ad Hoc Committee meetings.

Current Membership: United States, and IAI Financial and Administrative Officer (*ex officio*)