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# COMMISSION ON PHYTOSANITARY MEASURES

<b>Thirteenth Session</b>
<b>Rome, 16-20 April 2018</b>
<b>ToRs of the Finance Committee - Revision of the Terms of Reference for the Financial Committee to include an Observer Clause</b>
<b>Agenda item 8.5</b>
<b>Prepared by the IPPC Secretariat</b>

1. During the seventh session, the Commission on Phytosanitary Measures (CPM-7) adopted the Resource Mobilization Strategy for the IPPC which included the establishment of a Financial Committee (FC). The Strategy included the FC Terms of Reference (ToR) in its appendix.

2. The FC was established by the CPM Bureau in 2012. The FC consists of four individuals selected by the CPM Bureau. The primary activities of the committee are to provide financial transparency and oversight. The FC first met in June 2012. Since then, it had 17 meetings in total (up to the end of 2017).

3. From time to time observers were invited to attend FC meetings to provide advice on financial issues to the Committee. The Bureau at its June 2017 meeting discussed the issue of inviting observers to the FC and again at its October meeting, and agreed to the need to develop guidance on the participation of observers to FC meetings. This is now reflected in Appendix 1.

4. The Bureau approved the revised FC ToR with the added Observers provision (Appendix 1) and recommended them to the CPM for adoption.

5. The CPM is invited to:

- 1) *adopt* the revised Financial Committee Terms of Reference as presented in Appendix 1.

## **Appendix 1 - Revised Terms of Reference for the Financial Committee (following Bureau decisions)**

### **DRAFT**

#### **Terms of Reference for the Financial Committee**

*(Attachment II To IPPC Resource Mobilization Strategy (CPM2012/20), Adopted At CPM7)*

#### **1. Objective**

1. The objective of the Financial Committee is to increase the financial security of the IPPC Secretariat through:

- enhancing donor confidence in the financial mechanisms of the IPPC
- assisting the IPPC Secretariat and CPM in its resource solicitation efforts
- improving the efficiency of financial planning.

#### **2. Scope of the Financial Committee**

2. The Financial Committee is to assist the IPPC Secretariat and the CPM Bureau with:

- financial planning
- financial reporting
- the solicitation of resources
- the development of procedures with regard to financial transparency and resource mobilization.

#### **3. Structure of the Financial Committee**

3. The Financial Committee will consist of four volunteer members to be selected by the CPM Bureau.

4. The members of the Financial Committee should fund their own travel and subsistence to attend meetings. In the case that Financial Committee members solicit resources on behalf of the IPPC Secretariat, financial assistance may be requested.

#### **4. Functions of the Financial Committee**

5. The Financial Committee will meet its objectives through carrying out the following functions:

- developing procedures for budget transparency
- assisting the IPPC Secretariat in the annual development of budget reports
- developing standardized budget forms
- assisting the IPPC Secretariat in the annual development of budget proposals
- review of resource issues
- assisting the IPPC Secretariat in the development of budgeted operational plans
- assisting the IPPC Secretariat and the CPM in resource mobilization activities
- providing regular reports to the CPM Bureau and the SPTA
- any other financially related activity referred by the CPM Bureau.

#### **5. IPPC Secretariat**

6. The Secretariat provides administrative and technical support as necessary.

## **6. Observers**

7. The Financial Committee may be joined by one to three observers (maximum) to provide advice as appropriate on specific financial issues discussed by the Committee. The participation of observers should be approved by the Bureau prior to the Financial Committee meeting. The Bureau may decide on the attendance of observers (and their rotation) based on their relevance to each Financial Committee meeting agenda. The selection of observers (with financial background) should be done in accordance with the CPM procedures.

8. Such observers may participate in the Financial Committee discussions, subject to the approval of the Chairperson; receive the documents other than those of a restricted nature, and; submit written statements on particular items of the agenda.