



TERMS OF REFERENCE FOR THE EAAFP BUDGET AND FINANCE SUB-COMMITTEE

Scope of the Terms of Reference

1. The Terms of Reference apply to the East Asian – Australasian Flyway Partnership Budget and Finance Sub-Committee, unless stated otherwise in the Terms of Reference.

General Functions of the Budget and Finance Sub-Committee

2. The Budget and Finance Sub-Committee, established in accordance with paragraph [9(4)] of the Partnership document, provides advice on budgetary and finance matters to Management Committee.

Operating Principles

3. The Budget and Finance Sub-Committee, in carrying out its functions, should support the implementation of the Partnership in a manner consistent with the objectives of the Partnership document.
4. The Budget and Finance Sub-Committee should endeavor to constantly improve the quality of its advice at its meetings and in its documents and reports.
5. The Budget and Finance Sub-Committee formulates its advice or recommendations to Management Committee in the form of options or alternatives, where appropriate.

Functions

6. The Budget and Finance Sub-Committee should fulfill the functions assigned to it by the Management Committee and the Meeting of the Partners. These functions include:
 - a. broadly, consider aspects of the financing and budgeting of the Partnership and develop recommendations to the Management Committee.
 - b. Evaluate the costed programme of work of the Secretariat and other documents with budgetary implications relative to:
 - I. The duties and responsibilities of the Secretariat; and
 - II. Ensuring that the activities undertaken by the Secretariat under the approved budget are consistent with Decisions of the Meeting of the Partners.
 - c. Based on an evaluation of the costed programme of work and other documents with budgetary implications:

- I. Identify those activities that represent core functions of the Secretariat that should be funded; and
 - II. Assign priority rankings to all other activities of the Secretariat to determine which items should be funded through the core budget or through external funding, with the purpose of guiding the Secretariat in its external funding efforts.
- d. Consider administrative procedures and other aspects related to the financing and budgeting of the Partnership, and make recommendations for improving the efficiency with which funds are expended;
- e. Consider potential mechanisms for expanding and diversifying the funding base of the Partnership; and
- f. Using the information developed through the processes described in paragraphs a-e:
 - I. Work with the Secretariat to prepare financial and budgetary documents for consideration by the Management Committee;
 - II. Further develop the report format to ensure that the financial reports are easily understood and transparent, and that they enable informed decisions to be taken in relation to the financial performance of the Partnership;
 - III. Make recommendations to the Management Committee on financial and budgetary documents and proposals developed through this process; and
 - IV. Otherwise assist the Management Committee in providing oversight of financial and budgetary matters, including the preparation of documents for the Meeting of the Partners.
- g. The Secretariat shall provide the Budget and Finance Sub-Committee with a regular report which identifies income, expenditure and projected expenditure for the calendar year.

Appointment of Members

7. The Budget and Finance Sub-Committee shall consist of not more than six (6) Partners which shall be appointed by the Meeting of the Partners.
8. The Budget and Finance Sub-Committee shall consist of:
 - a. Two Government Partners
 - b. Two non-government Partners
 - c. One inter-governmental Partner
 - d. The Host City
9. No member shall be represented in more than one capacity.
10. The term of office shall expire at the close of the next ordinary session of the Meeting of the Partners following the session at which they were originally elected. Members are eligible for re-appointment but may not serve more than two (2) consecutive terms of office, except for the Host City who is a permanent member of the Budget and Finance Sub-Committee.
11. In making appointments, the Partnership should consider some continuity of membership rather than have all members change at the same time.

Responsibilities of the Budget and Finance Sub-Committee Members

12. Budget and Finance Sub-Committee members should, to the best of their abilities, act as impartially as possible and endeavor to base their judgements and opinions upon achieving financial sustainability for EAAFP goals and operations.
13. Members of the Budget and Finance Sub-Committee are to declare any potential, perceived or actual conflicts of interest on commencement of their term, and as required during their tenure.
14. Budget and Finance Sub-Committee members should maintain regular communication with Management Committee, the Secretariat and other Partners in the Partnership, where appropriate.

Officers

15. The members of the Sub-Committee shall elect the Chair and Vice-Chair at the first meeting after the session of the Meeting of the Partners.
16. The Chair shall preside at meetings of the Sub-Committee, approve for circulation the provisional agenda prepared by the Secretariat and maintain liaison with the Management Committee.
17. The Vice-Chair shall assist in the execution of the Chair's functions, and shall preside at meetings in the absence of the Chair.
18. The Secretariat of the Partnership shall provide a secretary for meetings of the Sub-Committee.
19. The Chair may invite any person or representative of any Partner or organization, to participate in meetings of the Sub-Committee as an observer without the right to vote.

Elections

20. If in an election to fill one place no clear candidate emerges, a ballot will be taken. If in the ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

Meetings

21. The Sub-Committee shall normally meet at least three times every year, and has the ability to meet more frequently if required.
22. Meetings of the Sub-Committee shall be called at the request of the Chair or at least three members.
23. The Chair, in consultation with the Secretariat, shall determine the time, method (face-to-face or video conference) and place of meetings.
24. Notice of meetings to all Partners including the time and method, shall be given by the Secretariat at least 30 days and, in the case of emergency meetings, at least 10 days in advance of the meeting.
25. A quorum for a meeting shall consist at least of three members out of six of the Sub-Committee. No decision shall be taken at a meeting in the absence of a quorum.
26. Decisions of the Sub-Committee shall be taken by consensus unless a vote is requested by the Chair or by three members.

27. Decisions of the Sub-Committee by voting (pursuant to Paragraph 30) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.
28. A summary record of each meeting shall be prepared by the Secretariat and shall be communicated to Management Committee, and to the participants that attended the meeting to which the report refers, within four (4) weeks.
29. The Sub-Committee shall work in the official language of the Partnership.

Communication Procedure

30. Any member or the Secretariat may make a proposal to the Chair for a decision by email procedure. The Secretariat shall communicate the proposal to the members for comments within 10 business days of communication; any comments received within these limits shall also be so communicated.
31. If no objection to a proposal is received by the Secretariat by the date when the comments on the proposal were due to be communicated, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.
32. If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Sub-Committee.

Other functions

33. The Sub-Committee shall submit to each ordinary session of the Meeting of the Partners a report on its work since the previous ordinary session.
34. The Sub-Committee may receive reports from the Management Committee or other sub-Committees established under the Partnership.

Final Provisions

35. In matters not covered by the present Terms of Reference, the Rules of Procedure as adopted by the last ordinary session of the Meeting of the Partners shall be applied *mutatis mutandis*.
36. The Sub-Committee shall, by consensus, establish its own Rules of Procedure. These Rules shall come into force on adoption by the Sub-Committee by consensus, and may be amended by the Sub-Committee as required.
37. The Sub-Committee shall review these Terms of Reference every two (2) years, and may be amended by the Meeting of the Partners.