



**Organization for Security and Co-operation in Europe
Permanent Council**

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DECISION No. 552
TERMS OF REFERENCE FOR AN
ADVISORY COMMITTEE ON MANAGEMENT AND FINANCE

The Permanent Council,

Recalling Decisions Nos. 527 of 30 December 2002, 486 of 28 June 2002, 207 of 16 December 1997, and Decision No. XII of the 1992 Helsinki Summit of the Conference for Security and Co-operation in Europe,

Recognizing that with the exponential growth of the Organization in the last decade, its budgetary and financial policies, as well as its resources management, have grown increasingly complex,

Furthermore, recognizing that as a result, the responsibilities of the informal Financial Committee have increased correspondingly,

Therefore, recommends to the Ministerial Council to establish, with effect from 3 July 2003, an Advisory Committee on Management and Finance (ACMF) of the Permanent Council, which shall hereby replace the informal Financial Committee;

Approves the terms of reference regarding the functional modalities and core responsibilities of the Advisory Committee on Management and Finance, as described in the attachment to this Decision;

Decides to allocate an annual provision of EUR 15,000 to the ACMF for the exercise of its functions, and to incorporate this amount into the 2004 Unified Budget proposal;

Decides to amend the relevant provisions of the Financial Regulations accordingly.

**TERMS OF REFERENCE FOR THE
ADVISORY COMMITTEE ON MANAGEMENT AND FINANCE
(ACMF)**

1. Functional modalities

- (a) The ACMF shall be composed of representatives of the OSCE participating States. It shall normally meet in informal and open-ended format once a week or as often as the Chairmanship deems necessary, at the request of the membership of the Committee, or at the request of the Preparatory Committee and/or the Permanent Council. The ACMF shall report to the Permanent Council, normally through the Preparatory Committee.
- (b) The ACMF shall be chaired by a representative of the Chairmanship-in-Office. The Chairmanship of the ACMF shall rotate on an annual basis and pass to a member of the delegation of the incoming Chairmanship-in-Office on 1 October. In accordance with paragraph 3 of Porto Ministerial Council Decision No. 8 (MC(10).DEC/8), this shall in no way diminish the responsibilities of the Chairmanship-in-Office.
- (c) The Chairmanship of the ACMF shall be responsible, with the assistance of the Secretariat, for preparing the agenda and work schedules of the ACMF, as well as for the summaries of its meetings.
- (d) In accordance with Regulation 2.05 (c) of the Financial Regulations, the Chairmanship of the ACMF may report to the Preparatory Committee and/or the Permanent Council on behalf of the ACMF and/or on its own initiative.
- (e) The Chairmanship of the ACMF shall assist in the proceedings of the Preparatory Committee devoted to discussing the Programme Outline.
- (f) The Chairmanship of the ACMF may, following consultations with the membership of the ACMF, establish specialized working groups and/or tasks and designate the person(s) responsible.

2. Core responsibilities

As an advisory committee of the Permanent Council, the ACMF reviews all matters relating to and submits recommendations for consensus-based decision-making on:

- (a) The Organization's budgetary policies, i.e., the Unified Budget, the Mid-Year Review and the Final Year-End Revision of the Unified Budget;
- (b) The Organization's funding modalities as provided for in relevant OSCE Decisions and the Financial Regulations, Rules and Instructions;

- (c) The Organization's annual Financial Statements and the Report of the External Auditors.

Furthermore, as an advisory committee of the Permanent Council, the ACMF shall monitor the resources management in the Organization with a view to promoting a judicious and more cost-efficient use of resources, and for this purpose it is authorized to:

- (d) Request the Chairmanship and/or the Secretary General to initiate evaluations of the resources management of any OSCE activity or operation it deems appropriate;
- (e) Call OSCE officials to its meetings to obtain relevant information and/or clarification;
- (f) Request the Secretary General, as Chief Administrative Officer, to provide reports on issues relating to the resources management of the Organization;
- (g) Call upon external experts to assist it in the exercise of these responsibilities;
- (h) Submit recommendations on ways and means to strengthen the resources management of the Organization;
- (i) Review all other documents and reports it considers relevant for the exercise of its responsibilities.

The ACMF shall oversee the Organization's budget process and advise the Preparatory Committee and/or the Permanent Council in this respect on the financial aspects of the Programme Outline and the annual report on Programme and Unified Budget performance.

Furthermore, the ACMF shall monitor the observance of the Organization's common regulatory framework for the management of the resources at its disposal, in particular the Staff and Financial Regulations.

Finally, within the scope of these responsibilities, the ACMF shall perform such additional tasks as may be requested by the Preparatory Committee and/or the Permanent Council.