



OCCAR Management Procedure

Title:	<u>Finance Committee Terms of Reference</u>	
Number:	Annex D to OMP 3	Date: 08/09/06
Computer Ref:	OMP 3 annex D_FC ToRs_issue2_080906.doc	
Current status:	Issue 2	
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Date: 29/09/06

OCCAR File Ref:
CO/513/2069/O-7

This document replaces: Annex D to OMP 3 dated 19/05/05

Record of changes

Date	Issue	Changes
19/05/05	1.1	Incorporation of OCCAR Finance Committee Terms of Reference - issue 2 of 5 November 2003, as annex to the OMP 3. Amendments to paragraph 2, paragraph 6 and the annex. Editorial changes
08/09/06	2	Additional reference to OMP 10, under the second bullet of paragraph 5 "tasks" - Converted to the OCCAR-EA graphical house style.

List of acronyms

BoS	Board of Supervisors
FC	Finance Committee

1. General:

The OCCAR Finance Committee (FC) shall advise the OCCAR Board of Supervisors (BoS) (or any other intermediate committee established by the BoS) on financial matters relating to the operation of OCCAR and decide on any matter delegated to it. The Committee is established in accordance with Articles 12 and 17 of the OCCAR Convention.

2. Membership:

The FC shall comprise nominated representatives from each Member State. If a Member State appoints more than one representative, it will nominate one as the official representative. Each Member State has the authority to appoint or remove its representatives. The OCCAR-EA Director, or his/her authorised representative may attend each meeting.

3. Chairmanship:

The FC shall elect from amongst its members a chairperson normally on a rotation basis. This Chairperson shall serve for a term of one year. This term may be renewed only once consecutively taking into account that the Chairperson of the BoS and the Chairperson of the FC must come from different Member States. The Chairperson's authority derives from the FC to whom he is accountable.

4. Secretariat:

The Secretariat to the FC will be provided by OCCAR-EA Central Office, who will be responsible for the preparation of briefing material for meetings where appropriate and as necessary, including distribution of papers to representatives of the Member States.

5. Tasks:

The tasks of the OCCAR FC shall be:

- Monitoring on behalf of the BoS the operation and effectiveness of OCCAR-EA's financial management and especially:
 - making recommendations to the BoS on the documents dealing with the regularity of this financial management,
 - advising the BoS on Budget proposals submitted by the Director
 - advising the BoS on the results of external audits of OCCAR, covering financial issues and OCCAR-EA's implementation of audit recommendations, consulting with the Auditors, as necessary;
- Deciding on matters delegated by the BoS (see in particular OMP 10);
- Proposing to the BoS the general policies on OCCAR financial matters such as:
 - advising the BoS on the content of all Financial Rules, Procedures and Documents at BoS level and to ensure that the associated accounting and operating Instructions are consistent with them,
 - advising the BoS on financial policy, estimating and budgeting (short, medium and long term forecasts), accounting and payments, financial control and reporting, and sharing of contributions;

- Acting as a forum for exchanging information on financial matters and learning from experience;
- Bringing national expertise to assist on specific matters (taxation problems etc.).

6. Procedures:

Any representative of the FC may propose an additional meeting.

All matters to be discussed should be included in an agenda issued in advance by the Chair and supported by appropriate briefing papers.

Where Programme sensitive issues are to be discussed, the FC will agree appropriate arrangements (e.g. concerning distribution of documents and attendance during discussion) for the relevant agenda item(s).

Attendees to the meeting may include, on a case by case basis:

- other staff from Member States and OCCAR-EA,
- experts invited by the FC,
- attendees from non-Member States invited by the FC.

Every meeting shall lead to a decision sheet signed by all national official representatives usually at the end of the meeting.

7. Arrangements:

Meeting Frequency: As required but at least twice a year

Venue: Normally OCCAR-EA Central Office.

Annex

Delegation from the BoS to the FC

Flexibility between the Chapters of the Administrative Budget beyond the delegation given to the Director.