



FIFTH ITEM ON THE AGENDA

**Establishment of an Independent
Oversight Advisory Committee*****Addendum***

1. Since the publication of document GB.300/PFA/5 updating the Committee on the status of consultations on the establishment of an Independent Oversight Advisory Committee (IOAC), further consultations have taken place. Whilst certain reservations continue to be expressed, particularly on the value added of such a committee, broad agreement has emerged on the establishment of an IOAC on a trial basis.
2. The revised terms of reference appended to this document respond to comments received from members since the previous session of the Governing Body. In particular, they clarify that the establishment of the IOAC does not supersede in any way the oversight role and other functions of the Programme, Financial and Administrative Committee as defined in the Standing Orders of the Governing Body.¹ The terms of reference define the mandate and role of the IOAC and clarify that it will provide advice and recommendations to the Committee and will not exercise any decision-making authority. The responsibility for proposing and appointing members and the criteria for independence are also further clarified in the terms of reference.
3. It is proposed that the IOAC be established on a trial basis for a period of four years. During the third year, a review would be undertaken and a report would be submitted to the Governing Body. The report would include an assessment of the value added of the IOAC to the governance of the Organization.
4. ***The Committee may therefore wish to recommend to the Governing Body that:***
 - (a) ***it approve the establishment of an IOAC on a trial basis for a period of four years in accordance with the terms of reference appended to this paper;***
 - (b) ***the Director-General be requested to commission a review of the IOAC to be conducted during its third year of operation and to report to the Governing Body thereon; and***

¹ Section 4.1.2, Standing Orders of the Governing Body.

- (c) *the Director-General be requested to propose candidates for membership of the IOAC for consideration by the Programme, Financial and Administrative Committee following consultations with the Officers of the Governing Body.*

Geneva, 26 October 2007.

Point for decision: Paragraph 4.

Appendix

Independent Oversight Advisory Committee

Terms of reference

Under the Standing Orders of the Governing Body, the Programme, Financial and Administrative Committee of the Governing Body shall study any financial and administrative questions referred to it by the Governing Body or submitted to it by the Director-General.¹ Without prejudice to the role of the Programme, Financial and Administrative Committee as defined under the Standing Orders of the Governing Body, the Independent Oversight Advisory Committee of the International Labour Office, reporting to the Programme, Financial and Administrative Committee, assists the Governing Body in fulfilling governance and oversight responsibilities. Its primary functions are:

- (1) to review the operation and effectiveness of the Financial Regulations and Financial Rules;
- (2) to review management's risk assessment and to ensure that the risk management process is comprehensive and ongoing;
- (3) to confirm audit arrangements have been conducted and delivered during the year to provide the necessary levels of assurance required by the Director-General and the Governing Body;
- (4) to monitor the timely, effective and appropriate responses to internal and external audit recommendations;
- (5) to provide upon request, advice to the Director-General on issues within the mandate of the Committee;
- (6) to prepare an annual report, which shall be presented by the Chairperson to the March session of the Programme, Financial and Administrative Committee. The Committee may also report key findings and matters of importance to the Programme, Financial and Administrative Committee at any other session.

Composition

The Committee shall comprise five members who have demonstrated integrity, objectivity and expertise in senior positions in the areas covered by these terms of reference.

Members of the Committee shall be appointed by the Governing Body on the recommendation of the Programme, Financial and Administrative Committee. The Director-General shall propose candidates to the Programme, Financial and Administrative Committee following consultations with the Officers of the Governing Body.

Members will provide services pro bono.

Independence is a fundamental requirement of members. Members serve in their personal capacity and shall not seek or accept instructions in regard to their performance on the Committee from any government, constituent organization or other authority external or internal to the International Labour Office. They shall be independent of the United Nations Panel of External Auditors, the Joint Inspection Unit, the Governing Body of the International Labour Organization and the International Labour Office and shall not

¹ Section 4.1.2, Standing Orders of the Governing Body.

hold any position or engage in any activity that could impair their independence from the Office or from companies that maintain a business relationship with the Office. All members will be required to sign a declaration of independence.²

- Members should possess relevant professional financial qualifications and recent experience in accounting, auditing, risk management and other financial and administrative matters.
- Members should have or acquire rapidly an understanding of the objectives of the Organization, its tripartite governance and accountability structure and the relevant rules governing it; its organizational culture and control environment.
- Committee membership should include a balance of representation with public and private sector experience.
- At least one member shall be selected based on his/her qualifications and experience as a senior oversight professional or senior financial manager in the United Nations system or another international organization.

Expertise should guide the selection process with due regard given to the tripartite nature of the Organization, geographical distribution and gender.

The Chairperson of the Committee shall be selected by the members of the Committee.

The Director-General, External Auditor, Treasurer and Financial Comptroller, Chief Internal Auditor or their representatives shall attend meetings when invited by the Committee. Other officials with functions relevant to the items on the agenda may likewise be invited.

Term of office

The term of office shall be four years. The initial appointment of two of the members shall be for a period of two years to ensure continuity of membership.

The Chairperson of the Committee shall serve in this capacity for a term of two years.

Appointment to the Committee may only be revoked by the Governing Body on the recommendation of the Programme, Financial and Administrative Committee.

Administrative arrangements

Members of the Committee not resident in the Canton of Geneva or neighbouring France shall be entitled to the reimbursement of travel expenses in accordance with Office procedures applying to senior officials.

The Committee shall meet twice per year – normally in February and September. Exceptionally, the Committee may convene an extraordinary meeting when required.

The quorum for meetings of the Committee shall be three members.

The Committee shall adopt its own rules of procedure which shall be communicated to the Programme, Financial and Administrative Committee. The Committee may propose amendments to its terms of reference for consideration by the Governing Body.

The Office will provide support to facilitate the work of the Committee.

² The annex provides the format for the required declaration.

Annex

Declaration of Independence of members of the Independent Oversight Advisory Committee

I declare to the best of my knowledge that, having read the terms of reference for the International Labour Office Independent Oversight Advisory Committee, I am eligible to serve as a member of that Committee. I undertake to discharge my functions and responsibilities as a member of the Committee with the interests of the International Labour Organization alone in view and not to seek or accept instructions in regard to the performance of these functions from any government, constituent organization or other authority external or internal to the International Labour Organization.

Should there be any change in my relationship with the International Labour Office with respect to my independence, I will immediately inform the Chairperson of the ILO Governing Body.

Date:

Signed: