

131st session

EB131.R2

Agenda item 5

28 May 2012

Revised terms of reference for the Programme, Budget and Administration Committee of the Executive Board

The Executive Board,

Having considered the proposed amendments to the terms of reference of the Programme, Budget and Administration Committee of the Executive Board,

APPROVES the revised terms of reference (as annexed).

ANNEX

**TERMS OF REFERENCE FOR THE PROGRAMME, BUDGET AND
ADMINISTRATION COMMITTEE OF THE EXECUTIVE BOARD**

1. The Programme, Budget and Administration Committee shall be composed of 14 members, two from each region, selected from among Executive Board members, as well as the Chairman and a Vice-Chairman of the Board, ex officio.
2. The Committee shall meet twice annually. The Board may, however, decide to convene extraordinary meetings of the Committee in order to deal with urgent matters that fall within the terms of reference of the Committee and that need to be considered between regular meetings of the Committee.
3. Committee members shall serve for a two-year period. There shall be two office-bearers: a Chairman and a Vice-Chairman. They shall be appointed from among Committee members, for a one-year term, or two sessions of the Committee, in the first instance (with a possibility of extending for a further year if they are still members of the Board).
4. The Committee shall review, provide guidance and, as appropriate, make recommendations to the Executive Board on:
 - (1) *Programme planning, monitoring and evaluation, including:*
 - (a) the general programme of work;
 - (b) the programme budget;
 - (c) performance assessment reports;
 - (d) evaluation plans and reports;
 - (e) the Secretariat's response to matters referred to in subsections (a) to (d) above.
 - (2) *Financial and administrative matters, including:*
 - (a) the financing of the work of the Organization;
 - (b) the annual Financial Report, and audited financial statements, together with the report of the External Auditor thereon;
 - (c) the annual report on human resources;
 - (d) the audit plans of the External and Internal Auditors and any reports submitted by them to the Executive Board;
 - (e) the reports of the Independent Expert Oversight Advisory Committee;
 - (f) the reports of the Joint Inspection Unit;

- (g) the reports of the Ethics Office;
- (h) the Secretariat's responses to matters referred to in subsections (a) to (g) above;
- (i) other financial and administrative matters on the provisional agenda of the next session of the Executive Board;
- (j) any other matter referred by the Executive Board.

5. The Committee shall act on behalf of the Executive Board, to examine, provide advice and make comments or recommendations on all following matters directly to the Health Assembly:

- (a) the financial and administrative implications for the Secretariat, and relationship to the programme budget, of proposed resolutions;
- (b) the situation of Member States in arrears to an extent that would justify the application of Article 7 of the Constitution;
- (c) the Financial Report and audited financial statements, and the report of the External Auditor;
- (d) any other programme, administrative, budgetary or financial matters that the Board may deem appropriate.

Second meeting, 28 May 2012
EB131/SR/2

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