

IICA



**STATUTE OF THE SPECIAL
ADVISORY COMMITTEE
ON MANAGEMENT
ISSUES**

Inter-American Institute for Cooperation on Agriculture (IICA)



STATUTE¹

SPECIAL ADVISORY COMMITTEE ON MANAGEMENT ISSUES (SACMI)

¹ The Statute was modified by the Executive Committee on July 15, 2009 by means of resolution IICA/CE/Res.507 (XXIX-O/09), and June 18, 2013 by means of resolution IICA/CE/Res. 580 (XXXIII-O/13).

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ARTICLE I. NATURE

- 1.1. The Special Advisory Committee on Management Issues (“the Advisory Committee”) is a permanent special committee of the Executive Committee under Article 60 of the Executive Committee’s Rules of Procedure.

ARTICLE II. PURPOSE

- 2.1 The purpose of the Advisory Committee is to facilitate more regular discussion between the Director General and the member States on administrative, financial and strategic initiatives and issues in order to facilitate the process of reaching consensus on those issues and initiatives in the Executive Committee and in the Inter-American Board of Agriculture (IABA).

ARTICLE III. FUNCTIONS

- 3.1 The Advisory Committee shall:
 - a. Advise and assist the Director General in developing, evaluating, and implementing proposals for strategic initiatives and for improving, modernizing, and transforming the administration and financial management of the Institute;
 - b. Facilitate consultations among the Member States and with the Director General on financial, administrative and strategic issues and initiatives;
 - c. Adopt its own Rules of Procedure consistent with the provisions of this Statute; the Convention on the

Inter-American Institute for Cooperation on Agriculture; the Rules of Procedure of the IABA, the Executive Committee, the General Directorate; and other resolutions of the IABA and Executive Committee; and

- d. Report annually to the Executive Committee on its activities;

ARTICLE IV. MEMBERSHIP

- 4.1. There shall be nine Members of the Advisory Committee (“Members”). They are:
 - a. The six Member States in Group I defined in Article 5.A of the Executive Committee's Rules of Procedure, to serve a term of two consecutive calendar years, and
 - b. Three Members States selected from each of the three remaining Groups II-IV defined in Article 5.A of the Executive Committee's Rules of Procedure, to serve a term of one calendar year.
- 4.2. The Members from Groups II-IV shall be selected as follows:
 - a. Each Group shall select its Member on the Advisory Committee by the means it considers appropriate. If a group fails to select its Member or fails to notify the Director General of the Member it has selected by February 15th of the corresponding calendar year, the Director General shall appoint the Member from that group by lot.

- b. No Member State from Groups II-IV shall be entitled to serve again on the Advisory Committee until all other Member States of that group have had an equal opportunity to serve. This principle of rotation shall apply to the selection of Member States by lot, as well as to selections made directly by the corresponding group.
- 4.3. Each Member of the Advisory Committee shall appoint an individual as its representative on the Advisory Committee. Representatives so appointed must be knowledgeable and experienced in international organizations, technical cooperation (preferably with a focus on agriculture), personnel management, finance, budgetary management, and general administration, and they must have a solid working knowledge of Spanish or English. Each Member shall give due regard to the need for continuity in the work of the Advisory Committee. Accordingly, each Member selected from groups II-IV shall make every reasonable effort to assure that the individual it appoints as its representative continues to serve in that capacity for at least one calendar year, and each Group I Member shall make every reasonable effort to assure that the individual it appoints as its representative continues to serve in that capacity for at least two calendar years.

ARTICLE V. MEETINGS

- 5.1. The Advisory Commission shall hold at least one regular meeting per year, which may be on site or on line².
- 5.2. The Advisory Committee may hold special meetings, at the request of the Director General. Nonetheless, the total of special and regular meetings held each year shall not exceed three, unless the Director General certifies the availability of resources for those additional meetings.
- 5.3. To the extent feasible, the members of the Advisory Committee shall meet and otherwise consult with each other and the Director General through video conferencing, and other electronic media.
- 5.4. All on-site Advisory Committee meetings shall take place at IICA Headquarters; however, the Chairperson, with the approval of the other Members, may accept an invitation from a Member State to host the meeting in its territory, provided that the host Member State pays, in advance, all costs of the meeting over and above the cost to IICA of holding the meeting at IICA Headquarters³.

ARTICLE VI. OFFICERS

- 6.1. The Director General shall serve as Chairperson *ex officio*, shall be responsible for convoking and coordinating the Advisory Committee's meetings in consultation with its members, and shall present the Advisory Committee's Annual Report to the Executive Committee.

^{2,3} Modified by the Executive Committee by means of resolution IICA/CE/Res. 580 (XXXIII-O/13) of June 18, 2013

6.2. The Advisory Committee may elect such other officers as it deems necessary and may regulate their duties and term of office in its Rules of Procedure.

9.2. This Statute may be modified by a majority vote of the Executive Committee or of the IABA on their own initiative, or upon recommendation of the Advisory Committee, or of the Director General.

ARTICLE VII. SECRETARIAT

7.1. The General Directorate shall provide secretariat services to the Advisory Committee in accordance with the availability of resources appropriated for that purpose in the Program Budget and such other contributions that may be made for its activities by the Member States and other institutions.

ARTICLE VIII. RESOURCES

8.1. The funding for the meetings and other activities of the Advisory Committee shall be included in the Regular Fund budget of IICA's Program Budget. The amount budgeted shall include the cost of reasonable logistic and secretariat support, travel and per diem costs for participants, and communications costs.

ARTICLE IX. GENERAL PROVISIONS

9.1. The working languages of the Advisory Committee shall be English and Spanish. Each member may present proposals and other documents for the consideration of the Advisory Committee in one of the working languages, and at any other member's request, the Secretariat shall translate those proposals and documents into the other working language. All final Advisory Committee documents presented to the Executive Committee shall be in the four official languages of the Institute.



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