



United Nations
Educational, Scientific and
Cultural Organization

Executive Board

Hundred and eighty-third session

183 EX/DR.4¹
PARIS, 12 November 2009
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Item 10 Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6, 173 EX/Decision 10, 178 EX/Decision 10, 179 EX/Decision 19 and 180 EX/Decision 24 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2010-2011 biennium, the Group of Experts will comprise 12 experts designated by 12 Members of the Executive Board, two from each group, as follows:

Group Iand
Group IIand
Group IIIand
Group IVand
Group V(a)and
Group V(b)and

4. Decides further that the methods of work and the terms of reference of the Group of Experts in 144 EX/Decision 6.10 as reviewed, in conformity with 178 EX/Decision 10, and amended by the Executive Board at its 179th and 180th sessions, are defined below in their respective decisions:

Mandate and working methods of the Group of Experts on Financial and Administrative Matters

179 EX/Decision19

Review by the Executive Board of the methods of work and the terms of reference of the Group of Experts on Financial and Administrative Matters (179 EX/19 and Add. and Add. Corr. and Add.2; 179 EX/55; 179 EX/58)

The Executive Board,

1. Referring to 178 EX/Decision 10,

¹ The background of the Group of Experts is attached to this draft resolution for the information of Board Members.

2. Recalling 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6 and 173 EX/Decision 10 on the Group of Experts on Financial and Administrative Matters,
3. Having considered the work of the Group of Experts on Financial and Administrative Matters, and believing that it can continue to make important contributions to the overall work of the Executive Board by examining from a strictly technical point of view the financial and administrative aspects of documents that may require such examination,
4. Having examined documents 179 EX/19 and Add. and Add. Corr. and Add.2,
5. Considering the importance of improving the efficiency and the methods of work of the Finance and Administrative Commission,
6. Decides that the terms of reference and the methods of work of the Group of Experts on Financial and Administrative Matters shall be as follows:
 - (a) to assist the work of the Finance and Administrative Commission through the provision of strictly technical advice;
 - (b) to examine from a strictly technical point of view the administrative and financial issues referred to it by the Chair of the Finance and Administrative Commission and the Chair of the Group of Experts, and to report its findings, and, if appropriate, propose alternative, clearly labelled and technically justified drafting suggestions to the Finance and Administrative Commission;
 - (c) to refrain from entering into policy discussions or offering policy observations in the conduct or reporting of its work;
7. Also decides that the Group of Experts shall normally meet one week before each of the sessions of the Executive Board, and that its reports shall be made available three working days before the Finance and Administrative Commission begins its deliberations;
8. Encourages the Director-General to provide appropriate assistance to the Group of Experts;
9. Further decides that guidelines for the criteria for the selection of agenda items to be referred to the Group of Experts and the working methods of its meetings will be further considered at the 180th session of the Executive Board;
10. Finally decides that the agenda items to be referred to the Group of Experts for the 180th session of the Executive Board be determined well in advance through consultations between the Chairs of the Executive Board, the Finance and Administrative Commission and the Group of Experts for Financial and Administrative Matters;
11. Renews its decision to finance, from the budget of the Executive Board, the expenses of the Group of Experts, including, where necessary, reasonable travel costs and subsistence allowances for experts not resident in Paris and whose expenses are not borne by their respective governments;

12. Invites Member States, in this regard, to take the necessary steps to facilitate the participation of their experts in the meetings of the Group of Experts;
13. Requests the Director-General to clearly indicate the financial and administrative implications on every agenda item, with a view to facilitating the work of the Executive Board, including the Finance and Administrative Commission and the Group of Experts on Financial and Administrative matters.

180 EX/Decision 24

Consideration by the Executive Board of the criteria for the selection of agenda items to be referred to the Group of Experts on Financial and Administrative Matters, and the methods of work of the Group of Experts (180 EX/24 and Add.-Add.2; 180 EX/64; 180 EX/67)

The Executive Board,

1. Having examined documents 180 EX/24 and Add.-Add.2,
2. Recalling 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6, 173 EX/Decision 10 and 178 EX/Decision 10 on the Group of Experts on Financial and Administrative Matters,
3. Recalling 179 EX/Decision 19, paragraph 6, which contains the revised terms of reference and methods of work of the Group of Experts on Financial and Administrative Matters,
4. Referring to 179 EX/Decision 19, paragraph 9, in which it decided that guidelines for the criteria for the selection of agenda items to be referred to the Group of Experts on Financial and Administrative Matters and the working methods of its meetings would be further considered at its 180th session,
5. Recognizing that the request to the Director-General to clearly indicate the financial and administrative implications of every agenda item has only partly been implemented for the 180th session of the Executive Board,
6. Taking into account the clear intention of Member States to have the Group of Experts on Financial and Administrative Matters support the overall work of the Executive Board by examining from a strictly technical point of view the administrative and financial issues referred to it,

I

Agenda items to be referred to the Group of Experts

7. Requests the Director-General to further improve the information about the financial and administrative implications of every agenda item;
8. Decides that the Chair of the Executive Board, in consultation with the Chair of the Finance and Administrative Commission and the Chair of the Group of Experts on Financial and Administrative Matters should refer to the Group of Experts for examination the agenda items concerning the following issues, whose technical, administrative and financial implications should be identified, closely reviewed and better evaluated to assist the Commission's work:

- (a) process and methodology for planning, programming and budgeting;
- (b) programme budget and performance assessment reports;
- (c) the Organization's accounts and accounting systems, any proposed changes to the Organization's financial regulations, interim and annual financial reports, and audited financial statements taken together with the report of the External Auditor;
- (d) the Organization's human resources policies, staff regulations, and any proposed changes thereto;
- (e) the operation of the Organization's pension and health insurance systems and proposals to reform or update them;
- (f) the Organization's efforts relating to the collection of assessed contributions and the encouragement and management of extrabudgetary contributions;
- (g) the Organization's procurement policies and its policies with regard to the hiring of contractors and the recruitment of staff;
- (h) the Organization's information management systems;
- (i) the Organization's efforts to manage and use effectively its field offices and category 1 institutes as well as the financial and administrative aspects associated with category 2 institutes/centres;
- (j) reports on the activities of the Internal Oversight Service (IOS), the External Auditor, the Joint Inspection Unit (JIU), and other relevant reports;
- (k) any other administrative and financial matters that the Chairs of the Executive Board, Finance and Administrative Commission and the Group of Experts jointly decide to refer to the Group of Experts for technical examination to assist the work of the Commission;

II

Working methods of meetings

9. Also decides that the meetings of the Group of Experts on Financial and Administrative Matters should adhere to the following methods of work:
- (a) it shall be the duty and responsibility of the Chair of the Group of Experts to ensure that the experts' discussion is in line with their mandate, and to prevent any deviation therefrom;
 - (b) members of the Group of Experts and of the Secretariat with responsibility for the issues under consideration shall be given the floor at meetings of the Group of Experts;
 - (c) the floor may be given to Member State observers during discussions, but never during the examination of the report or of draft decisions unless the Chair, after consultation with the Group of Experts, so agrees;
 - (d) presentations made by members of the Secretariat to the Group of Experts should be limited to a predetermined time frame;

- (e) the length of the meetings of the Group of Experts shall be appropriately determined according to the nature of its programme of work;
- (f) the Group of Experts shall adopt its report by consensus, and submit it to the Finance and Administrative Commission for consideration. Such report shall include the questions raised by the Group of Experts, the additional information submitted by the Secretariat and, if appropriate, clearly worded and technically justified recommendations to assist the Finance and Administrative Commission in finalizing its draft decisions;
- (g) such recommendations shall be submitted to the Finance and Administrative Commission only when approved by the Group of Experts by consensus.

GROUP OF EXPERTS ON FINANCIAL AND ADMINISTRATIVE MATTERS

BACKGROUND

1. By 136 EX/Decision 3.4.1, Part II, the Executive Board, having examined the reports of the Joint Inspection Unit (JIU/REP/89/9) and especially its Recommendation 3 concerning the creation of an experts' group, acknowledged the advisability of establishing a small group of experts which would be drawn from the Finance and Administrative Commission and whose role would be limited to assisting the Commission in a fact-finding and advisory capacity, and also decided to include the question in the agenda of its 137th session.
2. At its 137th session the Board decided (137 EX/Decision 8.6) "to set up, on an experimental basis, a group of experts on financial and administrative matters which will be drawn from the Finance and Administrative Commission and to be financed from within the budget provision made for the Executive Board". It also decided on the mandate of the group and concluded that it should be composed of a total of 12 experts, two per electoral group.
3. The General Conference, by 26 C/Resolution 19.3 on the modification of Article V and VII of the Constitution regarding the Executive Board, requested this organ in Part III, paragraph 6(b) of the above resolution, to improve, in its new composition, its structure and working methods by all appropriate measures, e.g. by establishing a small advisory committee on administrative and budgetary questions, as was done at the 136th session.
4. At its 139th session the Board designated the members of the Group of Experts who commenced their work during the same session (139 EX/Decision 6.10).
5. At its 140th session the Board considered for the first time the report of the Group of Experts. Having endorsed the report of the Group, the Executive Board considered the contribution to be positive and decided to continue the practice of financing its costs from within the budget of the Board (140 EX/Decision 7.1). Furthermore, it was noted with appreciation that, as mandated, the Group: (i) concentrated its work on purely financial and administrative matters; and (ii) avoided policy issues.
6. At its 144th session the Board decided for the first time on the mandate and working methods of the Group of Experts on Financial and Administrative Matters (144 EX/Decision 6.10).
7. The above-mentioned resolution and decisions are annexed.
8. Decisions of the Board concerning the renewal of the mandate of the Group of Experts are provided below: 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6 and 173 EX/Decision 10.

136 EX/Decision 3.4.1, section II

The Executive Board,

1. Having examined the report of the Joint Inspection Unit (JIU/REP/89/9) and especially its Recommendation 3 concerning the creation of expert groups,
2. Anxious to discharge fully and efficiently its responsibilities, in particular in financial and administrative matters,
3. Convinced of the need to ensure both better preparation of and better follow-up to its decisions,

4. Bearing in mind the budgetary constraints facing the Organization,
5. Aware that a comprehensive proposal for the reform of the Executive Board has been submitted for consideration by the General Conference,
6. Acknowledges the advisability of establishing a small group of experts which would be drawn from the Finance and Administrative Commission and whose role would be limited to assisting the Commission in a fact-finding and advisory capacity;
7. Calls on its Members and on Member States to pursue consultations with a view to reaching a consensus on the composition and precise terms of reference of this expert group (appointment procedures, expertise required, necessary conditions to ensure effective participation by all its members, frequency of meetings, including during the intersessional period, definition of tasks, etc.);
8. Requests the Director-General to collect and distribute as soon as possible to Board Members and to Member States relevant information and data on similar groups in other institutions of the United Nations family;
9. Further requests the Director-General to study the financial and legal implications, and in particular the question of whether the establishment of this expert group requires amendments to the Rules of Procedure of the Executive Board, and to communicate these considerations to the 137th session;
10. Decides to include in the agenda of its 137th session an item entitled “Establishment of an expert group on financial and administrative matters”.

137 EX/Decision 8.6

Establishment of an expert group on financial and administrative matters (137 EX/24 and 137 EX/32, Part I)

The Executive Board,

1. Recalling 136 EX/Decision 3.4.1, section II,
2. Decides to set up, on an experimental basis, a group of experts on financial and administrative matters which will be drawn from the Finance and Administrative Commission and financed from within the budget provision made for the Executive Board;
3. Defines the mandate of the group of experts as being:

to assist the Commission in its work, with a view to strengthening its efficiency and effectiveness, and to this end:

 - (a) to review the documents and issues to be considered by the Commission at each session of the Board and to submit its findings thereon to the Commission;
 - (b) to perform such other duties as may be assigned to it by the Commission, pertaining to financial and administrative matters;
4. Considers that the group should be composed of a total of 12 experts, two per regional group;
5. Decides to designate the members of the group of experts at its 139th session and to settle at that session other issues relating to the functioning of the group;

6. Invites the Director-General to provide all the necessary assistance to the group of experts.

26 C/Resolution 19.3, section III, paragraph 6(b)

6. Requests the Executive Board:

(a) ...

- (b) to improve the structure and working methods of the Executive Board in its new form by all appropriate measures, on which it shall report to the General Conference at its 27th session, for example by establishing a small advisory committee on administrative and budgetary questions, as was done by the Executive Board at its 136th session, and by instituting such arrangements as will enable thorough intersessional preparatory and follow-up work;

(c) ...

139 EX/Decision 6.10

Designation of members of the group of experts on financial and administrative matters, and other issues relating to the functioning of the group (139 EX/37)

The Executive Board,

1. Recalling 137 EX/Decision 8.6 in which it decided to settle issues relating to the functioning of the group of experts on financial and administrative matters and to designate its members at its 139th session,
2. Decides to designate the following persons as members of the group of experts: Mr Alberto Carri (Argentina); Mr Paul Dobreano (Romania); Mr Anatoly Egochkine (Russian Federation); Ms Maria Cristina de la Garza (Mexico); Mr Patrick Massao Kindiano (United Republic of Tanzania); Mr Lothar Koch (Germany); Ms Savitri Kunadi (India); Mr Béchir Mahjoub (Tunisia); Mr Shahid Minto (Canada); Mr Massaya Otsuka (Japan); Mr Alfred Rakotonjanahary (Madagascar); Mr Ali Zaid (Yemen);
3. Notes with satisfaction that at the present session the group commenced its work of examining the documents referred to it by the Finance and Administrative Commission;
4. Decides that the working languages of the expert group will be French and English and that it will meet as necessary during the intersessional period as far as the budget of the Executive Board allows;
5. Not having been able to discuss these things and other related issues in detail due to lack of time, and considering that it is indispensable for the smooth functioning of the experimental group to settle these issues as soon as possible,
6. Aware of its exceptionally heavy agenda in 1993,
7. Decides to settle at its 140th session the issues relating to the improvement of the functioning of its experimental expert group on the basis of the experience gained through the activities of the group as well as the results of any intersessional informal consultations regarding the function of the advisory committee on administrative and budgetary questions provided for in 26 C/Resolution 19.3, and to report to the General Conference thereon at its 27th session;

8. Also decides to include an item entitled “Review of the functioning of the experimental expert group” on the agenda of its 140th session.

140 EX/Decision 7.1

Review of the functioning of the experimental Group of Experts on Financial and Administrative Matters (140 EX/35)

The Executive Board,

1. Having considered the report of the Group of Experts on Financial and Administrative Matters of the Finance and Administrative Commission (140 EX/FA/EG) and in particular the Expert Group’s summary of its work from 5 to 15 October 1992,
2. Recalling 137 EX/Decision 8.6 and 139 EX/Decision 6.10, establishing the mandate of the Expert Group, and 26 C/Resolution 19.3, paragraph 6(b), foreseeing the end of the tenure of this experimental group at the 27th session of the General Conference and envisaging the institution of intersessional preparatory and follow-up mechanisms,
3. Thanks the members of the Group for the work they have performed under difficult conditions and notes with appreciation that they have concentrated on financial and administrative matters;
4. Endorses the Expert Group’s report on its own working methods and notes that the Group will avoid policy issues in discussing administrative and financial matters;
5. Requests the Director-General to ensure early preparation of the documentation for examination by the Expert Group;
6. Decides to continue the practice of financing the costs of the Expert Group, including travel expenses and per diem of the experts not assumed by their respective governments, from within the budget of the Executive Board.

144 EX/Decision 6.10

Mandate and working methods of the Group of Experts on Financial and Administrative Matters (144 EX/INF.5)

The Executive Board,

1. Recalling paragraph III.6(b) of 26 C/Resolution 19.3,
2. Recalling its previous decisions, and particularly 137 EX/Decision 8.6, which established an expert group on financial and administrative matters,
3. Decides that the mandate of this group of experts shall be as follows:
 - (a) to assist the Finance and Administrative Commission in its work with a view to increasing its effectiveness;
 - (b) to examine from a strictly technical point of view the administrative and financial aspects of the documents and issues that the Finance and Administrative Commission refers to it;
 - (c) to raise no matters of policy during its work;

4. Decides that the group of experts shall normally meet one week before each of the sessions of the Executive Board;
5. Renews its decision to finance the expenses of the group of experts, including the cost of travel and subsistence allowances for experts not living in Paris whose expenses are not borne by their respective governments, from the budget of the Executive Board;
6. Invites Member States to take the necessary steps for the experts designated as members of the group to attend meetings regularly;
7. Requests the Director-General to provide every assistance to facilitate the work of the group.

148 EX/Decision 5.7

Renewal of the mandate of the Group of Experts for Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its previous decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1 and 144 EX/Decision 6.10 on the Group of Experts for financial and administrative matters,
3. Decides to renew the mandate of the above-mentioned Group. For the 1996-1997 period the Group will comprise 12 experts designated by 12 Members of the Board, two from each electoral group, as follows:

Group I	Germany and Italy
Group II	Bulgaria and Russian Federation
Group III	Chile and Costa Rica
Group IV	Bangladesh and China
Group V(a)	Niger and Nigeria
Group V(b)	Jordan and Morocco;
4. Decides further that the methods of work and the terms of reference of the Group will remain as defined in 144 EX/Decision 6.10.

153 EX/Decision 5.6

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10 and 148 EX/Decision 5.7 on the Group of Experts for Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 1998-1999 period the Group will comprise 12 experts designated by 12 Members of the Executive Board at its 153rd session, two from each group, as follows:

Group I	Canada and Germany
Group II	Russian Federation and Ukraine

Group III	Argentina and Colombia
Group IV	Bangladesh and Kazakhstan
Group V(a)	Ghana and Zimbabwe
Group V(b)	Lebanon and Libyan Arab Jamahiriya;

4. Decides further that the methods of work and the terms of reference of the Group will remain as defined in 144 EX/Decision 6.10.

158 EX/Decision 5.6

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7 and 153 EX/Decision 5.6 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2000-2001 period the Group will comprise 12 experts designated by 12 Members of the Executive Board at its 158th session, two from each group, as follows:

Group I	Canada and France
Group II	Lithuania and Russian Federation
Group III	Mexico and Saint Lucia
Group IV	Australia and Pakistan
Group V(a)	Malawi and Nigeria
Group V(b)	Lebanon and Morocco;

4. Decides further that the methods of work and the terms of reference of the Group will remain as defined in 144 EX/Decision 6.10 (...).

163 EX/Decision 5.6

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6 and 158 EX/Decision 5.6 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2002-2003 period the Group will comprise 12 experts designated by 12 Members of the Executive Board, two from each group, as follows:

Group I	France and Spain
Group II	Russian Federation and Ukraine
Group III	Mexico and Peru
Group IV	Japan and Viet Nam
Group V(a)	Malawi and United Republic of Tanzania

Group V(b) Jordan and Morocco;

4. Decides further that the methods of work and the terms of reference of the Group of Experts will remain as defined in 144 EX/Decision 6.10 (...).

168 EX/Decision 5.6

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6 and 163 EX/Decision 5.6 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2004-2005 period the Group will comprise 12 experts designated by 12 Members of the Executive Board, two from each group, as follows:

Group I	Canada and United Kingdom of Great Britain and Northern Ireland
Group II	Russian Federation and Ukraine
Group III	Cuba and Jamaica
Group IV	Japan and Viet Nam
Group V(a)	Namibia and United Republic of Tanzania
Group V(b)	Algeria and Jordan;

4. Decides further that the terms of reference and the methods of work of the Group of Experts will remain as defined in 144 EX/Decision 6.10 (...).

173 EX/Decision 10

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6 and 168 EX/Decision 5.6 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2006-2007 biennium, the Group of Experts will comprise 12 experts designated by 12 Members of the Executive Board, two from each group, as follows:

Group I	United Kingdom of Great Britain and Northern Ireland, and United States of America
Group II	Russian Federation and Slovenia
Group III	Colombia and Saint Kitts and Nevis
Group IV	India and Japan
Group V(a)	Namibia and South Africa
Group V(b)	Algeria and Morocco;

4. Decides further that the methods of work and the terms of reference of the Group of Experts will remain as defined in 144 EX/Decision 6.10 (...).

178 EX/Decision 10

Renewal of the mandate of the Group of Experts on Financial and Administrative Matters

The Executive Board,

1. Bearing in mind 26 C/Resolution 19.3,
2. Referring to its decisions 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6 and 173 EX/Decision 10 on the Group of Experts on Financial and Administrative Matters,
3. Decides to renew the mandate of the above-mentioned Group of Experts. For the 2008-2009 biennium, the Group of Experts will comprise 12 experts designated by 12 Members of the Executive Board, two from each group, as follows:

Group I	Germany and United States of America
Group II	Bulgaria and Russian Federation
Group III	Mexico and Saint Vincent and the Grenadines
Group IV	India and Japan
Group V(a)	South Africa and Zambia
Group V(b)	Algeria and Morocco
4. Decides further that the methods of work and the terms of reference of the Group of Experts will remain as defined in 144 EX/Decision 6.10 (...).

179 EX/Decision 19

Review by the Executive Board of the methods of work and the terms of reference of the Group of Experts on Financial and Administrative Matters (179 EX/19 and Add. and Add. Corr. and Add.2; 179 EX/55; 179 EX/58)

The Executive Board,

1. Referring to 178 EX/Decision 10,
2. Recalling 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6 and 173 EX/Decision 10 on the Group of Experts on Financial and Administrative Matters,
3. Having considered the work of the Group of Experts on Financial and Administrative Matters, and believing that it can continue to make important contributions to the overall work of the Executive Board by examining from a strictly technical point of view the financial and administrative aspects of documents that may require such examination,
4. Having examined documents 179 EX/19 and Add. and Add. Corr. and Add.2,
5. Considering the importance of improving the efficiency and the methods of work of the Finance and Administrative Commission,

6. Decides that the terms of reference and the methods of work of the Group of Experts on Financial and Administrative Matters shall be as follows:
 - (a) to assist the work of the Finance and Administrative Commission through the provision of strictly technical advice;
 - (b) to examine from a strictly technical point of view the administrative and financial issues referred to it by the Chair of the Finance and Administrative Commission and the Chair of the Group of Experts, and to report its findings, and, if appropriate, propose alternative, clearly labelled and technically justified drafting suggestions to the Finance and Administrative Commission;
 - (c) to refrain from entering into policy discussions or offering policy observations in the conduct or reporting of its work;
7. Also decides that the Group of Experts shall normally meet one week before each of the sessions of the Executive Board, and that its reports shall be made available three working days before the Finance and Administrative Commission begins its deliberations;
8. Encourages the Director-General to provide appropriate assistance to the Group of Experts;
9. Further decides that guidelines for the criteria for the selection of agenda items to be referred to the Group of Experts and the working methods of its meetings will be further considered at the 180th session of the Executive Board;
10. Finally decides that the agenda items to be referred to the Group of Experts for the 180th session of the Executive Board be determined well in advance through consultations between the Chairs of the Executive Board, the Finance and Administrative Commission and the Group of Experts for Financial and Administrative Matters;
11. Renews its decision to finance, from the budget of the Executive Board, the expenses of the Group of Experts, including, where necessary, reasonable travel costs and subsistence allowances for experts not resident in Paris and whose expenses are not borne by their respective governments;
12. Invites Member States, in this regard, to take the necessary steps to facilitate the participation of their experts in the meetings of the Group of Experts;
13. Requests the Director-General to clearly indicate the financial and administrative implications on every agenda item, with a view to facilitating the work of the Executive Board, including the Finance and Administrative Commission and the Group of Experts on Financial and Administrative matters.

180 EX/Decision 24

Consideration by the Executive Board of the criteria for the selection of agenda items to be referred to the Group of Experts on Financial and Administrative Matters, and the methods of work of the Group of Experts (180 EX/24 and Add.-Add.2; 180 EX/64; 180 EX/67)

The Executive Board,

1. Having examined documents 180 EX/24 and Add.-Add.2,

2. Recalling 137 EX/Decision 8.6, 142 EX/Decision 3.1.3, 143 EX/Decision 9.1, 144 EX/Decision 6.10, 148 EX/Decision 5.7, 153 EX/Decision 5.6, 158 EX/Decision 5.6, 163 EX/Decision 5.6, 168 EX/Decision 5.6, 173 EX/Decision 10 and 178 EX/Decision 10 on the Group of Experts on Financial and Administrative Matters,
3. Recalling 179 EX/Decision 19, paragraph 6, which contains the revised terms of reference and methods of work of the Group of Experts on Financial and Administrative Matters,
4. Referring to 179 EX/Decision 19, paragraph 9, in which it decided that guidelines for the criteria for the selection of agenda items to be referred to the Group of Experts on Financial and Administrative Matters and the working methods of its meetings would be further considered at its 180th session,
5. Recognizing that the request to the Director-General to clearly indicate the financial and administrative implications of every agenda item has only partly been implemented for the 180th session of the Executive Board,
6. Taking into account the clear intention of Member States to have the Group of Experts on Financial and Administrative Matters support the overall work of the Executive Board by examining from a strictly technical point of view the administrative and financial issues referred to it,

I

Agenda items to be referred to the Group of Experts

7. Requests the Director-General to further improve the information about the financial and administrative implications of every agenda item;
8. Decides that the Chair of the Executive Board, in consultation with the Chair of the Finance and Administrative Commission and the Chair of the Group of Experts on Financial and Administrative Matters should refer to the Group of Experts for examination the agenda items concerning the following issues, whose technical, administrative and financial implications should be identified, closely reviewed and better evaluated to assist the Commission's work:
 - (a) process and methodology for planning, programming and budgeting;
 - (b) programme budget and performance assessment reports;
 - (c) the Organization's accounts and accounting systems, any proposed changes to the Organization's financial regulations, interim and annual financial reports, and audited financial statements taken together with the report of the External Auditor;
 - (d) the Organization's human resources policies, staff regulations, and any proposed changes thereto;
 - (e) the operation of the Organization's pension and health insurance systems and proposals to reform or update them;
 - (f) the Organization's efforts relating to the collection of assessed contributions and the encouragement and management of extrabudgetary contributions;

- (g) the Organization's procurement policies and its policies with regard to the hiring of contractors and the recruitment of staff;
- (h) the Organization's information management systems;
- (i) the Organization's efforts to manage and use effectively its field offices and category 1 institutes as well as the financial and administrative aspects associated with category 2 institutes/centres;
- (j) reports on the activities of the Internal Oversight Service (IOS), the External Auditor, the Joint Inspection Unit (JIU), and other relevant reports;
- (k) any other administrative and financial matters that the Chairs of the Executive Board, Finance and Administrative Commission and the Group of Experts jointly decide to refer to the Group of Experts for technical examination to assist the work of the Commission;

II

Working methods of meetings

9. Also decides that the meetings of the Group of Experts on Financial and Administrative Matters should adhere to the following methods of work:
- (a) it shall be the duty and responsibility of the Chair of the Group of Experts to ensure that the experts' discussion is in line with their mandate, and to prevent any deviation therefrom;
 - (b) members of the Group of Experts and of the Secretariat with responsibility for the issues under consideration shall be given the floor at meetings of the Group of Experts;
 - (c) the floor may be given to Member State observers during discussions, but never during the examination of the report or of draft decisions unless the Chair, after consultation with the Group of Experts, so agrees;
 - (d) presentations made by members of the Secretariat to the Group of Experts should be limited to a predetermined time frame;
 - (e) the length of the meetings of the Group of Experts shall be appropriately determined according to the nature of its programme of work;
 - (f) the Group of Experts shall adopt its report by consensus, and submit it to the Finance and Administrative Commission for consideration. Such report shall include the questions raised by the Group of Experts, the additional information submitted by the Secretariat and, if appropriate, clearly worded and technically justified recommendations to assist the Finance and Administrative Commission in finalizing its draft decisions;
 - (g) such recommendations shall be submitted to the Finance and Administrative Commission only when approved by the Group of Experts by consensus.