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## 13<sup>TH</sup> MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

*Panama City, Panama, 26 to 27 February 2026*

### FAC 13 – Doc 16

#### Finance and Administration Committee Workplan

*FAC Chairperson/Secretariat*

## 1. Summary and recommendations

This document presents a draft workplan for the Finance and Administration Committee (FAC) to help structure and prioritise its work. It serves as a basis for accommodating and implementing the Organisation's responses to the 2<sup>nd</sup> Performance Review.

The FAC is invited to:

- **Review and refine** this draft workplan, including based on discussions on the 2<sup>nd</sup> Performance Review
- **Recommend** to the Commission that it adopt this workplan subject to any refinements

## 2. Background

The FAC plays a key role in the effective and efficient functioning of the Organisation. There is room to lift its operation from a routine annual review of funds and issues of the day, to being more proactive and forward-looking in how it services the Organisation.

The 2<sup>nd</sup> Performance Review recommended that the Commission develop an integrated business plan, with a three-year planning horizon and associated budget/funding model, and in turn that the FAC develop its own workplan to implement this and enhance its role.

This draft plan does not prejudice the FAC or Commission responses to the Review recommendations. Instead, it is intended to serve as a basis for discussion and a basis to capture the agreed actions to implement the Review. It is drafted so that it at least identifies the schedule for reviewing funds and instruments that are the responsibility of the FAC, which in some cases have not been routinely reviewed.



## Annex 1: Finance and Administration Committee Workplan

### 1. Introduction

The purpose of this Workplan is to help guide the work of the FAC, including planning and prioritisation. It would be reviewed and updated at each annual meeting of the FAC, especially in relation to wider Organisational planning and tasking by the Commission.

### 2. Annual Tasks

Each year the FAC will undertake the routine tasks assigned to it under the Article 13 and 15 of the Convention and the Financial Regulations at the annual meeting. This includes:

- examining the draft of the annual budget and making recommendations to the Commission.
- reviewing the amount available in the SPRFMO funds, i.e., Accumulated Surplus Account, Contingency Fund, Developing States Fund, Scientific Support Fund, Spanish Interpretation Fund.
- reviewing and commenting on the audit report.
- assessing applicants to the Developing States Fund for technical assistance and capacity-building and making recommendations to the Commission.

### 3. Auditors Appointment

Financial Regulation 10 provides that “*The auditors shall serve for a maximum term of three (3) years and may be reappointed*”. There is flexibility around whether a request for proposals (RFP) needs to be issued by the Secretariat towards the end of the term to test the market, or whether auditors may more simply be reappointed.

In the final year of an audit term, the FAC will consider whether the Executive Secretary should issue an RFP later that year or just invite the serving auditor to submit an expression of interest to renew their term for FAC to consider the following year.

Action	Frequency	Next FAC Meeting
Recommend to Commission the re-appointment of current auditors or new appointment of new auditors	3 years, following the end of an audit term	2026, FAC13 2029 if next term is 3 years
Direct the Secretariat to issue an RFP or invite an expression of interest from serving auditor	3 years, in the final year of an audit term	2028 if next term is 3 years

### 4. Periodic Reviews

The FAC will undertake period reviews of the funds and instruments under its responsibility. The process and terms of reference of each review will be decided at the time but would include the following elements.

Reviews of funds would include:

- the fund purpose
- the use of the fund
- whether the purpose is being met
- its relationship with wider organisational funds
- the administration of the fund
- how the fund compares with best practice in other comparable organisations



Reviews of the Staff Regulations, Finance Regulations, Headquarters Agreement and Dependant Employment Arrangement would include:

- internal coherence
- coherence with each other, relevant UN rules and relevant New Zealand legislation
- how the Regulations compare with best practice in other comparable organisations.

Reviews of the Secretariat Security Standards and Policy on Secondments and Internships would include:

- their purpose
- their implementation
- whether their purpose is being met
- how they compare with best practice in other comparable organisations

Fund / Instrument	Review Frequency	Next Review Start Year	FAC Meeting Review Conclusion
Accumulated Surplus Account	5 years	2026	FAC14
Developing States Fund	At least once every four years (Financial Regulation 2.5)	2026	FAC14
Scientific Support Fund	At least once every four years (Financial Regulation 2.5)	2027	FAC15
Contingency Fund	4 years	2027	FAC15
Spanish Interpretation Fund	4 years	2028	FAC16
Staff Regulations	5 years	2027	FAC15
Finance Regulations	5 years	2027	FAC15
Headquarters Agreement	10 years	2027	FAC15
Dependant Employment Arrangement	5 years	2030	FAC18
Secretariat Security Standards	4 years	2026	FAC14
Policy on Secondments and Internships	4 years	2029	FAC17