

## **Definition proposal of the ToR of the Internal Account Review Committee**

In the annual meeting in Dakar (February 2011), the CC of the IAI agreed on the establishment of the Internal Account Review Committee (Cristina Almazán, Cristina Reynals, Paul Maquet )

From then, the Committee met the 28th of July, the 15th of September, the 14th of December and the 29th of March 2012.

The initial mandate (review of the state of expenses with respect to the approved budget for 2011 and the projection for 2012) has in fact expanded. What has been proposed follows:

### **Name of the Committee:**

Internal Committee of Partnership and Administration

### **Composition of the Committee:**

Cesare Ottolini, global coordinator, responsible for administration, legal representative for UI.

Cristina Almazán, Cristina Reynals, Paul Maquet, members.

Mariella Tornago, executive management and administration (without voting, providing necessary information).

### **Responsibility of the Committee:**

Assist the coordinator in the partnership policy and in the management of resources between Annual Meetings of the CC, providing them with the necessary information.

Assist the coordinator in the involvement of all IAI members in the partnership policy and self-sustainability.

Overseeing human resources and the finances of IAI.

### **Frequency of Sessions and Agenda:**

Every 3 months and each time that it is necessary to hold CC meetings.

The agenda of the meetings shall be proposed by the coordinator of the IAI.

### **Commitments of the Committee and its members:**

Approving the 2011 annual balance and 2012 projection to present to the CC.

Analysing the reflections of the legal constitution of the IAI in the administration.

Fulfilling the collective and individual responsibilities and tasks acquired.

Take minutes at each meeting and inform the CC.