

17 - Budget, Finance and Administration Subcommittee and Technical Subcommittee

Terms of Reference

Revised 06 February 2014

PACA Subcommittees

PACA will constitute subcommittees in the areas of:

- Budget, Finance, and Administration
- Technical

The PACA Steering Committee may constitute other ad hoc or permanent subcommittees, as needed. This document has three sections, namely, part 1 which defines the specific roles and work activities of the Budget, Finance and Administration (BFA) Subcommittee, and part 2 on the specific roles and work activities of the Technical Subcommittee, and part 3 which outlines general provisions that apply to all Subcommittees of the PACA Steering Committee (SC). PACA Steering Committee Rules of Procedure are attached as annex.

1. Budget, Finance, and Administration (BFA) Subcommittee Role and Work Activities

BFA Subcommittee members, upon request by the SC, shall **provide advice to the PACA SC in the following areas**, and in other areas as identified by the SC:

- Review of PACA finances and budget – The Budget, Finance, and Administration Subcommittee will work with the PACA Secretariat to review and provide general recommendations on the annual budget to the PACA Steering Committee.
- Review of PACA administrative issues – The Subcommittee will give oversight to the management of PACA through review of administrative matters, provision of periodic updates and recommendations on general direction for approval by the SC.
- Monitoring of budget implementation – The BFA Subcommittee will assess periodic reports on budget implementation and actual expenditures, providing its recommendations to the SC.
- Financial review of proposals – The Subcommittee may assist in financial review of grants or project proposals submitted to PACA, and support the Technical Subcommittee by providing recommendations regarding funding decisions to the PACA Steering Committee.

2. Technical Subcommittee Role and Work Activities

2.1 Technical Subcommittee Functions

Technical Subcommittee members, upon request by the SC, shall **provide advice to the PACA SC in the following areas**, and in other areas as identified by the SC:

- Review overall PACA Strategy and Mid-Term Strategic Plans – The Technical Subcommittee will work with the PACA Secretariat to review and provide recommendations on execution of these two documents to the PACA Steering Committee.
- Review of Annual Work Plans and Budgets – The Subcommittee will review all PACA activities as presented in each year's work plan and budget, and offer recommendations about execution of specific work areas and projects to the PACA Steering Committee.
- Engagement of partners in implementation of PACA Strategic Plan – The Subcommittee may make recommendations regarding how to fairly and effectively engage partners to develop plans for and implement operational actions outlined in the PACA Mid-Term Strategic Plan.
- Review of proposals – The Subcommittee may review grant or project proposals submitted to PACA, based on criteria outlined in the relevant Call for Proposals (CFPs), and provide recommendations regarding funding decisions to the SC. The Subcommittee may seek the help of an expert panel for objective review of proposals based on pre-set criteria announced in the CFPs (see section 2.2 below)
- Review of PACA project progress and work products – The Subcommittees may review progress of PACA projects and provide an assessment to the SC.
- Review of technical documents – The Subcommittee may review and provide an assessment of technical documents for the SC.
- Oversight of PACA Monitoring and Evaluation Process – The Subcommittee will provide guidance and oversight for the execution of the M&E framework. The Subcommittee will offer recommendations and provide regular updates to the PACA Steering Committee.

2.2 Engagement of Technical Expert Panel

Whenever the Subcommittee decides to engage technical experts for proposal review (see section 1.1 above), the Subcommittee may ask the Secretariat to convene an experts' panel for the case in question. Only an experts' panel reviewed for competence and approved by the Subcommittee shall be engaged in proposal review. Such a panel shall be engaged in objective,

technical assessment of proposals based on pre-set criteria announced in the CFP. Selection of members of the panel will be on the basis of the following:

- Experts who will bring experience and expertise in the subcommittee topic,
- Research and/or management experience in the relevant subjects is desirable, and
- Diversity in terms of representation from sectors,

Expert panels may be identified on ad-hoc basis as the need arises while the same panel can be engaged repeatedly based on approval by the Subcommittee.

3. General Subcommittee Provisions

The following sections outline important provisions for all PACA Subcommittees in the areas of membership and nomination, meetings and attendance, support and decision making.

3.1 Membership and Nomination

Each subcommittee will be comprised of a diverse and balanced group of not less than three (3) and not more than seven (7) members composed of SC members. Subcommittee members will be nominated and appointed by the PACA SC. Steering Committee members will self-select the subcommittee(s) on which they will serve or they will be nominated and elected by SC members to serve on a subcommittee.

3.2 Length of Terms

Subcommittee members will serve for 3-year terms. Continuity of representation will be ensured by having no more than one half of the members up for renewal or replacement at any given time. Consecutive terms may be served.

3.3 Frequency of Meetings and Attendance Obligations

Subcommittees will meet as needed, either in person or virtually (such as via conference calls), at the direction of the Steering Committee or recommendation of the Subcommittee or Secretariat. The member must attend at least 50% of the meetings in a given year. An alternate SC member may participate in lieu of a Subcommittee member, pending prior approval by the Subcommittee Chair. If a Subcommittee member does not attend the required number of meetings in a year, participation will be re-evaluated by the SC.

3.4 Meeting Venues

Meetings will be conducted as needed, but in conjunction with PACA Steering Committee meetings, as much as possible.

3.5 Secretariat Support to Subcommittees

Subcommittees will be supported by the PACA Secretariat, as requested by the Subcommittee and SC. Support will include planning and organizing Subcommittee meetings; promoting communication and linkages between the SC, subcommittees, and members; and developing Africa-wide information sharing tools, including a website. When a meeting is called by the SC or the Subcommittee chair, the Secretariat will send invitation to members and organize the meeting. When the Subcommittee identifies the need for expert(s) to be invited for a meeting, the Secretariat will also send invitation to the identified expert(s). Upon request by the Subcommittee, the Secretariat shall also provide support in nominating technical experts

3.6 Rules of Procedure/Decision Making Process

The Steering Committee rules of procedure, which address key procedures not covered in the terms of reference, apply to Subcommittees, as well (attached, as below).



Partnership
for Aflatoxin
Control in Africa

Partenariat pour
lutter contre
l'aflatoxine en Afrique

Parceria para o
Controle da
Aflatoxina em África

الشراكة من أجل مكافحة
الافلاتوكسين في أفريقيا

Annex: Steering Committee Rules of Procedure

Revised 1 November 2012

These Rules of Procedure apply to the Steering Committee (SC) and Subcommittees of the Partnership for Aflatoxin Control in Africa (PACA).

Conduct of Business

SC and Subcommittee members (members) will conduct business via in person meetings as well as teleconferences. A minimum of 30 days of notice will be provided for meetings.

During meetings, interpretation will be provided upon request and dependent on availability of funds. Key PACA documents will be translated in French, and in other African Union languages depending on availability of funds.

Between meetings, members will review and provide input on PACA documents via electronic means. If input is not provided within the agreed upon timeframe, this will be understood to indicate support of the member(s) who have not responded.

Prior to each meeting the secretariat shall circulate a draft meeting agenda. The agenda will indicate which sessions are open to observers and which will be closed. The SC shall review and approve the agenda at the start of the meeting.

In the absence of the chairperson (AUC), the meeting will be facilitated by a designee, appointed at the chairperson's discretion.

Decision Making

Decisions and/or actions of the Steering Committee require a quorum of two thirds of the SC members or their alternates.

The Steering Committee and Subcommittees will make decisions by consensus. Consensus is defined as all members of the quorum support an action or decision, or at a minimum agree to refrain from blocking said action or decision. To reach consensus, members will abide by the following guidelines in their discussions:

- State questions and concerns clearly, succinctly, and early in discussions.
- Seek to understand and reflect accurately other member's concerns.
- Secure and bring forward the best available information.
- Develop creative solutions to problems, beyond one participant's own best solution, to address multiple concerns.
- Participate consistently in calls and meetings.

- Report progress to relevant colleagues and leadership.

Steering Committee members may designate a member and an alternate. The member or alternate must attend at least 50% of the meetings in a given year. If this has not been the case, the member in question and the SC Chair will consult regarding the members' continued membership of the SC.

Sectoral Representation

SC members will solicit and present aflatoxin updates and input on behalf of their respective sectors. SC members will access information from colleagues and counterparts in their sector through in person and phone conversations, email, discussions at conferences and meetings, formal and informal networks, etc. SC members will be expected to bring information and perspectives from others in their sector into SC discussions to help ensure that SC decisions are responsive to the needs and priorities of PACA stakeholders.

Conflict of Interest

There is conflict of interest when the personal or family interest of a Steering Committee or Subcommittee Member is or turns out to be prejudicial, in any way whatsoever, to the function or functions of PACA. Members shall refrain from participating in any discussion and decision in which their involvement could give room for any semblance of partiality, conflict of interest in the process of decision making in the SC or Subcommittee.

Steering Committee or Subcommittee members who are contributors to or associated with proposals or other decisions from which they could derive a direct or indirect benefit that come before the SC will excuse themselves from discussions and decisions on those proposals or issues. They will work to further ensure the independence of the Technical Subcommittees by designing a nomination and approval process that limits influence by SC members.