



EXECUTIVE COMMITTEE

Twentieth Regular Meeting
San Jose, Costa Rica
1-3 November 2000

**FIRST REPORT OF THE SPECIAL ADVISORY COMMISSION ON
MANAGEMENT ISSUES**

IICA/CE/Doc.372(00)
5 September 2000
Original: Spanish

The First Report of the Special Advisory Commission on Management Issues will be sent to the Member States once it has been received by the General Directorate of the Institute.

The First Meeting of the Special Advisory Commission on Management Issues was held at Institute Headquarters on June 28 to 30, 2000, attended by the representatives of the following countries:

Group I: Argentina, Brazil, Canada, Mexico, United States of America and Venezuela

Group II: Colombia, representing Bolivia, Chile, Ecuador Paraguay, Peru and Uruguay

Group III: El Salvador, representing Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua and Panama

Group IV: Barbados, representing Antigua and Barbuda, Bahamas, Dominica, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, and Suriname

For the information of the Member States of the Institute, the Statute of the Special Advisory Commission on Management Issues is attached.

STATUTE OF THE SPECIAL ADVISORY COMMISSION ON MANAGEMENT ISSUES

ARTICLE I. NATURE

1.1. The Special Advisory Commission on Management Issues ("the Advisory Commission") is a special committee created by the Inter-American Board of Agriculture ("IABA"), pursuant to Articles 3(m) and 51 of the IABA Rules of Procedure. It is subordinate to the Executive Committee, primarily advisory in nature, and has no authority to obligate the Institute.

ARTICLE II. PURPOSE

2.1. The purpose of the Advisory Commission is to facilitate more regular discussion between the Director General and the Member States on administrative and financial initiatives and issues in order to facilitate the process of reaching consensus on those issues and initiatives in the Executive Committee and in the IABA.

ARTICLE III. FUNCTIONS

3.1. The Advisory Commission shall:

- a. Advise and assist the Director General in developing, evaluating, and implementing proposals 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 and administrative 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;
- d. Report annually to the Executive Committee on its activities;

ARTICLE IV. MEMBERSHIP

4.1. There shall be nine Members of the Advisory Commission ("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.
- b. Three Member 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 Commission 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 Commission 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 Commission shall appoint an individual as its representative on the Advisory Commission. 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 Commission. 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.

5.2. The Advisory Commission 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 Commission shall meet and otherwise consult with each other and the Director General through tele-video conferencing, and other electronic media.

5.4. All Advisory Commission 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 to IICA in advance all costs of the meeting over and above the cost to IICA of holding the meeting at IICA Headquarters.

ARTICLE VI. OFFICERS

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

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

ARTICLE VII. SECRETARIAT

7.1. The General Directorate shall provide secretariat services to the Advisory Commission 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 Commission 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. DURATION

9.1 The Advisory Commission shall have a duration of two years. The Executive Committee, with the support of the Director General, will present a report on the Advisory Commission's performance to the IABA at its Eleventh Regular Meeting, which will decide on whether to renew or otherwise extend the Advisory Commission's mandate.

ARTICLE X. GENERAL PROVISIONS

10.1. The working languages of the Advisory Commission shall be English and Spanish. Each member may present proposals and other documents for the consideration of the Advisory Commission 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 Commission documents presented to the Executive Committee shall be in the four official languages of the Institute.

10.2. This Statute may be modified by a majority vote of the Executive Committee, upon the recommendation of the Advisory Commission, of the Director General, or upon its own initiative.

10.3 This Statute shall enter into force upon the date it is approved by the IABA.

10.4 The IABA may abolish the Advisory Commission and derogate this Statute by a majority vote.

