



**ECA**  
Piloting Safety

## Specific Terms of Reference

### ECA Financial Working Group

1. The Executive Board established the ECA Financial Working Group (FWG) on 23<sup>rd</sup> March 2011.
2. The objectives/aims of the FWG are:
  - To advise the Executive Board of ECA in its financial review and budget setting process of ECA on the basis of the documentation provided by the ECA external accountant and the work provided by the ECA Financial Team<sup>1</sup>.
  - Monitor the accuracy of the notes prepared by the Financial Team and seek clarifications or complementary information where needed
  - Create a network of experts in Finance to assist and advise the ECA Executive Board on the ways to monitor and manage handling of ECA finances.
  - Enhance the Member's level of information and awareness on ECA finances and about ECA's needs.
3. The tasks of the ECA FWG are:
  - The FWG will meet yearly to review the draft budget proposal prepared by the Financial Team. The FWG will work regularly through correspondence, meeting only when necessary.
  - The FWG members review the quarterly financial updates prepared by the Financial Team before it is sent to the Executive Board, monitoring the accuracy of the financial documentation and seeking clarification or additional information where needed. For this purpose, the Financial Team will send by e-mail the draft quarterly reports together with the documentation provided by the ECA external accountant. Ideally the members of the FWG will have a period of 10 days to ask for additional information and to send comments.
  - Any member of the FWG may ask the Chairman of the WG to convey a specific concern or opinion to the Executive Board which could help the Executive Board in taking an informed decision on financial matters.
4. The EB assigned the Admin and Finance Director to the FWG:
  - Timo Eckardt from 2011 until June 2011
  - Odd Haugsbak from June 2011
  - Frédéric Schaaf from November 2015
5. The EB assigned the following Staff Member to the FWG:

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<sup>1</sup> The Financial Team is composed of the Admin and Finance Director, The Deputy Secretary General, the Offices Manager and any other person appointed by the board.

- Ignacio Plaza from 2011.
6. The EB appointed the following person as Chairmen of the FWG:
    - Odd Haugsbak from 2011
    - Frédéric Schaaf from 2015
  7. Membership: The *ECA WG General Terms of Reference below* shall apply to this Group.
  8. The FWG will act in accordance with the general terms of reference for ECA WGs.
  9. Convening of meetings: The rules of the *ECA WG General Terms of Reference below shall apply to this Group*
  10. The FWG Terms of Reference will be subject to review by the Executive Board in July 2017.

20/07/2016

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**Attachment: ECA WG General Terms of Reference**

## General Terms of Reference for ECA Working Groups

10. Working Groups are established by the Executive Board (EB) under paragraphs 53 and 54 of the ECA Constitution:

*53. The Executive Board is empowered [...] in order to assist the decision making process, to establish working groups and committees of which it determines the composition, the mandate and the duration.*

*54. The members of these working groups and committees have no decision making powers as such. One or more members of these working groups and committees can however be delegated some powers by the Executive Board in accordance with paragraph 35 of this Constitution.*

11. Working Groups, in general, will be open to representatives from all MAs (subject to paragraph 13 of the ECA Constitution), all Executive Board Directors, ECA Staff at the discretion of the Secretary General and, where appropriate, to the

relevant IFALPA officers. The WG may decide to invite observers/external specialists to one or several meetings.

12. The EB will assign one of its own members to the working group. He/she is responsible for communication, cooperation and oversight between the EB and the WG.

13. The EB will appoint the Chair of the Working Group, following a recommendation from the WG. This may also be the assigned EB Director, e.g. during the start-up phase.

The EB will also appoint a Vice-Chair to the Working Group, if deemed necessary, to support the Chair and for better coordination and task sharing.

Chair and Vice-Chair are appointed for a 2 years term, which is renewable by the EB. The Chair, Vice-Chair, EB Director and Secretary General will jointly review the functioning of the WG, at the latest at the end of the 2-year term.

The EB Director, Staff Members and Chair/Vice-Chair will ensure appropriate coordination and/or division of responsibilities.

- The role of the Chair will be to lead the Group, to ensure its day to day functioning and that its activities are in line with its Specific Terms of Reference.
- The Chair will convene WG meetings in coordination with the assigned Board Director and Secretary General.
- External meetings are to be coordinated with the ECA office and responsible EB Director; such dates should be entered into the ECA Meetings Database.
- The expenses of the Chair incurred for attending WG meetings will be covered by ECA according to the Expenses Policy,
- The Vice-Chair will not be eligible for expense coverage unless he /she is chairing a WG meeting in absence of the Chair.

14. The Secretary General – in coordination with the EB – will assign one or more staff member(s) to the WG.

15. The Chair/Vice-Chair, designated EB Director and the relevant staff member(s) will work closely together in order to fulfill the mandate of the WG.

16. The Chairman or Vice-Chair of the working group will report regularly to the assigned EB Director and Secretary General on the progress of the working group in the pursuance of its objectives.

17. WGs will endeavour to work as much as practical by correspondence, meeting only when necessary.

18. Specific Terms of Reference for each Working Group will be developed by the EB and issued to the WG in written form together with these General Terms of

Reference for ECA Working Groups. The WG will review their Specific Terms of Reference and may propose amendments to the EB.

19. The Specific Terms of Reference will include aims, tasks, duration, and composition of the WG, as well as any other information thought pertinent by the EB, e.g. budget expectations.
20. New positions/policies developed by the WG and any amendments thereto shall be approved by the EB before being communicated externally.
21. Formal letters and important external communications shall be approved by the assigned EB Director and the Secretary General or a second EB Director before being sent.

Final, 25.02.2015