

Co-Chairs' Aide Mémoire of Fourth Meeting of CoC-IEE WG II
Monday 25 February 2008, 10.30 – 17.30
Lamya Al-Saqqaf and Natalie Feistritz Co-Chairs

- 1) **Language Services:** Interpretation was not available in Arabic as it had not been possible to obtain interpreters. Members stated that it is totally unacceptable to not have full facilities in all languages. The secretariat must ensure interpretation for all future sessions.
- 2) **Definition of the respective functions of governance and management** (IEE Recommendation 4.3): Members generally agreed with the overall breakdown of responsibilities between the governing bodies and management which were clearly a synopsis and was not exhaustive. It was noted that management found the IEE résumé of functions a fair summary and it was agreed that the intention was not to have a detailed manual but a summary.
- 3) Management was requested to provide a comparison between the functions described and the extent to which they were currently reflected in the Basic Texts. Subsequent discussion would focus on defining changes that could be desirable in the Basic Texts in order to add clarity.
- 4) **Programme and Finance Committees** (IEE Recommendation 4.9): There was overall agreement on the IEE Recommendation with the following observations. Better functioning of the Programme and Finance Committees was essential to support a more effective role by the Council in executive governance. The Programme and Finance Committees should thus make clear recommendations and give more attention to policies, strategies and priorities. Members generally agreed:
 - a) timing, frequency and duration of committee meetings should be flexible;
 - b) committees should be as transparent as possible with the possibility for observers to attend; and
 - c) it was unrealistic to think of members or chairs being appointed on the basis of their technical qualifications, although this should continue to be a factor to be considered in appointments, the membership should probably be by country. Thus any ambiguity in the right of a country to replace their representative, including for a particular meeting should be removed.
- 5) A preliminary discussion was initiated on whether the Programme and Finance Committees should be merged or the desirability of more joint sessions. Several members emphasised that although there were overlaps on the agendas, the subject matters were often quite separate. Others were of the view that there were synergies between the subject matters which would often benefit from being discussed by the same group. Some considered that the question of the membership in the two committees was also related to the issue of whether to have a single committee or retain the present structure.
- 6) The request to management to provide information on executive governance arrangements, including the size and membership of bodies in other comparable

organizations (information on the equivalents of the Council and the Programme and Finance Committees). This comparison would facilitate further discussion on both the Council and the Programme and Finance Committees. It was however, appreciated that such comparative information would not provide insight into the relative efficacy of various arrangements.

7) Tentative Future agenda:

- a) Tuesday 11 March:
 - i) Regional Conferences
 - ii) Role of the Independent Chairperson of the Council and a Governing Body secretariat
 - iii) Improving governance proceedings and practice, Consensus and a performance contract for governance

- b) Monday 17 March
 - i) The Council and the Programme and Finance Committees
 - (1) Management presentation on arrangements in other Organizations
 - (2) Membership
 - ii) Definition of the functions of governance and management (resumed discussion supported by management presentation of current definitions in the Basic Texts)

- c) Friday 28 March
 - i) Evaluation and audit (possibly joint with WG III)
 - ii) Recommendations relating directly to the Director-General