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United Nations Relief and  
Works Agency

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**Terms of Reference for the Secretariat and the Sub-Committee**

## **Terms of Reference for the Secretariat of the Advisory Commission**

- UNRWA shall provide the Advisory Commission's Secretariat.
- The Commissioner-General will designate the Secretary of the Advisory Commission.
- Under the guidance of the Bureau, the Secretary will serve as the principal responsible facilitator between UNRWA and the Advisory Commission.
- The Secretariat will be guided by the Bureau in the preparation and organization of the meetings.

## **Support from Secretariat to the Bureau**

- The Secretariat will support the Bureau (the Chairperson and Vice-Chairperson)
- In particular:
  - (i) promote dialogue and common understanding of issues facing the Advisory Commission;
  - (ii) support the Bureau efforts in facilitating transparent decision-making; and
  - (iii) support the Bureau in the preparation and organization of the Advisory Commission meetings.
- The Secretariat will support the Sub-Committee of the Advisory Commission in a similar way.

## **Responsibilities of the Secretariat**

- Make logistical arrangements for meetings of the Advisory Commission and Sub-Committee.
- Assist the Chairperson in ensuring the smooth conduct of the meetings of the Advisory Commission and Sub-Committee.
- Ensure background documentation is provided in advance of meetings of the Advisory Commission and Sub-Committee.
- Prepare and distribute Summary Note on formal meetings within one month.
- Notify Members and Observers of provisional agenda, date and location at least six weeks in advance of the formal meetings.
- Prepare a provisional agenda under the direction of the Bureau.
- Prepare the annual workplan under the direction of the Bureau and in consultation with Members and Observers.

## **Terms of Reference for the Sub-Committees of the Advisory Commission**

- The Sub-Committee will execute its mandate in strict accordance with the Rules and Procedures adopted on June 19, 2006 by the Advisory Commission.
- The Rules of Procedure state that the Advisory Commission shall “promote good practice in line with UN directives... advise and assist the Commissioner-General on UNRWA’s planning, implementation and evaluation of its programmes for the benefit of Palestine refugees... discuss important operational issues, such as items pertaining to the strategic planning, budget, the apportionment of funds among projects, proposed changes in previously approved plans and current operations, and the Commissioner-General’s Annual Report to the UN General Assembly.”
- The Sub-Committee shall assist the Advisory Commission in fully exercising its mandate.
- The Sub-Committee will be established with the consensus of the full Advisory Commission. The tasks of the Sub-Committee will be determined by consensus by the Advisory Commission.
- The Sub-Committee is a Committee of the Whole, meaning Members and Observers may participate equally.

## **Mandate of Sub-Committee**

- The Sub-Committee is established in order to better enable the Advisory Commission to fulfil its mandate prescribed by the Rules of Procedure.
- The Sub-Committee shall report to the Advisory Commission, providing it with technical advice, suggestions and recommendations for its consideration.
- Consistent with the Rules of Procedure, the work of the Sub-Committee shall be synchronized with the annual and biennial work cycles of UNRWA, the UN’s consolidated annual calendar of meetings, and statutory reporting requirements of the Agency.
- In particular, the Sub-Committee shall examine documents provided by the Advisory Commission Bureau to the Advisory Commission and provide recommendations for the Advisory Commission’s consideration. Extraordinary issues may be assigned on an ad-hoc basis by the Advisory Commission.
- Recommendations from the Sub-Committee will be distributed via the Bureau to the Members and Observers for their consideration in a timely fashion, in order to inform discussions during meetings of the Advisory Commission.

- Consistent with the Rules of Procedure, the Sub-Committee shall examine issues related to UNRWA's regular, project and emergency programming as well as issues related to financial management and accountability of the Agency as tasked by the Advisory Commission
- The Sub-committee may, but is not limited to, examine issues related to strategic planning, implementation and evaluation of UNRWA programmes financial reporting, internal and external audits, biennium budget formulation, as well as Organisational Development and Human Resources as tasked by the Advisory Commission and for the benefit of Palestine refugees.

### **Conduct of Business and Organization**

- Consistent with the Rules of Procedure, the Sub-Committee will strive to undertake its work by consensus and in a transparent manner that promotes the principles of partnership.
- The Sub-Committee may engage external expertise for the execution of its mandate, in the understanding that the cost of external expertise will be borne by one or more members on voluntary bases.
- The Advisory Commission Secretariat will function as the Secretariat of the Sub-Committee. The Sub-Committee will meet in informal session.
- Specialized UNRWA representatives may be invited to participate in Sub-Committee meetings.
- The Sub-Committee will select a bureau consisting of one Chairperson and two Vice-Chairpersons. At least one Donor Country and one Host Country will be represented at all times. At the end of the Chair's tenure, he/she will normally be succeeded by one of the Vice-Chairpersons
- The Chairperson or a Vice-Chairperson will chair the meetings and will ensure coordination with the Bureau and Advisory Commission Secretariat.
- The Sub-Committee will serve for a term of 1 year. This term can be renewed with the consensus of the Advisory Commission. The Advisory Commission will review the Sub-Committee Terms of Reference one year following endorsement of approved Terms of Reference.