RULES OF PROCEDURE OF THE ADVISORY COMMITTEE ON FINANCIAL PLANNING AND EVALUATION (APEF)

APPROVED BY THE XVI GENERAL ASSEMBLY
Santiago, Chile, 1997

LAST MODIFIED AT THE XXXIX MEETING OF THE DIRECTING COUNCIL
Viña del Mar, Chile, 2006
CHAPTER I

THE APEF COMMITTEE

Article 1. The Advisory Committee on Planning and Financial Evaluation (APEF) shall have as its functions the study in detailed form of the financial reports, the audit, and the budget, preferably based on the scientific policy and the technical assistance projects executed, and exercise an adequate financial advisory function to serve as an orientation for the Authorities of the Institute.¹

Article 2. The APEF Committee shall be presided over by the President of PAIGH and shall also be integrated by two persons from the Member States (excluding those states occupying posts of Authority), who are familiar with the functioning of PAIGH and who have a real interest in the organization. The National Sections shall propose the nominations of candidates for those designations to the General Assembly.

¹ Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.
Article 3. The Secretary General shall not be a member of the Committee, but shall attend the sessions and supply all the necessary information and facilities for the adequate fulfillment of its tasks.

Article 4. The Secretary General shall make available the electronic media to ensure that the members of the Committee have remote and regular access to financial information and the execution of projects, necessary for the carrying out of the charge of the Committee, and to guarantee that they themselves can request whatever information that they consider pertinent for the carrying out of their functions.

Based on the identified electronic media of communication, the President of the PAIGH will coordinate the analysis of the existing documentation and, two months ahead of the meeting of the Directing Council or General Assembly, shall prepare the report for the Directing Council or General Assembly.

When exceptional circumstances merit the case, the President may call a meeting of the Committee in person in the offices of the General Secretariat of the PAIGH in order to define the terms of the Report indicated for the General Assembly or Directing Council. In this case, charged to the Unforeseen Regular Fund budget, the costs of travel and accommodation of its members will be covered up to a maximum of three days and two nights.\footnote{Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.}

CHAPTER II
THE FUNCTIONING OF THE APEF COMMITTEE

Article 5. The Secretary General shall prepare a preliminary draft agenda that will be sent to the members of the Committee, at least one month prior to the meeting. However, the members of the Committee may modify it or introduce new subjects at the beginning of the meeting.

Article 6. The Committee shall make detailed studies of the various programs of PAIGH. To this end it may require the presence of the General Secretariat’s staff in charge of the respective areas, as well as access to all the documents that would allow the Committee to decide with better knowledge on the subjects submitted to its consideration.

Article 7. For the analysis of the auditor’s report, the Committee shall meet, if possible, with a person from the firm responsible of the external auditing, to
listen to the explanations of the report and make the questions deemed necessary.

Article 8. Regarding the Financial Policy of PAIGH, the Committee shall formulate as many recommendations as deemed necessary, in order to make the best use of the resources of PAIGH.

Article 9. The Committee shall inform the Officers, Directing Council or General Assembly of its recommendations, through the President of PAIGH.