

SNAB/2025/05/04/Add.1

Budget Subcommittee

Terms of Reference

Final adopted version

I. Mandate

1. The Budget Subcommittee was established by the Advisory Board at its fourth meeting in April 2025, pursuant to paragraph 23 of its Rules of Procedure.
2. The mandate of the Budget Subcommittee is to review the annual budget of the Santiago network, advise on alignment of the budget with the Santiago Network Strategy and Work Programme, and to make recommendations to the Advisory Board regarding the discharge of its functions pursuant to paragraph 7(f) of the Terms of Reference of the Santiago Network (12/CMA.4, endorsed by 11/CP.27, Annex I).
3. In the exercise of its mandate, the Budget Subcommittee will have access to information of relevance to its role and functions.

II. Role and functions

4. The role of the Budget Subcommittee is to review the annual budget of the Santiago network and to make recommendations to the Advisory Board on matters related to the annual budget to assist the Advisory Board in executing its work.
5. In fulfilling this role, the Budget Subcommittee will:
 - (a) Review and make recommendations to the Advisory Board on the proposed budget of the Santiago network developed by the Secretariat, including the budgetary implications of the work programme;
 - (b) Review and make recommendations to the Advisory Board on the execution of the expenditures of the budget of the Santiago network;
 - (c) Review and make recommendations to the Advisory Board on financial reports and related documents;
 - (d) Consider any other matters related to the budget that the Advisory Board refers to the Budget Subcommittee.

III. Membership

6. Members of the Budget Subcommittee will be appointed through self-nomination and subsequent approval by the Advisory Board.
7. The Budget Subcommittee will consist of a minimum of four and a maximum of six members, with the aim of achieving fair and balanced representation, and taking into account:
 - a. Balanced regional representation.

- b. Gender balance.
 - c. Relevant technical expertise in finance, budgeting, or resource management.
- 8. The Budget Subcommittee will elect by consensus a Chair from among its members, for a 1-year renewable term.
- 9. Members of the Budget Subcommittee shall serve for a term of two years, concurrent with the term of their Advisory Board membership. In instances where the Advisory Board membership term is less than two years, the shorter term shall be applicable.
- 10. If a member resigns or cannot continue serving, the Advisory Board will appoint another member from the Board to complete the term. The Board may also appoint alternates if needed to ensure continuity.

IV. Mode of work

- 11. The Budget Subcommittee will conduct its work in an efficient and time-effective manner.
- 12. The presence of two-thirds of the members of the Budget Subcommittee will constitute a quorum for a meeting.
- 13. The Budget Subcommittee will meet as necessary, but usually between Advisory Board meetings and more frequently as needed.
- 14. The Budget Subcommittee will be assisted by the Secretariat. The Director will designate a representative who will participate in the meetings of the Budget Subcommittee, as an ex officio member without participating in the taking of decisions that are within the authority of the Budget Subcommittee.
- 15. The Chair may invite non-members, in an observer capacity, to the meetings of the subcommittee, as deemed necessary.

V. Accountability and reporting

- 16. The Budget Subcommittee operates under the overall authority and direction of the Advisory Board and will report to the Advisory Board on its activities.
- 17. The Chair of the Budget Subcommittee will report regularly to the Advisory Board on its activities during Advisory Board meetings and on an ad-hoc basis as needed.
- 18. Actual, perceived and potential conflicts of interest of members of the Budget Subcommittee will be addressed by the Advisory Board, in accordance with paragraph 11 of the rules of procedure.

VI. Duration, review and amendment

- 19. The Budget Subcommittee will be a standing committee of the Advisory Board.
- 20. Three years following the approval of the Budget Subcommittee's terms of reference, the Advisory Board will review the terms of reference of the Budget Subcommittee.
- 21. The Advisory Board, as well as the Budget Subcommittee, may, at any time, propose modifications to these terms of reference for consideration and approval by the Advisory Board.