



REPORT OF THE AUDIT COMMITTEE¹

Introduction

(1) During the intersessional period, the Audit Committee (AC) continued to discharge its mandate as approved by [Resolution 8 \(EC-LXIII\)](#) – Terms of reference and membership of the Audit Committee. It held two meetings, chaired by Mr Tuncay Efendioglu: AC-33 on 21–23 October 2019 and AC-34, by videoconference, on 15–17 June and 6–9 July 2020.

(2) In keeping with the Terms of Reference approved by the Executive Council, the AC continued to focus its oversight and advisory role on the review of annual Financial Statements and on the reports of the External Auditor, the work plans and reports of the Internal Oversight Office, follow-up of the recommendations of the Joint Inspection Unit (JIU), effectiveness of the Enterprise Risk Management, and on other financial and management matters. It provided recommendations to the Secretary-General and the Executive Council, as appropriate, and assessed Management actions to various oversight recommendations.

Financial statements

(3) The AC reviewed the Financial Statements for 2019 and noted the financial results for the year as reflected in the Secretary-General's foreword (introductory Statement) and the External Auditor's Report. The External Auditor provided an unqualified audit opinion on the Financial Statements.

(4) The AC noted that yearly deficits were experienced since the adoption of IPSAS in 2010 due to: (a) depreciation of the WMO Headquarters building in excess of net debt payments, which poses no risk to the Organization and (b) long-term employee benefits expenses in excess of payments under pay-as-you-go, which have manageable long-term financial implications.

(5) The AC noted the increase in volume of voluntary contributions received during 2019 as well as the increase in implementation of voluntary contribution funded activities. The AC further noted the amount of deferred revenue related to voluntary contributions of approximately CHF 68 million, noting that this deferred revenue relates to contributions to be implemented in 2020 and beyond.

(6) The Secretariat described the matters related to the restatement of the financial information for 2018, which were related to the change in accounting policy for accrued annual leave of staff members as well as appropriately reflecting the recording of the portion of a voluntary contribution receivable that had been cancelled in prior years.

(7) With regard to income under the General Fund, the AC noted the continued large amount of outstanding assessed contributions and the significant increase in 2019, which represented approximately 4 months of General Fund expenditure.

¹ The present report is a summary of the full reports of the AC-33 and AC-34 meetings, which are available to EC members upon request.

(8) Based on the audit opinion, the Audit Committee, in accordance with its Terms of Reference, advised the Secretary-General to sign the Financial Statements for 2019.

Report of the External Auditor

(9) The AC reviewed the report of the External Auditor (EA) on the Financial Statements for 2019, including their unqualified opinion that the statements were satisfactory, noting the good progress achieved by the WMO Secretariat in the last two years in the context of the 8-year mandate of the EA. In this regard, the AC noted that significant improvements had been made with the implementation of EA recommendations and, in particular, with the closure of accounts and preparation of the financial statements.

(10) Concerning the main processes of the internal control system (ICS), the EA noted that since 2016 there have been improvements in controls regarding (a) voluntary contributions and project management; (b) human resources processes (salaries) and (c) closure of accounts and preparation of financial statements. Some improvements are still needed for controls at the organizational level and IT general controls.

(11) Regarding the control environment, the EA remarked that positive measures have been implemented with the adoption of the code of conduct for the governance bodies, the introduction of a set standard for combating fraud in Chapter 11 of the Standing Instructions and the agreements entered into with the United Nations to ensure the internal justice system.

(12) About risk assessment, the EA noted that risk matrices and controls at the process level need to be improved to meet the objective of assessing and managing strategic risks; they also need to become a working tool for all WMO staff.

(13) Regarding monitoring of controls, the EA remarked the need to actively carry out activities related to the second line of defence to ensure accountability, in particular by defining roles and responsibilities to avoid any incompatibility concerning frontline functions; formalizing processes relating to business planning, reporting and follow-up measures; establishing a direct and formalized system for reporting to executive management; and regularly discussing the internal control system at management meetings.

(14) Concerning the preparation of the Financial Statements for 2019, the EA confirmed their unqualified audit opinion that the financial statements fairly present, in all material aspects, the financial position of WMO as at 31 December 2019 and were prepared in compliance with relevant accounting standards and WMO's Financial Regulations.

(15) About findings concerning risk analysis, the EA noted that risks related to the invalidation or overriding of control by the management, the application of IPSAS and the recognition of revenue did not reveal particular issues.

(16) Finally, the EA highlighted the need to examine the implications of COVID-19 for both assessed and voluntary contributions and the delivery of activities.

Internal control

(17) The AC reviewed the content of the Statement on Internal Control (SIC) for 2019 and confirmed that sufficient and appropriate assurances have been obtained. The Secretariat confirmed that there was no instance of fraud uncovered in 2019, and further explained that the current control environment and control activities protected the Organization against fraud. In addition, the Secretariat informed the Audit Committee that the Department Directors and business process owners in key administrative areas such as finance, human resources and

procurement gave the Secretary-General the assurance of effectiveness of internal and management controls that protected the Organization from fraud.

(18) The AC noted that the implementation of the governance reform and the restructuring of the Secretariat is still ongoing and that further improvements of processes are expected once the reform is completed and its results evaluated.

Internal oversight

(19) The AC reviewed the IOO Plan of Work covering 2019 and confirmed that it was in accord with the Office's role and responsibilities; reviewed progress reports issued by IOO and the Annual Accountability Report of IOO; and advised IOO as appropriate. In its meetings, the AC considered the following IOO reports:

- Report 2019-01 – Gender Equality and Mainstreaming
- Report 2019-02 – Post Implementation Review of Oracle Enhancements
- Report 2019-03 – WMO Offices in the Americas
- Report 2019-04 – Afghanistan Project
- Report 2019-05 - Accounts Payable
- Report 2019-06 – Language Services
- Report 2020-01 – Procurement
- Report 2020-02 – CPDB – Community Extranet Project

(20) The AC took note of the fact that on the basis of findings in the engagements from IOO's programme of work for 2019, and review of risks and assurances from other assurance providers, IOO can provide reasonable assurance on system of internal controls operating during 2019.

(21) The AC expressed concern for the potential conflict of interest arising where the Internal Oversight Office undertakes consultancy engagements, specifically in the context of independent administrative reviews of staff appeals entrusted to IOO post amendment of staff regulations and rules by the President. The Secretariat indicated that consultancy engagements are included in international professional practices framework for internal audit and financial regulations. Measures of handling potential impairment to independence and objectivity, like disclosure, exclusion from scope and recusal in different situations were also discussed.

(22) The AC was informed that the level of implementation of IOO recommendations remain above 75%, while some increase in the recommendations open for more than 12 months was due to the COVID-19 emergency. In this regard, the AC was informed about changes to the approved plan of work for 2020 foreseen due to the COVID-19 crisis. The details will be submitted to AC-35 along with the Plan of Work for 2021.

Ethics arrangements

(23) The AC reviewed the report on the activities of the Ethics Office, which is separately submitted to the Executive Council. The AC took note that since the start of the mandate (June 2019, on a 20% WMO and 80% ITU time basis), the Ethics Officer provided advice and

guidance to staff, supported the enhancement of the legal and administrative framework and provided training and awareness raising. The Ethics Office provided advice and guidance on 22 matters in 2019 compared to 15 matters in 2018. Of these, 3 concerned conflicts of interest, 2 outside activities, 11 HR-related grievances and 12 related to workplace disputes, with some consultations raising more than one topic. A number of matters were related to job security in relation to the reform and the restructuring of the Secretariat. There are opportunities to raise awareness about ethics in WMO, particularly through training (e.g. related to protection against retaliation).

(24) The AC recommended that consideration be given by the WMO Management to increasing the percentage of time devoted by the Ethics Officer to WMO. The AC further recommended that the Ethics Officer undertake activities aimed to raise awareness about ethics and the speak-up culture in WMO and offered support in this regard.

Risk management

(25) The AC took note of the implementation of the constituent body reform, in particular the setting up of the reformed constituent bodies and their working structures. The AC took note of the progress and of the benefits expected to be realized, such as avoidance of duplication of work in technical bodies and efficiencies in the engagement of experts. The AC further took note of the additional efforts required to ensure the timely and balanced engagement of all stakeholders, both WMO Members and partner organizations, in the activities of the reformed bodies as well as of the role of the Policy Advisory Committee in facilitating the communication and evaluation of the reform.

(26) The AC further took note that the restructuring of WMO Secretariat enabled enhanced strategic approach to risk identification, assessment and management, as a reflection of the recommendations of the External Auditor. Risk awareness and treatment has become a standing item on the agenda of the recently created Board of Directors, which met on a weekly basis during the COVID-19 emergency. Risk management capacity is being strengthened at the organizational level (strategic, operational, entity), with the support of different entities (Monitoring, Evaluation, Risk and Performance Unit; Controller) and tools (external relations, risk matrices, risk treatment, heat maps and risk mitigation).

(27) Concerning the response to COVID-19, the WMO has operated on two focus areas: (a) disrupted operations (meetings, missions) due to travel limitations, addressed with ad hoc measures in line with the evolution of travel limitations; (b) WMO Secretariat critical business continuity, which could not be assured due to potential closure, addressed through a Business Continuity Plan identifying critical functions (technical and administrative) to be maintained. The AC expressed appreciation for the progress with implementing risk management.

(28) As part of impacts of COVID-19, it was reported to the AC that payments of assessed contributions from major donors are delayed. The management, through the Cabinet, is calling on them. Short-term liquidity issues could not be confirmed by the AC as the Secretariat's analysis was not readily available at the time of the meeting. AC requested an update on the financial situation (mid-term report). The impacts on voluntary contributions will be assessed in the future.

(29) The AC recommended the reduction of the number of high-level risks included in the risk registry, including cybersecurity, and the progressive introduction of automated risk controls to enhance their effectiveness. The AC further recommended that risk appetite to induce innovation and change management be factored in risk management.

JIU reports and recommendations

(30) The AC was satisfied with WMO's management response to the recommendations of the JIU during 2019. The AC suggested modifications in response of the recommendation 9 from the report 2019/8 – "Change Management" and recommendation 6 from the report 2019/6 – "Oversight Committees".

(31) The Cg-18 request for reconsideration of management responses to two recommendations (air travel policy and whistleblower policy) was considered by the AC. The AC noted that Standing Instructions on travel were being amended in line with the recommendation in the review of Air Travel Policies. With respect to the recommendation in the report on the whistle blower policy, AC noted that WMO had now completely joined the internal justice system of UN including access to ombudsman services and legal advice to staff through OSLA. AC in the proposed amendments to its TOR included a review of criteria for selection, performance appraisal and separation of head of internal oversight which will further strengthen the independence of the office.

AC effectiveness

(32) In accordance with its Terms of Reference, the Audit Committee carried out a review of its effectiveness in July 2020. The AC members were in agreement that the Committee met good practice principles and delivered on its mandate. The results of the self-assessment indicate that WMO's Audit Committee arrangements, and the Committee's operation in practice, provide appropriate support to the Executive Council, FINAC, Members and the Secretary-General in respect of relationships and communications with the EC, internal oversight and external audit. The AC reviews and reports on the reliability, integrity and completeness of the assurances required to satisfy the Organization's needs.

(33) The completed self-assessment template approved by the AC is attached as [Annex 1](#) to this Report.

(34) The AC welcomes comments and advice from the Executive Council.

AC terms of reference

(35) The AC considered its role as mandated by the Executive Council to provide objective advice and recommendations to the Executive Council and the WMO Secretariat on all matters relating to financial management and reporting, systems of internal control and risk management, audit and evaluation process, monitoring of compliance with financial regulations and rules, and the Framework of Ethics taking into consideration the policies and procedures applicable to WMO and its operating environment. The AC seeks to promote proper governance and high ethical standards, as well as the adoption and use by management of best practices in risk and financial management.

(36) In this regard, based on the recommendations of the JIU (JIU/REP/2019/6), the AC recommends to the Executive Council the revision of the terms of reference of the Committee in light of the needs of the Council for independent advice as well as the latest developments within the independent oversight committees of the United Nations system organizations. The proposed revised terms of reference attached to this report as [Annex 2](#) were reviewed and endorsed by the Policy Advisory Committee at its second session for 2020.

ANNEX 1

RESULTS OF AUDIT COMMITTEE SELF-ASSESSMENT
CONDUCTED IN JULY 2020

NB The self-assessment template utilized by the AC (below) follows independent good practice models in active use elsewhere, including in some UN system entities. It is based on good governance principles and is designed to show the extent to which the AC's operation or performance complies with good practice in key aspects of the Committee's role. To be helpful for governing body members and other stakeholders, the good practice questions which form the basis of the assessment are largely factual in nature, rather than requiring subjective or qualitative judgements in response. In general, "Yes" responses are an indication of good practice and are satisfactory; although "No" or "N/A" (Not Applicable) responses may be acceptable in the particular circumstances of the Organization, especially where comments have been included in explanation.

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
		Yes	No	Comment
1	Relationships and Communication			
1.1	With the Executive Council			
(a)	Is the Audit Committee a Committee of the Executive Council (EC)?	Y		
(b)	Does the Committee follow up recommendations of the EC?	Y		
(c)	Does the Chairperson have open lines of communication with the EC?	Y		Should be added to TORs; AC Chairperson is always invited to EC sessions
(d)	Does the Committee periodically obtain assurance from the Executive Council on the effectiveness of the Audit Committee?	Y		EC comments on AC reports; recommendations help EC in decision-making, all acted upon
(e)	Does the Committee make a formal annual report on its own effectiveness to the EC?	Y		
(f)	Do the EC agendas include a regular report from the Audit Committee?	Y		
(g)	Does the Report from the Audit Committee communicate recommendations to the EC?	Y		
(h)	Are outline agendas, without supporting papers, available to EC members to keep them up-to-date with the Audit Committee's work?	Y		Outline agendas are contained in the TORs
(i)	Does the EC receive the Audit Committee reports?	Y		
(j)	Does the Audit Committee/its Chairperson meet with the Secretary-General bilaterally at least once a year?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
1.2	<i>With Internal Audit</i>			
(a)	Does the Committee/its Chairperson have open lines of communication with the Director of the Internal Oversight Office (D/IOO)?	Y		
(b)	Does the Committee periodically invite the views of the internal auditor on the work and effectiveness of the Audit Committee?		N	But there is regular dialogue with IOO who attend AC meetings.
(c)	Does the Committee/its Chairperson of the Committee meet separately (in closed session) with D/IOO at least once a year?	Y		
(d)	Does the Committee review the internal audit plan and audit reports?	Y		
(e)	Does the Committee review the scope and remit of internal audit in the Organization?	Y		
(f)	Does the Committee consider whether the scope of internal audit work addresses significant risks?	Y		
(g)	Does the Committee examine all individual terms of reference for internal audit's work?	Y		
(h)	Does the Committee consider the experience and expertise of the internal audit team?	Y		Also, the AC is consulted on the recruitment of D/IOO.
(i)	Does the Committee monitor progress in the implementation of annual internal audit plans?	Y		A continuous process
(j)	Does the Committee monitor whether internal audit is working to professional standards relevant to the Organization?	Y		
(k)	Does the Committee monitor whether internal audit have the resources and right people with relevant expertise to carry out its remit?	Y		
1.3	<i>Between internal and External Audit</i>			
(a)	Does the Audit Committee monitor the effectiveness of relationships between internal and external auditors?	Y		
(b)	Does the Committee consider whether internal and external auditors have communicated and coordinated their audit plans?	Y		
(c)	Does the Committee consider whether external audit places reliance on the work of the internal auditor?	Y		
(d)	Does the Committee discuss whether there are areas where joint working would be beneficial?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(e)	Does the Committee expect internal and external auditors to communicate effectively with each other about understanding risks, their assessments of risk areas and how their work would cover these risk areas?	Y		
(f)	Does the Committee communicate this expectation to internal and external auditors?	Y		
(g)	Is the Committee satisfied by cooperation between the external and internal auditors as related to their annual plans and co-operation between them?	Y		
1.4	<i>With External Audit</i>			
(a)	Does the Committee/its Chairperson have open lines of communication with the external auditor?	Y		
(b)	Does the Committee periodically obtain the views of external auditor on the work and effectiveness of the Audit Committee?		N	Not expressly but open dialogue maintained with External Audit, including an annual closed session exchange of views.
(c)	Does the Committee/its Chairperson meet separately (in closed session) with the external auditor at least once a year?	Y		
(d)	Does the Committee's advisory role include participation in the process to appoint the external auditor?	Y		The AC provides recommendations concerning the selection criteria.
(e)	Does the Committee consider the experience and expertise of the external audit team?		N	Informally but not specifically.
(f)	Does the Committee consider whether the external audit Director/partner will spend sufficient time on the audit, and whether time to be spent by other audit staff seems reasonable?	Y		Via review of planning intentions.
(g)	Does the Committee monitor external audit's compliance with professional ethical guidance relating to the rotation and terms of an External Auditor?	Y		Informally done
(h)	Does the Committee review the external audit plans, outputs and management letters?	Y		
(i)	Does the Committee seek specific assurance regarding external audit's quality assurance procedures when considering their audit strategy?	Y		Informally
(j)	Do the external auditors inform the Committee of key developments and issues at key stages of the audit?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(k)	Does the Committee make suggestions to the external auditors regarding the risks and potential problem areas the audit could address?	Y		
(l)	Does the Committee consider whether external audit focuses on the fundamental issues?	Y		
(m)	Does the Committee consider whether the external auditors have delivered fully against their plans?	Y		
(n)	Does the Committee monitor the performance of external audit?	Y		Via review of activity and outputs.
(o)	Does the Committee review audit fees?	Y		
1.5	<i>With stakeholders</i>			
(a)	Does the Committee/its Chairperson have open lines of communication with the Secretary-General, the President and the EC?	Y		AC Chairperson reports to EC
(b)	Is the Committee's membership approved and included in the reports of sessions of the Executive Council?	Y		
(c)	Are the responsibilities of the Audit Committee clearly defined in the report of the relevant sessions of EC?	Y		
2	Business Risk and Internal Control			
2.1	<i>Assessing the scope and work of Internal and External Audit</i>			
	Does the Committee satisfy itself that the Organization's main risk areas are being reviewed by internal and external auditors?	Y		
2.2	<i>Monitoring risk management arrangements</i>			
(a)	Does the Committee's role include monitoring the effectiveness of the Organization's processes for assessing risks and the financial implications?	Y		
(b)	Does the Committee ensure that internal and external audit report to them on what they perceive as the key risks currently and in the short and long term?	Y		
(c)	Does the Secretariat report to the Committee on how key business risks and their financial implications are addressed?	Y		
(d)	Do internal and external audit comment on how key risks are being dealt with?	Y		Via dialogue with the AC.
(e)	Is the Committee involved in reviewing the effectiveness of internal control?	Y		AC ToRs refer.

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(f)	Does the Committee consider whether corporate governance is treated as a compliance exercise and is being used to provide benefit to the Organization?	Y		
(g)	Does the Committee consider whether the system of internal reporting gives early warning of control failures and emerging risks?	Y		
(h)	Does the Committee consider whether responsibility for each of the significant risks is sufficiently assigned to and owned by appropriate senior staff in the Secretariat?	Y		
(i)	Does the Committee consider the need to raise the awareness of all staff to the importance of risk management?	Y		AC advice and reports refer.
2.3	<i>Statement on Internal Control (SIC) and assurance from Internal and External Audit</i>			
(a)	Does the Committee consider how meaningful the SIC is?	Y		
(b)	Does the Committee review whether the SIC discloses adequately the processes for dealing with material internal control aspects of any significant problems disclosed in the annual report and accounts?	Y		
(c)	Does the Committee take a view on the SIC?	Y		(Prior to signature by the S-G.)
(d)	Does the Committee ensure that they receive from internal and external audit details on the operation of internal control, including any failures to implement recommendations accepted by the Secretariat or the EC?	Y		Annual review and discussion.
(e)	Does the Committee take a view on whether the system of internal control has operated effectively throughout the reporting period?	Y		
2.4	<i>Fraud</i>			
(a)	Does the Audit Committee consider whether effective anti-fraud and corruption policies and procedures are in place and operating efficiently?	Y		
(b)	Does the Committee consider whether arrangements have been established to deal with situations of suspected or actual fraud?	Y		
(c)	Does the Committee consider whether there is a code of conduct and whether it is properly distributed to employees?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(d)	Does the Committee consider whether a whistle blowers' hotline is required?	Y		Review and discussion with Ethics Officer and D/IOO
3	Roles and Responsibilities			
3.1	Terms of Reference, roles and responsibilities			
(a)	Are the Terms of Reference approved by the Executive Council?	Y		
(b)	Are the Terms of Reference reviewed at least annually?	Y		As appropriate and per ToRs.
(c)	Do the Terms of Reference adequately define the Committee's role and provide it with sufficient membership, authority, time and resources to perform its role effectively?	Y		
(d)	Does the Committee consider the impact on their workload of changes to their role?	Y		As appropriate and in discussion with the Secretariat.
(e)	Does the role of the Committee include review of business risk and internal control, independence and effectiveness of internal and external audit, maintenance of proper accounting records and quality of financial statements, policies against fraud, implementation of new systems, tax and litigation matters involving uncertainty, compliance with laws and regulations?	Y		AC ToRs refer.
(f)	Does the Committee's role include obtaining assurances relating to the corporate governance requirements for the Organization?	Y		
(g)	Are the Terms of Reference in line with accepted good practice for audit Committees in the public sector?	Y		
4	Meetings			
4.1	Frequency			
(a)	Does the Committee meet sufficiently often to monitor important issues?	Y		
(b)	Do the Terms of Reference set out the frequency of meetings?	Y		
(c)	Does the calendar of the Committee meet the Organization's business needs, governance needs and the financial calendar?	Y		
(d)	Is there an adequate number of meetings a year?	Y		
(e)	Can special meetings be organized to allow quick response to emergencies?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
4.2	<i>Timing and length</i>			
(a)	Do the Terms of Reference set out the timing of meetings?	Y		
(b)	Are the meetings set for a length of time which allows all business to be conducted, yet is not so long that the meeting becomes ineffective?	Y		
4.3	<i>Agenda management</i>			
(a)	Does the Chairperson encourage full and open discussion and invite questions?	Y		
(b)	Are the outlines of agendas planned ahead to cover issues on a cyclical basis?	Y		(AC ToRs refer.)
(c)	Does the Committee agenda exclude executive business so that there is no overlap with the work of the Executive Council while still linking to the main elements of the Organization's business?	Y		
(d)	Are inputs on Any Other Business formally requested in advance from Committee members, the Secretariat, and internal and external audit?	Y		As appropriate.
4.4	<i>Attendance</i>			
(a)	Do the Terms of Reference include rules for a quorum?	Y		
(b)	Are attendance records maintained and reviewed annually by the Executive Council?	Y		Via AC Reports.
4.5	<i>Timing and content of Audit Committee Documents</i>			
(a)	Does management report to the Audit Committee with relevant information at the right frequency, time, and in a format that is effective?	Y		
(b)	Are agendas and supporting papers, together with brief executive summaries of the documents, issued to all Committee members, internal audit and external audit, at least a week in advance of meetings?	Y		To be improved where possible. Alignment of meetings (FINAC, EC) with External Auditors is a challenge. WMO is constrained by dates of EC.
(c)	Are there oral reports to the Committee, supported by succinct, easy to read documents and presentations as appropriate?	Y		
(d)	Does the Committee provide guidance concerning the format and content of the papers to be presented to the Committee?	Y		As appropriate.

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(e)	Is there a format for writing reports to ensure focus on salient matters, clear recommendations, a timescale for completion and the individuals responsible for implementation?	Y		According to need.
4.6 Location				
	Are Audit Committee meetings rotated between locations to give the members the opportunity to see various operating sites?	N/A		
4.7 Actions arising				
(a)	Are records/reports of Audit Committee meetings prepared and circulated to the appropriate parties promptly?	Y		
(b)	Is a report on matters arising/follow up action made and minuted at the Committee's next meeting?	Y		
(c)	Do action points indicate who is to perform what and by when?	Y		
(d)	Are actions allocated to a single person, rather than joint responsibility?	Y		
5 Financial Information and Regulatory Matters				
5.1 Understanding financial matters				
(a)	Does the Committee consider how best to keep the Committee abreast of public sector accounting requirements?	Y		Handled collectively. Committee members have complementary skills and experience.
(b)	Does the Committee provide support to the finance function in explaining the effects of financial and reporting requirements to the Executive Council?	Y		As appropriate.
(c)	Does the Audit Committee satisfy itself that:			
i.	The Organization keeps proper accounting records?	Y		Based on the scrutiny of the External Auditors
ii.	The annual financial statements present fairly the financial position of the Organization?	Y		In the context of annual review of the financial statements and the results of the External Auditors' examination.
(d)	Does the Committee gain an understanding of management's procedures for developing the Organization's financial statements and the historical reliability of the Organization's financial reporting?	Y		As appropriate

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(e)	Does the Committee review the financial statements before signature by the Secretary-General?	Y		
(f)	Does the Audit Committee consider specifically:			
i.	The suitability of accounting policies and treatments?	Y		In the context of reviewing the annual accounts and Ext Audit results/reports.
ii.	Major judgements made?	Y		-ditto-
iii.	Large write-offs?	Y		-ditto-
iv.	Unusual credits?	Y		-ditto-
v.	Last minute transactions?	Y		-ditto-
vi.	Changes in accounting treatment?	Y		-ditto-
vii.	Unusual financial trends?	Y		-ditto-
viii.	Unusual financial statement relationships?	Y		-ditto-
ix.	Accounting treatments varying from the sector norm?	Y		-ditto-
x.	The impact on going concern of fundamental issues in the business?	Y		-ditto-
xi.	The reasonableness of accounting estimates?	Y		-ditto-
xii.	The reasonableness of other accounting entries requiring judgement?	Y		-ditto-
xiii.	Reporting on the wider financial aspects of the business e.g. the Operating and Financial Review?	Y		-ditto-
xiv.	The narrative aspects of the reporting?	Y		-ditto-
(g)	Does the Committee consider whether there is a risk of the accounts being qualified by the external auditors?	Y		
(h)	Does the Committee review the Letter of Representation before signature by management and give particular attention to non-standard issues of representation?	Y		
No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
5.2	<i>International Standards on Auditing ISA 260 and External Audit</i>			
(a)	ISA 260 requires the communication of audit matters to those charged with governance. Does the Audit Committee liaise fully with the external auditors on matters concerning the financial statements?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(b)	Are there discussions on the unadjusted misstatements in the draft financial statements?	Y		
(c)	Does the Committee consider why unadjusted errors in the draft financial statements detected by the external auditors are not corrected?	Y		
5.3 Compliance with regulations				
(a)	Does the Audit Committee review whether the Organization complies with relevant regulatory matters?	Y		Within the TORs of AC
(b)	Does the Committee monitor whether the Organization's procedures for identifying and managing business risk have regard to relevant policy and regulations?	Y		
(c)	Does the Committee enquire into whether there are procedures for making all employees aware of whistle blowing procedures and responsibilities for reporting irregularity?	Y		
6 Membership, Induction and Training				
6.1 Size				
(a)	Is the membership appropriate for the Organization and consistent with good practice?	Y		
(b)	Are the numbers attending the meetings (members and non-members) sufficient to deal adequately with the agenda but not so many as to blur issues; and is the requirement for a quorum observed?	Y		
(c)	Does the Committee ensure that the right people attend, especially those who will have meaningful input on agenda items?	Y		
(d)	Is the Committee membership wholly or mostly composed of independent (non-executive) members?	Y		
6.2 Membership				
(a)	Do the Chairperson of the Committee and the President of WMO/Executive Council consult appropriately before making recommendations to EC on membership of the Committee?	Y		
(b)	The Chairmanship of the Committee and the Executive Council should not be combined. Is this the case?	Y		
(c)	Is D/IOO invited to attend rather than being a member?	Y		
(d)	Is the appointment of members for an appropriate period of time (e.g. 3 years)?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
6.3	<i>Independence, skills, experience</i>			
(a)	Does the Executive Council ensure that the membership of its Audit Committee demonstrates independence and the required mix of skills and experience?	Y		Via AC ToRs and selection procedures.
(b)	Is the Chairperson of the Committee required to have leadership experience, knowledge of WMO and a strong finance, accounting or business background?	Y		
(c)	Do the Committee's competencies include accountancy skills, recent and relevant financial experience, risk management, audit, technical skills relevant to the Organization, and an understanding of the UN environment?	Y		
(d)	Does the Committee set down requirements for areas of collective understanding?	Y		Informally.
(e)	Is there a formalized process for the Executive Council to consider what the independent, non-executive, members bring to the Committee?	Y		AC selection and appointment process.
(f)	Do the assessment criteria include knowledge, experience, personal qualities, time available?	Y		
(g)	Are there formal assessment criteria for the appointment of the Chairperson, including attitudes to non-executives, strength of personality; experience of chairing and time commitment?		N	Not considered necessary. AC elects Chairperson.
(h)	Do candidates declare any conflicts of interest before appointment?	Y		Not specifically required but see Question 6.3 i below.
(i)	Are members required to declare interests in a register of interests and declare conflicts of interest on agenda items?	Y		
(j)	Are Committee members subject to regular appraisal by the Executive Council?	Y		No formal, explicit process but implicit. EC reviews AC Reports.
6.4	<i>Dynamism and performance of Audit Committee</i>			
(a)	Does the Executive Council ensure that the membership of the Audit Committee retains its dynamism?	Y		AC provided with feedback from FINAC
(b)	Does the Committee maintain an environment in which members are comfortable to challenge each other and the Audit Committee Chairperson as appropriate?	Y		

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
(c)	Have recent developments indicated the need for a review of the work of the Audit Committee?	Y		Proposed revised AC terms of reference are being submitted to EC-72.
(d)	Does the Audit Committee assess its effectiveness annually?		N	As per the proposed revised terms of reference, as periodically as needed.
(e)	Does the Committee understand the structure of the Organization and the processes to deliver on its mandate?	Y		
(f)	Does the Committee report on its own effectiveness to the Executive Council?	Y		Required by AC ToRs.
(g)	Does the Committee benchmark itself against others?	Y		Comparison informed by, e.g., JIU reports and comments; AC Members serve on other Committees; AC seeks to be involved with meetings of the Oversight Committees of UN system organizations .
(h)	As part of self-assessment, does the Committee discuss the quality of the information it receives and make recommendations to the Executive Council on its training needs?	Y		
6.5 Induction of new members				
(a)	Do new members receive a copy of the Terms of Reference, a formal letter of appointment setting out their responsibilities, term of appointment and conditions?	Y		
(b)	Do new members receive recent financial statements and other public reports, executive summaries of internal audit reports, commentaries on how recommendations have been followed up, external audit management letters, codes of conduct etc.?	Y		
(c)	Is there an induction for new Audit Committee members including, for example:	Y		Briefing note created and familiarization meetings

No	Questions	Respond with "Yes" or "No" by checking appropriate box and providing any comment		
				arranged as necessary.
i.	Site visits or visits to relevant operational sectors?	N/A		
ii.	Attendance at sessions of the World Meteorological Congress and/or Executive Council?		N	
iii.	Meeting with the Risk Manager?	Y		
iv.	Meeting with D/IOO?	Y		
v.	Meeting with External Audit?	Y		
6.6	<i>Access to advice</i>			
	Does the Chairperson contact the Secretary-General for approval of access to legal or professional advice?	Y		If and when necessary.
	Does the Secretary-General ensure adequate budget to ensure that members of the Committee have access to legal and professional advice where necessary?	Y		Issue would be addressed according to need.

ANNEX 2

TERMS OF REFERENCE AND MEMBERSHIP OF THE AUDIT COMMITTEE

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
THE EXECUTIVE COUNCIL,	THE EXECUTIVE COUNCIL,	
Noting Resolution 10 (EC-LVIII) – Terms of reference of the Audit Committee and Resolution 38 (Cg-XV) – Audit Committee,	Noting Resolution 10 (EC-LVIII) – Terms of reference of the Audit Committee and Resolution 38 (Cg-XV) – Audit Committee,	
Noting also Recommendations of the Audit Committee,	Noting also Recommendations of the Audit Committee,	
Noting further the Recommendations of the External Auditor,	Noting further the Recommendations of the External Auditor,	
	Noting also the recommendations of the Joint Inspection Unit of the United Nations System in their review of audit and oversight committees in the United Nations (JIU/REP/2019/6),	
Recognizing the introduction of International Public Sector Accounting Standards (IPSAS) as new accounting standards for WMO and their importance for strengthening the financial management of WMO,	Recognizing the introduction of International Public Sector Accounting Standards (IPSAS) as the accounting standards for WMO and their importance for strengthening the financial management of WMO,	
Decides to maintain the Audit Committee, reporting to the Executive Council, with the following terms of reference, membership and mode of operation:	Decides to maintain the Audit and Oversight Committee, reporting to the Executive Council, with the terms of reference, membership and mode of operation provided in the Annex .	
	Annex to Draft Resolution 7(3)/1 (EC-72)	
Authority of Committee	Mandate of Audit and Oversight Committee	
(1) The Audit Committee is mandated by the Executive Council to make observations and provide recommendations to the Executive Council and the Secretary-General on all matters relating to the legality, compliance, effectiveness, efficiency and economy of the WMO Secretariat management practices, including accounting, finance, ethics, rules, regulations and procedures, in order to assist the Executive Council in carrying out its oversight activities.	(1) The Audit and Oversight Committee is mandated by the Executive Council to provide objective advice and recommendations to the Executive Council and the WMO Secretary-General on all matters relating to financial management and reporting, systems of internal control and risk management, audit and evaluation processes, monitoring of compliance with financial rules and regulations and the Framework of Ethics taking into consideration the policies and procedures applicable to WMO and its operating environment. The Audit and Oversight Committee shall seek to promote proper governance and high ethical standards, as well as the adoption and use by management of best practices in risk and financial management.	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
(2) The Audit Committee shall be constituted as a subsidiary body of the Executive Council in accordance with Regulations 33 and 147 of the WMO General Regulations (2011 edition).	(2) The Audit and Oversight Committee shall be constituted as an independent advisory expert body of the Executive Council in accordance with Regulation 27 of the WMO General Regulations (2019 edition).	JIU Report: In line with JIU definition of Audit Committee (Para 14, Page 3) & JIU Recommendation 1 (Para 45 & 54, Page 11-13)
Responsibilities and duties		
(3) The Audit Committee shall discharge its mandate through the following responsibilities and duties:	(3) The Audit and Oversight Committee shall discharge its mandate under these terms of reference through the following responsibilities and duties:	
	(a) Review and advise on policies significantly impacting financial management and reporting, the internal audit and investigation function, and the evaluation functions and the effectiveness of WMO's systems of internal control and accountability; including its control assurance statements and risk management and governance practices;	
	(b) Review and assess the suitability of accounting and financial policies and advise on any proposed changes to financial regulations; and assess the adequacy, reliability and accuracy of financial statements, and review and advise the Secretary-General on the financial statements and reports of WMO;	JIU Report: Para 75-77, Page 17
	(c) Review significant risks impacting WMO and advise on the adequacy, effectiveness and development of risk management policies and processes (including cybersecurity);	JIU Report: Recommendation 3 - Para 70-73, Page 16-17
(a) Assess the strengths and weaknesses of, and consider improvements to, the internal and external audit functions, and observe the follow-up to audit recommendations;	(d) Assess the strengths and weaknesses of, and consider improvements to, the internal and external audit functions for effective oversight coverage;	JIU Report: Para 87-89, Page 19
(b) Consider the adequacy and development of risk management processes;		

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
	(e) Review the Internal Oversight Office (IOO) charter, strategy and work plans (including the adequacy of coverage of major risk facing WMO such as cybersecurity, compliance and ethics risks in the internal oversight plan); budget, staffing and other resources required for the functioning of IOO and organizational structure;	JIU Report Recommendation 2 (Para 55-68, Page 14-16)
(c) Monitor the quality and effectiveness of internal control and governance mechanisms and the content of assurances that underpin any Statement on Internal Control to ensure best practices;	(f) Monitor the quality and effectiveness of internal control and governance mechanisms and the content of assurances that underpin any Statement on Internal Control to ensure best practices;	
(d) Assess the suitability of accounting policies and the adequacy, reliability and accuracy of financial statements, and review the levels of error and the report of the External Auditor in respect of matters arising from the audit of financial statements;		
(e) Review the planned activities of internal and external audit, including the adequacy of the coverage of significant risks and key controls and compliance with professional standards, taking into account the responsibilities of executive management in these areas, and making recommendations for specific internal audit work as appropriate;		
(f) Review the internal audit charter, activities, staffing, other resources required and organizational structure;		
(g) Review and advise on performance of the audit services provided and any impediments to either operational or functional independence of the Internal and External Auditors; (h) Report on the adequacy of management responses to audit recommendations and the progress on implementation;		
(i) Appraise the mechanisms used by the Secretariat to recommend the appointment of an Internal Auditor;	(g) Review and advise on the appointment, performance evaluation and termination of the Director of IOO;	JIU Report: Para 61, Page 14
(j) Review and advise on the status of appointment, replacement, dismissal and fees of an External Auditor;	(h) Review and advise on the status of appointment, replacement, dismissal, terms and fees of an External Auditor;	
	(i) Review the External Auditor's work plans and the effectiveness of the external audit function;	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
	(j) Review and discuss all relevant reports and management letters including reports of internal and external auditors on WMO's financial statements, risk assessment reports and other internal control reports;	
	(k) Assess the adequacy of assurances received from the Internal and External Auditors in their annual reports and opinions and highlight, as necessary, audit issues that may need further investigation with due considerations to confidentiality and due process;	
	(l) Review the timeliness and adequacy of implementation by WMO management of recommendations of the internal and external auditor and UN Joint Inspection Unit (JIU);	JIU Report: Para 121, Page 25
(k) Review the adequacy of arrangements to prevent and detect fraud, and to ensure an appropriate anti-fraud culture;	(m) Review the adequacy of arrangements to prevent and detect fraud, and ensure an appropriate anti-fraud culture;	
(l) Report on the compliance of WMO management with WMO regulations and the Organization's code of ethics;	(n) Report on any failure by WMO management to comply with WMO regulations and the Organization's code of ethics;	
(m) Confirm the adequacy of assurances received from the Internal and External Auditors in their annual reports and opinions;		JIU Report: Recommendation 4 – Para 78-86, Page 17-19
(n) Review the effectiveness of the internal and external audit functions;		
	(o) Evaluate and advise on WMO's Code of Ethics and whistleblower policy and advise on the appointment and dismissal process of the Ethics Officer;	
	(p) Review and advise on the governance, development and management of information technology systems that have an impact on financial management and reporting;	JIU Report: Para 76, Page 17
	(q) Carry out as appropriate periodic self-assessments relative to the Audit and Oversight Committee's purpose, duties and responsibilities outlined herein and also review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Executive Council for approval;	JIU Report: Recommendation 7 – Para 157-162, Page 34

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
(o) Perform any other duties consistent with the mandate as requested by the Executive Council.	(r) Perform any other duties consistent with the mandate as requested by the Executive Council.	
	<p>Responsibility and liability of members</p> <p>(4) Members shall act in an independent, non-executive capacity while performing their advisory role on the Committee. As such, members shall not be held personally liable for decisions taken by the Committee acting as a whole.</p> <p>(5) The Committee has an advisory role and is not a governance body; no language or clauses in the Terms of Reference are intended to imply otherwise.</p> <p>(6) It is not the Audit and Oversight Committee's responsibility to prepare and certify WMO's financial statements, to guarantee the external auditor's report, or to guarantee other disclosures by WMO. These are the fundamental responsibilities of management and the external auditor. The Audit and Oversight Committee members are not WMO employees and do not perform any operational functions.</p>	
Audit Committee powers	Audit and Oversight Committee powers and authority	
(4) The Audit Committee has the power to:	(7) The Audit and Oversight Committee has the power, authority and the responsibility to review any activity relevant to these terms of reference including, but not necessarily limited to:	JIU Report: Para 117-120, Page 25
(a) Invite specialists to supplement the Committee's experience or knowledge on a specialist matter;	<p>(a) Obtain all information and/or documents it considers necessary to perform its mandate including all internal and external audit reports;</p> <p>(b) Request information generated from WMO's systems and require all WMO personnel to cooperate with any request made by the Committee in performing its mandate; and</p> <p>(c) Invite specialists to supplement the Committee's experience or knowledge on a specialist matter;</p>	
(b) Request appropriate briefings from the Secretariat or auditors on specific or technical matters.	(d) The Committee shall separately meet with the Director of IOO, Ethics Officer and the representatives of the External Auditor at least annually in a private session.	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
	(e) The Audit and Oversight Committee has the authority to establish their own rules and procedures in conformity with these Terms of Reference.	JIU Report: Para 127, Page 27
Audit Committee reporting	Audit and Oversight Committee reporting	
(5) The Audit Committee shall report annually to the Executive Council and the Financial Advisory Committee (FINAC) and to Congress in a Congress year. The report should:	(8) The Audit and Oversight Committee shall report annually to the Executive Council and the Financial Advisory Committee (FINAC) and to WMO Congress in a Congress year. The report should:	
(a) Confirm that the Committee has discharged its mandate;	(a) Confirm that the Committee has discharged its mandate;	
(b) Comment on the assurances underpinning the Statement on Internal Control;	(b) Comment on the assurances underpinning the Statement on Internal Control;	
(c) Comment on the financial statements and quality of financial reporting;	(c) Comment on the financial statements and quality of financial reporting;	
(d) Outline any concerns or observations the Committee deems necessary to report to the Executive Council;	(d) Outline any concerns or observations the Committee deems necessary to report to the Executive Council;	
(e) Comment on the adequacy of the Committee's terms of reference and its effectiveness.	(e) Comment on the adequacy of the Committee's terms of reference and its effectiveness.	
Membership	Membership	
(6) The Audit Committee shall consist of seven members, each of whom will sit in a personal capacity.	(9) The Audit and Oversight Committee shall consist of seven members, each of whom shall sit in a personal capacity.	
(7) The members shall be appointed by the Executive Council on the basis of their extensive professional expertise in financial, risk, audit, oversight and governance matters. The Executive Council shall ensure that the membership as a whole has a blend of relevant expertise, including knowledge of the operational and strategic direction of WMO. The Executive Council shall take into account the need for the Audit Committee to have an appropriate geographical and gender balance in considering the most highly qualified candidates.	(10) The members shall be appointed by the Executive Council on the basis of their extensive professional expertise in financial, risk, audit, oversight and governance matters, including a balanced mix of public and private sector experience at the senior level. The Executive Council shall ensure that the membership as a whole has a blend of relevant expertise, including knowledge and understanding of the operational and strategic direction of WMO, its mandate, culture, legal framework and external environment. The Executive Council shall take into account the need for the Audit and Oversight Committee to have an appropriate geographical and gender balance in considering the most highly qualified candidates.	JIU Report: Recommendation 5 – Para 113, Page 24

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
(8) The members must be independent of WMO management and may not hold any position or engage in any activity that might be liable to, or appear to, impair their impartiality in the exercise of their functions.	(11) The members must be independent of WMO management and may not hold any position or engage in any activity that might be liable to, or appear to, impair their impartiality in the execution of their functions.	
(9) Former staff of WMO cannot be appointed to the Committee for at least five years following their separation from the Organization.	(12) Former staff of WMO cannot be appointed to the Committee for at least five years following their separation from the Organization.	
(10) Members shall serve for a period of three years and may be re-appointed for a further period of three years. No individual may serve for more than six years in total.	(13) Members shall serve for a period of three years and may be re-appointed for a further period of three years. No individual may serve for more than six years in total.	
	(14) Members shall not be remunerated by WMO for activities undertaken with respect to their membership of the Committee. WMO shall reimburse all committee members for any travel and subsistence costs that are necessarily incurred in relation to participation in Committee meetings.	JIU Report: Para 130-131, Page 27-28
Appointment of Members	Appointment of Members	
(11) The Audit Committee members shall be appointed by the Executive Council through a transparent process as follows:	(15) The Audit and Oversight Committee members shall be appointed by the Executive Council through a transparent process as follows:	
(a) A vacancy announcement for Audit Committee seats should be advertised and made available to a wide population of individuals with appropriate skills, including financial, accounting, budgeting and audit professionals;	(a) A vacancy announcement for Audit and Oversight Committee seats should be advertised and made available to a wide population of individuals with appropriate skills, including financial, accounting, budgeting and audit professionals;	
(b) Qualified individuals are to submit their credentials for review to the Secretary-General. The Secretariat will review the qualifications, determine whether they meet the minimum requirements needed to serve, and submit a list of candidates to the Executive Council;	(b) Qualified individuals are to submit their credentials for review to the Secretary-General. The Secretariat shall review the qualifications, determine whether they meet the minimum requirements needed to serve, and submit a list of candidates to the Executive Council;	
(c) The Council will appoint members of the Audit Committee from the list of candidates compiled by the Secretariat and authorize the President to fill any positions that fall vacant during the intersessional period.	(c) The Council shall appoint members of the Audit and Oversight Committee from the list of candidates compiled by the Secretariat and authorize the President to fill any positions that fall vacant during the intersessional period.	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
Access to Meetings	Access to Meetings	
(12) The meetings of the Audit Committee shall be closed. The Chair shall normally invite the following persons to attend sessions of the Committee:	(16) The meetings of the Audit and Oversight Committee shall be closed. The Chair shall normally invite the following persons to attend sessions of the Committee:	
(a) Senior management representatives; (b) Head of the Internal Oversight Office; (c) Legal counsel; (d) Representatives of the External Auditor.	(a) Senior management representatives; (b) Director of IOO; (c) Legal counsel; (d) Representatives of the External Auditor.	
(13) The Committee shall, as required, hold in camera sessions with the Head of the Internal Oversight Office and/or representatives of the External Auditor and/or the Secretary-General.	(17) The Committee shall, as required, hold in camera sessions with the Director of IOO and/or representatives of the External Auditor and/or the Secretary-General.	
Meetings	Meetings	
(14) The Audit Committee shall meet twice a year. Additional sessions of the Audit Committee may be convened at the request of the Executive Council or the WMO President, or by two thirds of Audit Committee members, to consider urgent matters within its mandate.	(18) The Audit and Oversight Committee shall meet twice a year. Additional sessions of the Audit and Oversight Committee may be convened at the request of the Executive Council or the WMO President, or by two thirds of Audit and Oversight Committee members, to consider urgent matters within its mandate, some of which may be virtual meetings, either by videoconference or telephone. The members of the Committee shall normally be given at least twenty-one (21) working days' notice of meetings.	JIU Report: Para 139, Page 29
(15) The Plan of Work for Audit Committee meetings is outlined in the annex to this resolution. The agenda shall normally include an item on the declaration of interests of members.		
(16) The quorum of the Committee shall be a majority of its members.	(19) The quorum of the Committee shall be a majority of its members.	
(17) Members may not appoint alternates or be accompanied by advisors to meetings of the Committee.	(20) The members should be present for meetings in person. Members may not appoint alternates or be accompanied by advisors to meetings of the Committee. However, under exceptional circumstances, a member may attend by videoconference or telephone and such participation shall be taken into account for the purpose of establishing a quorum. Such members may vote.	
(18) The Secretary-General shall ensure that the Committee has adequate Secretariat support, which shall include:	(21) The Secretary-General shall ensure that the Committee has adequate Secretariat support, which shall include:	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
(a) Assistance to the Chair in preparing the agenda for each meeting;	(a) Assistance to the Chair in preparing the agenda for each meeting;	
(b) Preparation of documents for the meeting, which shall be circulated at least five working days before the scheduled opening of the meeting;	(b) Preparation of documents for the meeting, which shall be circulated at least five working days before the scheduled opening of the meeting;	
(c) Preparation of reports on summary conclusions and circulation of said reports to the Chair and members of the Committee who attended the meeting within five working days of the close of the meeting;	(c) Preparation of reports on summary conclusions and circulation of said reports to the Chair and members of the Committee who attended the meeting within five working days of the close of the meeting;	
(d) Assistance to the Committee in preparing Audit Committee reports to the Executive Council and other WMO bodies as appropriate;	(d) Assistance to the Committee in preparing Audit and Oversight Committee reports to the Executive Council and other WMO bodies as appropriate;	
(e) Any other reasonable requests from the Committee to assist it in executing its mandate.	(e) Any other reasonable requests from the Committee to assist it in executing its mandate.	
(19) The Audit Committee shall appoint a Chair and a Vice-Chair.	(22) The Audit and Oversight Committee shall appoint a Chair and a Vice-Chair. If the Chair is not present at a meeting, the Vice-Chair shall preside the meeting and in case s/he is absent, members shall elect an acting Chair from among the members present.	
	(23) The Committee should strive to achieve decisions on a consensus basis of all members present as the desired option. Should there be a need, the Committee's decisions shall be made by the members present by voting and on the basis of a simple majority. Should the votes be equally divided, the Chair shall have the casting vote.	
	Disclosure of Interest (24) All members of the Committee shall sign a statement of disclosure of interest. A register of interests shall be maintained by the Secretariat to record members' interests in general or on specific matters. Where an actual or potential conflict of interest arises, the interest shall be declared and shall cause the member(s) to either be excused from the discussion or abstain from voting on the matter. In such an event, a quorum shall be required from the remaining members.	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
	<p>Confidentiality</p> <p>(25) All members of the Committee shall sign a statement of confidentiality. The deliberations of the Committee and the minutes of the meetings are confidential unless otherwise decided. The documents and informational material circulated for the consideration of the Committee shall be used solely for that purpose and treated as confidential.</p>	<p>JIU Report: Desirable to have detailed conflict of interest guidelines (Page iv Executive Summary)</p>
	<p>Indemnity of Members</p> <p>(26) The Committee members shall be indemnified from actions taken against them as a result of activities performed in the course of business of the Committee, as long as such activities are performed in good faith and with due diligence.</p>	
Effectiveness of the Committee	Effectiveness of the Committee	
<p>(20) The Committee shall annually review its effectiveness and consider the extent to which it has met its objectives. This review should consider the views of the Audit Committee members, the Secretary-General, the Internal Oversight Office and External Auditors. This review should be documented in a report to the Executive Council and should include any actions for improvement.</p>	<p>(27) The Committee shall undertake a self-assessment review of its effectiveness and an independent performance evaluation, periodically as appropriate. This review should consider the views of the Audit and Oversight Committee members, the Secretary-General, the IOO and External Auditors. This review should be documented in a report to the Executive Council and should include any actions for improvement.</p> <p>(28) The Chair shall regularly interact with the WMO Secretariat and the Executive Council on the results of the Committee deliberations as well as on forthcoming issues relevant to business.</p>	<p>JIU Report: Para 132, Page 28</p>
Administrative matters	Administrative matters	
<p>(21) Financial support for participation by Audit Committee members in meetings shall be provided by the Organization.</p>	<p>(29) Financial support for participation by Audit and Oversight Committee members in meetings shall be provided by the Organization.</p>	
<p>(22) The appointment of Committee members shall be confirmed by a letter from the WMO President, which should clearly outline the basis of appointment and cover responsibilities, conflict of interest, indemnities and reimbursement of costs.</p>	<p>(30) The appointment of Committee members shall be confirmed by a letter from the WMO President, which should clearly outline the basis of appointment and cover responsibilities, conflict of interest, indemnities and reimbursement of expenses.</p>	
<p>(23) The Secretary-General shall arrange for new Committee members to receive an appropriate briefing on the work of WMO.</p>	<p>(31) The Secretary-General shall arrange for new Committee members to receive an appropriate briefing on the work of WMO.</p>	

Resolution 8 (EC-LXIII)	Draft Resolution 7(3)/1 (EC-72)	JIU/REP/2019/6
(24) The Secretary-General shall ensure that Audit Committee members receive ongoing briefings and other information on developments in the work of WMO to enable them to be well-informed and effectively discharge the mandate of the Committee.	(32) The Secretary-General shall ensure that Audit and Oversight Committee members receive ongoing briefings and other information on developments in the work of WMO to enable them to be well-informed and effectively discharge the mandate of the Committee.	
	(33) The Terms of Reference of the Committee must be published on the WMO website.	
