

## Terms of Reference of the Finance Committee (FC)

### Version adopted by General Assembly#56 (1<sup>st</sup> December 2010)

#### 1 Scope

The Finance Committee provides the General Assembly, the Board and the Director-General with assistance and advice with regard to budgetary and financing management of ETSI in accordance with the provisions of the ETSI Financial Regulations.

Unless duly committed by the General Assembly or the Board, the functions of the Finance Committee are merely consultative.

The Finance Committee shall meet at least two (2) times per year in ordinary session, prior to each General Assembly.

The Finance Committee shall determine its own methods of procedure.

#### 2 Specific tasks

The Finance Committee shall provide a report to each General Assembly meeting, in particular covering the following issues:

- analysis of the Financial Statements from the previous year (March/April GA);
- advice on the adoption of Budget Guidelines for the following year (March/April GA);
- advice on the financial situation for the current year (November/December GA);
- an analysis of the proposed budget for the following year (November/December GA);
- advice on how to handle any excess or deficit resulting at the end of the current year (November/December GA);

In addition, with respect to ETSI additional services (such as Forapolis), the Finance Committee shall:

- verify that proper cost accounting rules are applied for ETSI additional services;
- verify that no subsidy of ETSI additional services from members funded activities takes place.

The Finance Committee shall analyse and advise the General Assembly and the Board on the effect on the budget resulting from strategic and budgetary proposals made by, or to, those bodies.

The Finance Committee may bring issues to the attention of the General Assembly and the Board whenever it feels necessary. It shall bring important financial and budget issues to the attention of the General Assembly and the Board (e.g. major deviations from approved budget, unexpected expenditure, early warning of potential problems, etc.).

The Finance Committee is entitled to access detailed information on ETSI financial and budget issues as foreseen in the Financial Regulations.

#### 3 Appointment and membership

Finance Committee members shall be appointed by the General Assembly for a two-year mandate period. When making the appointment, the General Assembly will endeavour to ensure fair representation of the various categories of ETSI members.

Additional members may be appointed by the General Assembly at any time but in such cases the appointment will only be valid until the end of the existing mandate period.

The Finance Committee shall select its own chairman from among the appointed FC members.

The Director-General shall have an ex-officio seat on the Finance Committee.

The Board shall have an ex-officio seat on the Finance Committee for an appointed representative.

The General Assembly Chairman shall have the right to participate in meetings of the Finance Committee.

The Chairman of the Finance Committee may invite others to attend meetings for particular agenda items.

The Secretariat shall provide a secretary.

#### **4 Confidentiality**

Access to the Finance Committee meetings, documents and emails shall be restricted to the Finance Committee members including ex-officio members, invited guests and the Secretariat staff supporting the activity.

The Finance Committee shall adopt a confidentiality policy as part of its internal methods of procedure.

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