

Financial Accountability Committee (FAC)

Terms of Reference (Approved February 2021)

Purpose

The Financial Accountability Committee (FAC) of the Global Polio Eradication Initiative (GPEI) exists to:

1. Advise the Polio Oversight Board (POB) on issues of financial oversight and accountability related to the GPEI's financial needs, sources of funds, resource allocations, and expenditures;
2. Ensure the quality of GPEI's financial reporting and financial accountability practices; and
3. Serve as a forum for donor engagement on financial commitments and accountability requirements.

Responsibilities

By virtue of these Terms of Reference, the FAC is empowered and expected to do the following:

- 1. To advise the POB on issues of financial oversight and accountability related to GPEI's financial needs, sources of funds, resource allocations, and expenditures, the FAC shall:**
 - Advise the POB on changes proposed by the Strategy Committee (SC) and Finance Group to the overall GPEI budget, and on corresponding resource mobilization implications;
 - Based on inputs from the SC, advise the POB on the approval of any major changes to the GPEI's allocation of funds;
 - In coordination with the SC and Finance Group, inform the POB on major financial risk implications of programmatic shifts, as well as proposed mitigation strategies;
 - Oversee the effective and appropriate use of financial resources across the partnership; and
 - Drive cross-agency alignment on financing needs and resource requirements.
- 2. To ensure the quality of GPEI's financial reporting and financial accountability practices, the FAC shall:**
 - Hold the program accountable for the accuracy and timeliness of the financial information provided;
 - Review financial information produced by the Finance Group, including:
 - Quarterly financial reports, including cash gap analysis and donor pledge tracking;
 - Semi-annual multi-year budgets and cash flow reports;
 - Annual overviews of major off-budget, strategy-enabling contributions to polio eradication;
 - Define and (as necessary) adapt methodologies for cost forecasting and revenue forecast accounting;
 - Define acceptable performance thresholds for key performance indicators; and
 - Define the financial reporting cadence and content of regular financial data packages for review by the POB and major donors.

3. To serve as a forum for donor engagement on financial commitments and accountability requirements, the FAC shall:

- In coordination with the SC, convene, on a quarterly basis at minimum, a conference call with major GPEI donors to review and receive feedback on the partnership's financial performance and associated programmatic implications; and
- Provide major donors with timely information on key program financial parameters.

Composition & Secretariat

The FAC shall be led by a Chair. Additional membership of the FAC shall consist of:

- **WHO:** Head of internal financial oversight (or equivalent financial executive)
- **UNICEF:** Head of internal financial oversight (or equivalent financial executive)
- **Bill & Melinda Gates Foundation:** An appropriately senior financial executive, as determined by the BMGF POB member
- **Gavi:** An appropriately senior financial executive, as determined by the Gavi POB member
- **Rotary International:** An appropriately senior financial executive, as determined by the Rotary POB member
- **U.S. Centers for Disease Control:** An appropriately senior financial executive, as determined by the CDC POB member
- **Selected Major Donor Representatives**

Chair Selection and Role

- The FAC Chair shall be appointed by the POB
- The Chair's term will run for 24 months, renewable or rotating without restriction by a vote of the POB
- The Chair, in collaboration with the FAC Secretariat, shall be responsible for FAC meeting agendas

Secretariat Selection and Role

- The FAC Chair's agency will fill the role of FAC Secretariat. There shall be one individual designated as the primary contact for the Secretariat, regardless of how many individuals actively work to support the FAC in its activities
- The FAC Secretariat shall be responsible for distributing any required meeting materials to FAC Members and any other meeting participants no fewer than seven days in advance of each meeting
- The FAC Secretariat shall also document and circulate meeting minutes to meeting participants and a wider audience as appropriate

Accountability

Reporting

- The FAC shall be directly accountable to the POB
- At each regular POB meeting, the FAC Chair (or their designee) shall report to the POB relevant actions that the FAC has taken since the previous POB meeting
- All proposals made by the FAC will be submitted to the POB for consideration and decision, except in instances where the FAC has been delegated specific authority to make decisions independently

Decision-Making

- The FAC is primarily an advisory body and as such does not need to reach consensus on most issues. However, where clear decisions are required, each FAC Member shall have one vote. That vote may be exercised by either the FAC Member, or by someone the Member specifically identifies as their designee
- Quorum shall be defined as the presence of at least four (4) FAC Members. No votes may be taken in the absence of a quorum
- FAC decisions shall be considered final with the affirmative vote of at least two thirds of FAC Members

Rhythm of Business

Meeting Scheduling

- FAC meetings shall be held via teleconference or videoconference at least four (4) times per year, on a schedule to be determined by the Chair
- In-person meetings may be proposed by the FAC Chair in conjunction with in-person POB meetings, should topics warrant it
- Meetings will be set with a minimum of three (3) weeks' notice, and every reasonable effort will be made to ensure that scheduling is amenable to all FAC Members

Meeting Participation

- FAC Members are expected to attend all FAC meetings. If a FAC Member is unable to attend, the Member should communicate their absence in advance and provide the name and contact information of a designated replacement representative
- Additional observer participation in FAC meetings shall be as follows:
 - Chair of the Finance Group;
 - SC Members;
 - Chair of the EMU;
 - All major donors;
 - Polio Partner Group chair(s), as appropriate; and
 - Any additional individual or group that the FAC Chair deems appropriate, based on the matters to be discussed.
- POB members are welcome to attend

TOR Ratification

Beginning in March 2022, these Terms of Reference are to be reviewed by the FAC annually in March and amended as needed. Amended TORs shall be submitted to the POB for ratification.