



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ

اللجنة الدولية الحكومية لعلوم المحيطات

政府间海洋学委员会

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IOC Circular Letter No 2915

(Available in English and French)

IOC/IFAG/KH/xy

25 October 2022

- To :** IOC National Official Coordinating Bodies for Liaison with IOC
- cc. :** Permanent Delegates / Observer Missions to UNESCO of IOC Member States
National Commissions for UNESCO of IOC Member States
Chair and Vice-Chairs of IOC and Major Subsidiary Bodies

**Subject : Re-constitution of the Open-ended Intersessional Financial
Advisory Group for the period December 2022–June 2023
and reporting on in-kind contributions**

In pursuance to Resolution EC-55/2 adopted by the IOC Executive Council at its 55th session (14–17 June 2022) and attached herewith for ease of reference, the open-ended Intersessional Financial Advisory Group (IFAG) is being re-constituted under the chairmanship of IOC Vice-chair Mr Karim Hilmi. Technical secretariat support will be provided by Ms Xenia Yvinec.

The full Terms of Reference of the Group as revised by the IOC Assembly through [Resolution XXVIII-3](#) (2015), are also attached.

I kindly invite IOC national coordinating bodies to designate members to work within the IFAG in accordance with its mandate as defined in the Terms of Reference. As in the past, the group will work mainly by correspondence. It is therefore imperative that we have up-to-date nominative email addresses for all designated members.

While all relevant documentation will be posted online as the work of the group progresses at <https://oceanexpert.org/event/2996>, I would like to call your attention to the enlarged mandate of this group which is expected to facilitate intersessional consultations on the review of the Commission's Rules of Procedure and reporting on in-kind contributions, in addition to its usual remit with regard to programming and budgeting matters.

I take this opportunity to recall that, in accordance with Resolution EC-55/2, reports on in-kind contributions provided in calendar year 2022 need to be submitted to the Secretariat by 20 January 2023 at the very latest, following the methodology and format set out in document [IOC/EC-55/5.1.Doc\(2\)](#) and briefly summarized in the attached note 'Reporting on in-kind contributions to IOC's programme'. Another reminder will be sent closer to end of the year.

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I would appreciate it if nominations of IFAG members could be sent to the Secretariat (c/o Ms Xenia Yvinec at k.yvinec@unesco.org) by 30 November 2022 at the very latest. I remain,

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: IFAG Terms of Reference (Annex 2 of IOC Resolution XXVIII-3)
Resolution EC-55/2
Reporting on in-kind contributions note

Resolution XXVIII-3 (Annex 2; 2015)

Revised Terms of Reference of IOC Intersessional Financial Advisory Group

Purpose

To provide advice from IOC Member States to the Chairperson of IOC and to the Assembly and the Executive Council in a transparent and objective fashion.

The Financial Advisory Group will be constituted at each Session of the IOC Governing Body and operate for the following intersessional period.

Functions

- (a) To advise on the adequacy of the linkage between the results-based management and the IOC Medium-Term Strategy and the IOC Programme and Budget;
- (b) To advise on preliminary proposals from the Director-General of UNESCO for strategy and draft budgets provided by UNESCO;
- (c) To advise on the adequacy of regular and extrabudgetary resource allocations against expected results; and
- (d) To advise on the overall IOC budget level, taking into account issues of affordability and sustainability.

Composition

- (a) An Officer of the Commission serves as chairperson;
- (b) Open to all IOC Member States; however, the Executive Council and Assembly, as appropriate, may request the participation of Member States as part of the core membership.

Working arrangements

- (a) The Financial Advisory Group will conduct the majority of its business by electronic means;
- (b) If appropriate, the Chairperson may convene a meeting in time, and for a long enough period, to prepare a report prior to the commencement of a session of the Assembly or the Executive Council;
- (c) The Financial Advisory Group will provide a report on all its activities to subsequent sessions of the Assembly and Executive Council, as appropriate;
- (d) Relevant documents should be made available before the Financial Advisory Group, in adequate time for review; and
- (e) The Financial Advisory Group should follow procedures for IOC Subsidiary Bodies, seeking to formulate its conclusions and recommendations through consensus.

(25 June 2015)

IOC Executive Council Resolution EC-55/2 (2022)

Governance, programming and budgeting matters of the Commission

The Executive Council,

Having examined documents:

- (i) IOC/EC-55/3.1.Doc(2) – Report on 2020–2021 (40 C/5) Budget Implementation as at 31 December 2021 and outline of the 2022–2023 Integrated Budgetary Framework,
- (ii) IOC/EC-55/3.1.Doc(3) – Financial situation of the IOC Special Account as at year end 2021 and forecast for 2022–2023,
- (iii) IOC/EC-55/5.1.Doc(1) - Proposed Revision of the IOC Rules of Procedure – First Draft,
- (iv) IOC/EC-55/5.1.Doc(2) - Report of the Chair of the Intersessional Financial Advisory Group (intersessional period December 2021–June 2022),

I. Report on 2020–2021 (40 C/5) Budget Implementation as at 31 December 2021 and outline of the 2022–2023 Integrated Budgetary Framework

Confirms that the IOC budget for 2020–2021, as reported in Part I of IOC/EC-53/3.1.Doc(2), has been executed in accordance with the approved UNESCO Programme and Budget for 2020–2021 (40 C/5), including the adjusted budgetary appropriations for the IOC Special Account as approved by the IOC Assembly at its 31st session (IOC/A-31/3.2.Doc(3)) through IOC Resolution A-31/2;

Notes that the extrabudgetary resource mobilisation targets set for the 2020–2021 biennium have been achieved to the level of 92% overall, but with considerable variances between the Commission's Functions;

Thanks Member States who have contributed extrabudgetary resources and in-kind contributions for the 2020–2021 programme implementation;

Expresses its satisfaction that the Integrated Budgetary Framework for 2022–2023 approved by the General Conference of UNESCO at its 41st session and presented in Part II of IOC/EC-55/3.1.Doc(2) is consistent with the budgetary allocations approved by the IOC Assembly at its 31st session (IOC/A-31/4.2.Doc) through IOC Resolution A-31/2;

Acknowledges the information on the financial situation of the IOC Special Account as at year end 2021 and forecast for 2022–2023 provided in IOC/EC-55/3.1.Doc(3);

Approves the revised budgetary allocations for 2022–2023 as proposed in Table 1 of IOC/EC-55/3.1.Doc(3);

Encourages all Member States to provide voluntary contributions to ensure full achievement of the collectively agreed extrabudgetary resource mobilization targets for 2022–2023, preferably to the IOC Special Account;

Urgently requests the IOC Executive Secretary to provide by September 2022 an estimate of the budget, including the needs in human resources, necessary to sustainably deliver IOC's core programmes and to expand its activities in response to increasing demands of Member States and other stakeholders as referenced in IOC Resolution XXX-3, and share it with all IOC Member States through a circular letter;

Also requests the IOC Executive Secretary to continue efforts to obtain further voluntary contributions, including from private sector donors and other partners and to achieve full implementation of the Commission's programmatic targets for 2022–2023;

II. Governance and Working Methods

A. Review of the IOC Rules of Procedure

Recalls that the IOC Assembly at its 31st session through IOC Resolution A-31/2 requested the IOC Executive Secretary to prepare, in consultation with the UNESCO Legal Advisor and the Intersessional Financial Advisory Group (IFAG), a preliminary proposal for the revised separate sets of Rules of Procedure for the IOC Assembly and Rules of Procedure for the IOC Executive Council, making the necessary clarifications and aligning language versions, for review and adoption by these two bodies;

Acknowledges that, upon further examination of the matter by the Office of UNESCO Legal Advisor and IFAG, the preparation of such separate sets of Rules of Procedure constitutes a more challenging exercise than appeared *prima facie*;

Agrees that the development of separate sets of Rules of Procedure for the IOC Assembly and Executive Council must be assessed against statutory constraints and notably Article 6.B.3 of the IOC Statutes stating 'the Assembly shall determine the Commission's Rules of Procedure';

Welcomes the proposal contained in IOC/EC-55/5.1.Doc(1) as respectful of Member States' wish to refrain from any substantial review of the Rules of Procedure by reorganizing them, rather than truly reviewing them;

Recommends that the IOC Assembly at its 32nd session adopt the overall approach as presented in IOC/EC-55/5.1.Doc(1) and based on the proposal to:

- (i) refrain from engaging in a procedure of amendment of the IOC Statutes,
- (ii) in conformity with Article 6.B.3 of the Statutes, maintain a single set of the Commission's Rules of Procedure, to be formally determined by the IOC Assembly,
- (iii) revise the current Rules of Procedure on the basis of a distinction among general rules, rules applicable to the IOC Assembly and the IOC Executive Council, and rules applicable only to one of these bodies,
- (iv) acknowledge and specify the competence of the IOC Executive Council to temporarily suspend rules relating to its organization and functioning, noting that any amendment to the rules can only be adopted by the decision of the IOC Assembly;

Notes that, should the IOC Assembly adopt this recommendation, the IOC Executive Council will not need to hold an extraordinary session immediately following the 32nd session of the IOC Assembly in order to adopt its own separate set of Rules of Procedure, as was initially foreseen in IOC Resolution A-31/2;

Further notes the non-exhaustive set of comments provided by the Office of UNESCO Legal Advisor in the Annex of IOC/EC-55/5.1.Doc(1);

Invites the IOC Executive Secretary to prepare the revised draft Rules of Procedure for review and adoption by the IOC Assembly at its 32nd session in 2023 without any substantive changes, based on the discussions in IFAG and at the IOC Executive Council and in line with the following recommendations:

- (i) improve clarity and align language versions, focusing on fixing only what needs to be fixed,
- (ii) develop guidelines for consultations by correspondence, applicable both to the IOC Assembly and the IOC Executive Council, based on prevailing best practices and UNESCO experience,
- (iii) include in the Rules of Procedure a provision for holding online meetings, but only as an exceptional measure,
- (iv) submit draft guidelines for online meeting to the IOC Assembly along with the revised draft of the Rules of Procedure;

B. Reporting on in-kind contributions (IKC)

Recalls that IOC Resolution A-31/2 invited IFAG 'to develop a proposal for a systematic approach and methodology for reporting in-kind contributions, consistent with the updated Guiding Principles for Programming and Budgeting (Annex I to IOC Resolution EC-53/2) and Article 10 of the IOC Statutes, to be considered by the IOC Assembly at its 32nd session';

Welcomes the more systematic and inclusive approach to reporting on IKC as proposed by IFAG and presented in IOC/EC-55/5.1.Doc(2);

Invites the IOC Executive Secretary to launch the pilot reporting exercise for calendar year 2022 according to the following timeline:

September 2022–January 2023: The IOC Secretariat issues a Circular Letter to Member States in September 2022 conveying the methodology and requesting formal statements of contributions in calendar year 2022 by 20 January 2023 at the latest,

February 2023: The complete report on IKC is shared with IFAG (intersessional mandate 2022–2023) for discussion and potential proposal for revisions to methodology for consideration by the IOC Assembly in 2023;

Further invites the IOC Executive Secretary to submit the above report to the IOC Assembly at its 32nd session for review and decision on future reporting;

Requests the IOC Executive Secretary to work on the matters covered by this Resolution in consultation with IFAG over the intersessional period 2022–2023.

IFAG 2022-2023 Working Note 1

Reporting of in-kind contributions (IKC) towards IOC's programme implementation

Reported IKC must be necessary for the achievement of the objectives of the IOC and would have been paid for by IOC from its own budget were they not provided.

All types of expenses done at national level in participation to programmes, activities etc., where the beneficiaries of the value from that expense are also national, in principle do not fall in this category of IKC.

Voluntary (extrabudgetary) contributions in cash to the IOC budgetary workflow that the IOC itself can use are clearly distinct from IKCs where the IOC benefits from the value of that contribution, as opposed to deriving the direct benefit from own cash expenditure.

IKC value needs to be straightforwardly expressed as the market price, i.e., the expenditure by the party making the contribution – this is the case where the contribution is 100% dedicated to the objectives of the receiving organization (IOC).

The information should come either as a letter or an email addressed to the IOC Executive Secretary (v.ryabinin@unesco.org), cc to IFAG technical secretary (k.yvinec@unesco.org) and contain, as a minimum, the following information. The amount should correspond to the in-kind contribution in a calendar year 01 January 2022 to 31 December 2022. Amounts can be declared in local currencies or in USD. Amounts declared in local currencies will be converted by the Secretariat at the United Nations Operational Rate of Exchange applicable to financial reports for the period.

Contributor		Purpose	Amount
Country	Institution		
<i>ex. Barbados</i>	<i>Government of Barbados, Coastal Zone Management Unit</i>	<i>Caribbean Tsunami Information Centre</i>	<i>USD 144 109</i>