

Handbook for the GBIF Budget Committee

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Introduction

This document describes the duties and responsibilities of the GBIF Budget Committee members. It is intended that the guidelines and information in this document should assist the Budget Committee members, especially the Chair in fulfilling his/her obligations and at the same time help to ensure a more effective, efficient, and timely administration of all aspects of GBIF financial issues.

Further recommended reading:

This document should be read in association with the GBIF [Memorandum of Understanding \(MoU\)](#), [Rules of Procedure \(RoP\)](#) and the [Terms of Reference for the GBIF Budget Committee](#) (BC ToR).

Role of the committee

The Budget Committee is an advisory committee that will deal with financial issues pertaining to the operations and directions of GBIF and will oversee the audit of the annual accounts submitted to the Governing Board by the selected auditing company. The committee will make recommendations to the Governing Board, the Executive Committee and the Secretariat (RoP 7.3.2).

All members have the responsibility to act at all times in the best interest of GBIF and the Governing Board.

The Budget Committee will strive to work by consensus in drafting its advice and recommendations (BC ToR 3.4).

The main responsibilities of the Budget Committee are highlighted in the Budget Committee Terms of Reference:

Budget

- Review the annual and revised budgets proposed by the Secretariat and make recommendations to the Executive Committee and the Governing Board (BC ToR 1.2).
- Provide advice and support to the Executive Secretary regarding the development of the annual budget and two-year projections (BC ToR 1.3).
- Advise the Science Committee, Participant Node Managers Committee and any other Standing Committees on budget issues that may affect their operations, as requested (BC ToR 1.8).

Financial position

- Review at least quarterly the current financial position of GBIF and provide updated forecasts to the Executive Committee and request information on corrective action via the Executive Secretary (BC ToR 1.7).

Audit

- Act as the Audit Committee of the Governing Board and present to it recommendations regarding the annual accounts, including the Supplementary Fund, and the auditors' report (BC ToR 1.5).
- Advise the Governing Board on the selection of the firm to audit the GBIF annual accounts (BC ToR 1.6).

Work Programme

- Review the financial components of the Work Programme and present recommendations to the Executive Secretary and the Executive Committee (BC ToR 1.4).

Special for Chair

- The Chair will normally dispatch a draft agenda with documents for the meetings of the committee no later than one week before the agreed meeting date (BC ToR 3.2). The Secretariat will assist in developing the agenda and documents and making them available in electronic format to the committee.
- The Chair will provide a report on the committee's activities and recommendations to the Executive Committee and the Governing Board when it is in session. The Chair may also send additional reports to the Executive Committee and the Governing Board when appropriate (BC ToR 3.6).
- If either the Executive Committee Chair or the Executive Committee 1st Vice-chair is being considered for re-election, the Chair of the Budget Committee will assume the function of the Chair of the Governing Board meeting during the election process (RoP 1.712).

Members

The composition of the Budget Committee is:

- 1 Chair (elected)
- 2 Vice-chairs (elected)
- Up to 5 appointed members
- 2 ex-officio members (Governing Board Chair and Executive Secretary)

Chair

The Budget Committee Chair will be elected by simple majority for a two-year term. The chair has to be elected among Voting Participants (RoP 7.4.1.). The Chair may be elected for only two consecutive terms in the same position (RoP, 7.4.5.).

Vice-chairs

The two Budget Committee Vice-chairs are elected by simple majority for a two-year term. Both Vice-chairs have to be elected among Voting Participants (RoP 7.4.1.1). The Vice-chairs may be elected for only two consecutive terms in the same position (RoP, 7.4.5.).

Appointed members

The up to 5 appointed members of the Budget Committee are appointed by the Executive Committee (BC ToR 2.3). The appointment is normally based on the recommendation from the Budget Committee.

Ex-officio members

The Chair of the Governing Board and the Executive Secretary are ex-officio members of the Budget Committee (BC ToR 2.4).

Meetings

Face-to-face meetings

The Budget Committee will normally meet at least once a year, in conjunction with the annual Governing Board meeting (BC ToR 3.1.1).

Teleconferences

The Budget Committee may also hold meetings via electronic means as often as necessary to conduct its business, but at least on three other occasions each year (BC ToR 3.1.2).

It is recommended that the Budget Committee meetings and teleconferences are coordinated to precede the meeting of the Executive Committee by approx. a week as the Budget Committee Chair can then report to the Executive Committee.

Meeting quorum

A quorum for a Budget Committee meeting is defined as four members including the Chair. If the Chair is unable to attend the Chair of the Governing Board must be notified in writing and the responsibility must be delegated to one of the Vice-chairs (BC ToR 3.3).

Meeting planning

The GBIF Secretariat will provide administrative support in connection with meetings of the Budget Committee. This includes helping with drafting and sending out agenda and documents, setting up meeting room, minute-taking, etc. See separate document 'GBIF Secretariat administrative support to committees' for more information.

The agenda and supporting documents should be sent out to the committee no later than one week before an agreed date of a Budget Committee meeting (BC ToR 3.2).

The Secretariat will keep a record of each meeting of the Budget Committee and will circulate the records to the committee members shortly after the meeting (BC ToR 3.5).

The Secretariat has created a secure web repository where the meeting agendas and supporting documents for each committee meeting can be found. Only current members of the committee will have access to the documents.

The Budget Committee documents can be accessed from http://directory.gbif.org/documents/budget_committee/.

Funding

The Chair, Vice-chairs and members of the GBIF Budget Committee are not paid positions.

Attending meetings in conjunction with the Governing Board meetings

Whenever Budget Committee meetings are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the committee members comes (BC ToR 3.7.1).

Attending intersessional meetings

If the Budget Committee holds any intersessional meetings, the committee members' costs for participating in these meetings will be covered by the Secretariat (BC ToR 3.7.2).

According to the [GBIF Travel Guidelines](#) committee members that receive full or partial funding from GBIF must book their own travel and submit a travel reimbursement form no later than 3 months after the meeting.

Annex 1 - Current composition of the Budget Committee

Composition of the Budget Committee as of 27 July 2018.

Chair	Peter Schalk, Netherlands
1 st Vice-chair	Liam Lysaght, Ireland
2 nd Vice-chair	Joanne Daly, Australia
Members	Walter Berendsohn, Germany
	Eric Chenin, France
	James Holborow, New Zealand
	Patricia Koleff, Mexico
	Ben Wheeler, United States
Ex-officio	Peter Schalk (Governing Board Chair)
	Donald Hobern (Executive Secretary)

Annex 2 - List of Budget Committee Chairs and Vice-chairs over time

List of GBIF Budget Committee Chairs

- Peter Schalk (2017-
- Walter Berendsohn, Germany (2013-2017)
- Per Backe Hansen, Norway (2009-2013)
- Lars Nilsson, Sweden (2005-2009)
- David Penman, New Zealand (2001-2005)

List of GBIF Budget Committee 1st Vice-chairs

- Liam Lysaght, Ireland (2017-
- *Vacant* (2016-2017)
- Leonard Krishtalka, United States (2014-2016)
- Eli van der Heide, Netherlands (2012-2014)
- Edgardo Romero, Argentina (2009-2012)
- Helmut Kühr, Germany (2005-2009)
- Lars Nilsson, Sweden (2004-2005)
- Shunichi Kikuchi, Japan (2002-2004)
- Yoshiyuki Maeda, Japan (2001-2002)

List of GBIF Budget Committee 2nd Vice-chairs

- Joanne Daly, Australia (2015-
- Selwyn Willoughby, South Africa (2013-2014)
- Walter Berendsohn, Germany (2012-2013)
- Eli van der Heide, Netherlands (2010-2012)
- Peter Schalk, Netherlands (2005-2009)
- Lars Nilsson, Sweden (2004-2005)