

## **IMAC**

### **Rules of Procedure**

#### **Introduction**

In accordance with paragraph 25 of the Annex to Resolution 162 (Guadalajara, 2010) these Rules of Procedure were established by the ITU Independent Management Advisory Committee (IMAC) at its second meeting on 16 May 2012.

#### **Appointment and Representation**

1. The Council of the International Telecommunication Union (ITU) appoints the members of the IMAC in accordance with the Annex to Resolution 162 (Guadalajara, 2010).
2. The IMAC collectively possesses the knowledge, skills and senior-level experience in the areas referenced in paragraph 13 in the Annex to Resolution 162 (Guadalajara, 2010).
3. The IMAC selects a Chairperson and one Vice-Chairperson for a two-year term. For continuity reasons, the Vice-Chairperson would normally become the next Chairperson.
4. The Chairperson represents the IMAC. In the absence of the Chairperson, the Vice-Chairperson will act on behalf of the Chairperson.

#### **Meetings**

5. Meetings of the IMAC shall be convened by the Chairperson. A provisional agenda for each meeting shall be prepared by the Chairperson, with assistance of the Secretariat. This agenda will reflect a standardized agenda consisting of topics referred to in its terms of reference.
6. The members of the IMAC shall normally receive the provisional agenda and the accompanying documents for the meeting in question at least two weeks before the meeting is held.
7. The IMAC shall meet at least two times a year in person. Meetings will normally be held at ITU Headquarters in Geneva, Switzerland. In addition, members of the IMAC may use all possible applications of information technology such as videoconferencing, teleconferencing, e-mail or internet-based communication, to conduct its business.
8. The Chairperson, assisted by the Secretariat, will prepare the draft of the reports of the IMAC referred to in paragraph 30 of the Annex to Resolution 162 (Guadalajara, 2010), and submit them for review and approval by all members of the IMAC, before final issue.

## **Information and Decisions**

9. The IMAC will receive copies of the financial statements, internal and external audit reports, including all audit findings and recommendations, and all other documents necessary for the IMAC to fulfill its responsibility.
10. The IMAC will receive copies of the audit plan(s), and changes thereon, of the internal and external auditors on a regular basis.
11. The Secretary-General shall bring to the attention of the members of the IMAC any other information, communication or reports, including possible investigation reports, relevant to the IMAC's responsibilities. The IMAC will respect the possible confidential nature and the identity of individuals concerned.
12. The IMAC shall reach its recommendations and advice by consensus.

## **Self-evaluation and review of the Terms of Reference**

13. In accordance with good practice, the IMAC will engage in informal and formal self-evaluation of its own performance from time to time. The IMAC will report the results of its formal self-evaluation to the ITU Council.
  14. The IMAC will review its terms of reference periodically against best practice and in the best interest of ITU and report the results to the ITU Council.
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