

**INTER-AMERICAN INSTITUTE FOR  
GLOBAL CHANGE RESEARCH**



**EC-XXI**  
*September 8-9, 2005*  
*Puerto Vallarta, Mexico*

**FAC Report**

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## **Financial and Administrative Committee (FAC) Report May-August 2005**

The FAC has not met during the period following the Executive Council (EC) and Conference of the Parties (CoP) meetings in Montreal in May 2005, but progress has been made on several important issues.

June 2005: revised "Employee Handbook" was approved by the FAC, accepted by the IAI and became effective July 1, 2005

July 2005: new "Project Management Manual" was approved by the FAC, accepted by the IAI and became effective July 1, 2005

revised draft version of the "Contracting and Procurement Manual" distributed to FAC for comment

August 2005: Louis Grittani and Vanessa Richardson participated in IAI External Audit site visit by KPMG (August 22-26, 2005)

the FAC continues to work with the IAI in drafting the "Contracting and Procurement Manual"

It is anticipated that the FAC membership for the next two-year term will be finalized at the Executive Council XXI meeting in Puerto Vallarta, Mexico and that the FAC will convene a brief meeting at that time to review the actions and issues for the coming year.