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**TERMS OF REFERENCE  
OF THE INTERNAL CONTROL COMMITTEE (ICC)  
OF THE CTI-CFF REGIONAL SECRETARIAT**

**1. Purpose and Scope:**

The Internal Control Committee (ICC) of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) Regional Secretariat is established to safeguard the integrity of financial and accounting information, ensure the achievement of operational and profitability targets, and facilitate the dissemination of management policies throughout the organizational structure.

**2. Composition:**

The ICC is comprised of three (3) members, all of whom shall be at the managerial level or above. The members include:

- One (1) representative from the Program Services department.
- One (1) representative from the Corporate Services department.
- One (1) representative appointed by the country currently chairing the CTI COM and the CTI CSO.

*None of the ICC members shall have the authority to act as authorized bank signatories.*

**3. Appointment and Duration:**

The members of the ICC shall be appointed by a decree issued by the Executive Director of the CTI-CFF Regional Secretariat and reported to the Internal Resources Committee. The committee's term of service shall be limited to one (1) financial period.

**4. Responsibilities and Functions:**

The Internal Control Committee shall be responsible for:

- a. **Financial Integrity:** Ensuring the accuracy, reliability, and completeness of financial and accounting information, including financial statements, records, and reports.



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b. **Operational Oversight:** Reviewing operational activities to assess their alignment with organizational goals and profitability targets and making recommendations for improvements.

c. **Policy Transmission:** Facilitating the dissemination of management policies and directives across the organization to ensure consistency and compliance.

d. **Internal Control:** Acting as an internal control mechanism by identifying and mitigating financial and operational risks.

## 5. Reporting:

The ICC shall report its findings and recommendations to the Executive Director, and subsequently, to the Internal Resources Committee, while providing periodic updates as necessary. Reports should include assessments of financial integrity, operational performance, and policy compliance.

## 6. Meetings:

The ICC shall convene regular meetings, as needed, to fulfil its responsibilities.

## 7. Confidentiality:

Members of the ICC shall maintain strict confidentiality regarding the information and discussions that occur during committee meetings and in the course of their duties.

## 8. Amendment of Terms of Reference:

These Terms of Reference may be amended as necessary with the approval of the Senior Officials Meeting.

## 9. Dissolution:

Upon the completion of its one (1) financial period term, or at the discretion of the Executive Director, the ICC shall be dissolved.



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**10. Effective Date:**

These Terms of Reference for the Internal Control Committee shall take effect upon their approval by the Senior Officials Meeting

