Delegation of Authority Framework

Governance responsibilities of Council, Council Committees and IIASA Management

With the aim of making Council dealings more efficient and effective, while ensuring appropriate governance oversight and risk management, this document outlines the tasks which should be dealt with by full Council and those which should be delegated to respective Council Committees. The following principles have been considered when assigning the tasks:

1. The full Council remains responsible for all decisions that are mentioned in the Charter as Council responsibilities (e.g. changes to the Charter, budget approval, appointments of chief executives), as well as similar fundamental matters.
2. The Council Executive Committee prepares Council decisions and oversees their implementation, and takes technical support decisions that are not explicitly foreseen in the Charter (e.g. appointment of Council Secretary and internal auditors).
3. The other Council Committees support the decision-making of Council by providing recommendations, support, monitoring, and oversight in their respective mandated areas.
4. The Science Advisory Committee provides advice on scientific matters to both IIASA management and Council.
5. The role of the IIASA Management is to manage the Institute and ensure full compliance with the Austrian law, internal policies and procedures, under the oversight of the Council.

Council

- To recommend and approve amendments to the IIASA Charter
- To decide/consider to dissolve the Institute
- To approve Council rules and procedures
- To approve Council and Committees delegation of authority
- To approve the admission of National Member Organizations and changes in their membership status
- To approve adjustments in membership contributions
- To appoint Council Officers (Council Chair and two Vice-Chairs), and Council Committee members
- To appoint the Director General and CEO, the Deputy Director General for Science and the Chief Operations Officer
- To approve changes in the structure of the IIASA executive
- To approve the IIASA budget
- To approve the IIASA annual report and financial statements
- To approve the external auditors
- To approve the IIASA strategic plan and multiannual research plans
- To approve Institute wide strategies in specific areas (e.g. membership strategy, HR strategy)
- To approve members of the Science Advisory Committee (SAC) and the SAC terms of reference
- To approve IIASA Honorary Scholars and IIASA lifetime achievement awards
- To maintain and build relationships with governments and multinational bodies
- Any other appropriate business within the mandate

Executive Committee of Council

- To act on behalf of Council between sessions of Council, being the Council's interface with IIASA management
- To prepare Council decisions and oversee their implementation
- To recommend Council rules and procedures to Council
- To recommend Council and Committees delegation of authority to Council and review it annually
To recommend changes in the structure of the IIASA executive
To recommend Council Committee members, following the nomination process, to Council
To appoint the Council Secretary and internal auditors
To recommend members of the Science Advisory Committee and changes in the terms of reference to Council
To approve the general principles underlying the regulations established by the Directorate for the Institute's operations, including financial, staffing and operation principles
To appoint IIASA review panels and terms of reference
To recommend the IIASA strategic plan and multiannual research plans to Council
To recommend the IIASA HR strategy to Council
To recommend the IIASA annual report to Council
To recommend adjustments in membership contributions and membership admissions to Council
To recommend the IIASA lifetime achievement awards to Council
To appoint the Distinguished Visiting Fellows
To approve the IIASA Conference strategy
Any other appropriate business within the mandate

ExCo comprises of the following members: Council Chair, two Council Vice-Chairs, Chairs of the standing Council Committees, an ex-officio member as host country representative and one rotating member elected each year.

Finance, Risk and Audit Committee

To recommend the IIASA budget to Council for approval
To recommend adjustments in membership contributions to ExCo
To recommend the annual financial statements to ExCo
To recommend the appointment of external auditors to Council for approval
To review and assess management response to external audit reports and raise pertinent matters at ExCo and/or Council
To recommend the appointment of the internal auditors to ExCo for approval
The Chair of the Finance, Audit and Risk Committee to provide strategic oversight of the internal audit function
To engage with the IIASA external and internal auditors regarding IIASA audit reports and elevate matters of concern to ExCo and/or Council if required
To monitor the IIASA risk register and IIASA's actions to mitigate risks
To oversee the travel and hospitality reports of the Director General
Any other appropriate business within the mandate

Membership Committee

To provide advice and strategic oversight on NMO membership negotiations
To support IIASA management in negotiations with NMOs that want to join or leave IIASA
To recommend to ExCo and the Council matters of membership admission, acceptance, change of status, withdrawal and termination
To recommend the IIASA membership strategy to Council for approval
To recommend adjustments in membership contributions to ExCo
Any other appropriate business within the mandate

Research and Engagement Committee

To recommend the IIASA strategic plan and multiannual research plans to ExCo
To recommend the scientific part of the annual report to ExCo
To be consulted on the Science Advisory Committee membership and terms of reference
To recommend the terms of reference and membership of IIASA review panels to ExCo
To provide oversight of the IIASA management response to external reviews
To recommend the IIASA Conference strategy to ExCo
• To recommend the appointment of Distinguished Visiting Fellows and IIASA lifetime achievement awards to ExCo
• To monitor IIASA’s science and policy impacts
• To provide oversight for IIASA capacity development initiatives
• To provide oversight for IIASA guest scholarship and alumni initiatives
• To engage with the Science Advisory Committee on science-related matters
• Any other appropriate business within the mandate

Science Advisory Committee
The Science Advisory Committee (SAC) is an advisory structure constituted of independent scientists appointed by the Council with the task of providing scientific guidance and a research assurance function for IIASA. SAC has a dual reporting line. SAC directly reports to the IIASA Deputy Director General for Science and engages with the Director General, and indirectly to the Research and Engagement Committee of Council. The SAC Chair is invited to attend Council meetings as guest.

• To advise the Council and the IIASA Deputy Director General for Science on the general scientific quality of IIASA research.
• To provide independent assurance to the IIASA Deputy Director General for Science, the Director General and Council on the execution of IIASA’s Research Plan and make recommendations when persistent or critical problems are detected.
• To advise on future orientations of IIASA research in view of emerging trends.
• To recommend to the IIASA Deputy Director General for Science actions to ensure or strengthen the execution of the IIASA research plans.
• SAC should be consulted on the draft strategic plan and multiannual research plans.
• The SAC Chair is consulted on SAC membership and chairmanship.

The following matters will be dealt by IIASA Management to complement the governance oversight of Council and its Committees:

IIASA Management

• Provide an enabling environment for executing the mandate and strategic intent of IIASA as an international research institution
• Implement all Council and ExCo decisions and report on them
• Provide an appropriate structure of the organization to fulfill its mission
• Engage and manage the relationship with the host country authorities

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