



EUROPEAN FOREST  
INSTITUTE

Dear Associate Members of EFI,

8 March 2021

I am writing to you in order to **launch the process for electing a new Deputy Members' Auditor.**

The current Members' Auditor, Antoni Trasobares, CTFC, Spain, shall retire from the post after the 2021 accounts have been audited in early 2022. It is then intended that the current Deputy Members' Auditor, Peter Spathelf, Eberswalde University for Sustainable Development, Germany, will become the new Members' Auditor of 2022 and 2023 accounts.

The new Deputy Members' Auditor will support the Members' Auditor in 2022 and 2023 and then assume the position of Members' Auditor for the audits of the 2024 and 2025 accounts. **The election of the new Deputy Members' Auditor will take place at the 2021 Conference in Prague, Czech Republic.**

Please find attached the full description of the appointment process (Enclosure 2), and the Terms of Reference for the role (next page). From these I highlight some key elements for consideration:

- The nominee must be an employee of one of the Member organisations, and not be a Board member or an employee of the EFI Secretariat.
- The nominee must have a basic understanding of the principles and procedures of financial audits
- Nomination shall be addressed to the Board and submitted to the Director and shall, **to be considered eligible**, include:
  - A curriculum vitae (CV) of not more than one page
  - A statement of not more than one page clarifying the relevant experience
  - Letters of support of at least two Associate Members

**I kindly request that you submit your nominations for a new Deputy Members' Auditor to Director Marc Palahí ([marc.palahi@efi.int](mailto:marc.palahi@efi.int)) no later than 14 May 2021.**

Please do not hesitate to contact the Secretariat with any questions that you have in regards to this process.

Kind regards,

Prof. Marco Marchetti  
Chair of the Board of the European Forest Institute

Cc: Affiliate Members of EFI

**Encl. 1:** Terms of Reference (ToR)

**Encl. 2:** Rules to the appointment of EFI Members' Auditor and Deputy Members' Auditor appointed by the Conference



**Enclosure 1:**

**Terms of Reference (ToR)**

- Review the Financial Report and Auditor's Report for the previous year, seek clarifications or further information on the reports, from the Auditors, EFI Secretariat, or EFI Board (Members' Auditor & Deputy Members' Auditor)
- Sign the Financial Report and Auditor's Report on behalf of the Associate Members (Members' Auditor only)
- Provide a report to the Annual Conference on the accounts of the previous year (Members' Auditor only)

## **European Forest Institute**

### **Enclosure 2: Rules to the appointment of EFI Members' Auditor and Deputy Members' Auditor appointed by the Conference**

#### **Overview**

The Conference will appoint a Members' Auditor and a Deputy Members' Auditor to hold the office for two years, starting with the upcoming annual accounts. After the two years, the Deputy Members' Auditor shall assume the position of the Member's Auditor for the subsequent two years, and a new Deputy Member's Auditor will be appointed by the Conference.

#### **Process of nomination and appointment**

- 1) The Member's Auditor and the Deputy Members' Auditor are appointed for two financial periods.

When the Members' Auditors position becomes vacant, the position shall be assumed by the Deputy Members' Auditor. Following this the Conference shall elect a Deputy Member's Auditor.

The Conference shall appoint a Deputy Members' Auditor when the position becomes vacant.

Unless called for by extraordinary circumstances, any appointment of a Deputy Members' Auditor shall be done at a plenary session of the Conference.

- 2) Should the Members' Auditor position become vacant at the same time as the position of Deputy Members' Auditor being vacant, both positions shall be appointed following the procedures in these rules. The preparatory work in the process of nominating candidates for the Conference's consideration is undertaken by the Board: An invitation to nominate one or more persons to serve as Members' Auditors is at the initiative of the Board sent to all Associate Members.
- 3) Nominations shall be addressed to the Board and submitted to the Director and shall, to be considered eligible, include:
  - A curriculum vitae (CV) of not more than one page
  - A statement of not more than one page clarifying the experience relevant to being a Members' Auditor
  - Letters of support of at least two Associate Members

EFI staff members may not be nominated or appointed as Members' Auditors.

- 4) The Board will review the nominations to ensure that the candidates are eligible for appointment.
- 5) The Board shall issue a statement on the eligibility of the candidates, on the profile and competence important to consider in appointing Members' Auditors, and the suitability of the eligible candidates in this respect.
- 6) The Board statement, the CV, as well as the letters of support for each eligible candidate, shall be included in the Conference material sent to the Associate Members.
- 7) Each Associate Member shall indicate an eligible candidate to be appointed.
- 8) A decision on the appointment of the candidate preferred by most Associate Members is put to vote.