

Vienna International Centre

Joint Advisory Committee on the Catering Service (JACCS)

Terms of Reference

Authority

1. Pursuant to the Memorandum of Understanding of 31 March 1977 concerning the allocation of Common Services at Donaupark City in Vienna, the Terms of Reference of the Committee on Common Services (CCS) of 24 October 2006, and the decision of the CCS of 22 October 2010, the Joint Advisory Committee on the Catering Service (JACCS) is established as successor to the previous Catering Advisory Committee.

Mandate

2. The purpose of the JACCS is to provide advice on all matters concerning the operation of the Catering Service. Consistent with this purpose, the mandate of the JACCS shall be to make recommendations to the CCS and to the Executive Head of the VIC-based organization (VBO) responsible for the operation of the Catering Service.
3. CCS and the responsible VBO shall make every effort to accommodate the advice of the JACCS.
4. The JACCS shall endeavour to consider the suggestions and wishes of users of the Catering Service and may make recommendations thereupon.
5. The JACCS shall be provided with information concerning the operation and financial position of the Catering Service, particularly through;
 - (a) Yearly report on activities of the Catering Service;
 - (b) Audited annual financial statements when available;
 - (c) Information concerning prices and the overall pricing policy before price announcements are made;
 - (d) Information for review concerning contractual arrangements between the responsible VBO and the commercial operator;
 - (e) Information concerning the selection of the commercial operator;
 - (f) Information concerning food and beverage quality;
 - (g) Other information as requested.
6. The JACCS shall respect the authority of the Executive Head of the Organization who bears the final responsibility for the management and operation of the Catering Service.

Membership

7. The JACCS shall be composed as follows:
 - (a) One representative nominated for two calendar years by each of the four Participating Organizations;
 - (b) One representative nominated for two calendar years by each of the Staff Councils of the four Participating Organizations from among the respective staff;
 - (c) The Director in charge or the designated representative of the responsible VBO, *ex officio*, without a right to vote; and
 - (d) Two members designated by the Executive Head of the responsible Organization in consultation with the Heads of the other VBOs, for two calendar years from among the Governors. Resident Representatives, Permanent Representatives, Permanent Observers and members of the Permanent Missions accredited to the participating Organizations.
8. There shall be up to two alternates for each member designated according to the same procedure set forth in paragraphs 7(a) and (b), who may attend all JACCS meetings, but who shall only have the right to vote in the absence of the member for whom he/she is acting.
9. Staff members designated under paragraph 7(a) and (b) and paragraph 8, shall not be staff members exercising management responsibilities in relation to the Catering Service.
10. The Chairperson of JACCS should continue to be elected by the JACCS from the representatives of the organization managing the Catering Service. The Vice Chairperson should be elected by the JACCS from the members of organizations not managing the Catering Service.

Procedural matters

11. The following procedures shall apply:
 - (a) The JACCS shall meet at least every quarter or as needed and when a majority of members so request;
 - (b) The dates and times of meetings shall be decided by the Chairperson in consultation with other members and agenda items and related documentation, including the minutes of relevant meetings of the CCS, should be communicated in advance;
 - (c) The provisional agenda for each meeting shall include an item on the adoption of the agenda; an item on the adoption of the summary records of the last meeting; items proposed by any JACCS member; and an item for any other business;
 - (d) The provisional agenda, as well as the date, time and place of the meeting and, as far as possible, all relevant documentation, should be communicated at least five working days in advance of the meeting to JACCS members and alternates;
 - (e) The presence of at least six members or their alternates, representing three of the administrations and three of the Staff Associations of the Participating Organizations, shall constitute a quorum.

- (f) Participants in JACCS meetings shall treat all confidential matters and information before the JACCS with discretion.
- (g) The JACCS shall normally adopt its recommendations by consensus. If no consensus can be reached, the JACCS may adopt a recommendation by a majority of members (or in their absence, their alternates) present and voting. In the event the votes are evenly divided, the vote of the Chairperson or alternate Chairperson shall be decisive. When a matter is decided by voting, the views of each member shall be noted in the record of the meeting; and
- (h) The JACCS shall determine its own working methods, bearing in mind the need for efficiency and effectiveness.

Records

12. Summary records of meetings, highlighting the advice and recommendations of the JACCS shall be the responsibility of the Chairperson and circulated soon after each meeting to the participants for acceptance. Final minutes shall be submitted to the CCS and the Executive Head of the responsible VBO for decision. Copies of the final minutes shall be provided by the CCS to the Staff Associations of the Participating Organizations provided that such minutes do not contain confidential, sensitive or deliberative information.

Amendments

13. The JACCS, CCS, the Executive Head of the responsible VBO and the Staff Associations of the Participating Organizations shall have the right to initiate amendments to these Terms of Reference and be consulted on any proposed amendment prior to a decision being taken by the CCS.

Entry into force

14. These terms of reference entered into effect on 22 October 2010.