IAEA Staff Association

# Terms of Reference (ToR) – Staff Association Charity Committee (SACC)

## 1. Introduction

The International Atomic Energy Agency (IAEA) Staff Association maintains a strong tradition of charitable giving, aligned with its core values and mission. In support of this tradition, the proceeds from the Staff Association Ball are allocated to charitable projects and humanitarian endeavours that demonstrate positive and sustainable impact.

These Terms of Reference (ToR) establish a transparent, efficient, and equitable framework for managing charitable donations through the Staff Association Charity Committee (SACC).

## 2. Governance

### 2.1. Mandate

The SACC is delegated full operational responsibility for managing the annual charitable donation cycle and reports to the Staff Association Executive Committee (ExCom). The ExCom retains strategic oversight and final authority over exceptional or escalated matters.

### 2.2. Accountability

The SACC is accountable to the Staff Council and operates under its supervision and authority.

## 3. Purpose

These ToR provide a clear and consistent framework for:

- Evaluating applications for charitable donations.
- Selecting annual recipients of charitable donations.
- Presenting recommendations on charitable donation applications to the Staff Council for its review and approval.
- Monitoring and reporting on the use of donated funds to ensure transparency, fairness, accountability, and measurable impact.

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## 4. Composition of the Staff Association Charity Committee (SACC)

### 4.1. The SACC shall consist of the following:

- Chairperson — selected from among individuals who have completed at least one full two-year term on the Staff Council.
- Vice-Chairperson.
- One representative from the ExCom.
- Treasurer of the IAEA Staff Association.
- Two Staff Council Representatives.
- One rotating Staff Member — nominated by a Departmental Officer through the ExCom, serving a one-year term on a rotational basis among Departments.

### 4.2. Election and Term of Office

SACC members shall be elected by the Staff Council, during the first quarter following the Staff Council Elections and shall serve for a term of two (2) years.

## 5. Procedures

### 5.1. Submission of Applications

- All applications must be submitted by **30 September** each year.
- Applications shall be submitted electronically to:

**Staff-Council.Charity-Donation@iaea.org**

### 5.2. Annual Timeline

| Milestone | Deadline |
|---|---|
| Notification of available funds by the Treasurer of the IAEA Staff Association | 31 July |
| Application deadline | 30 September |
| Review and recommendation by SACC | 31 October |
| Review and decision by Staff Council | 15 November |
| Disbursement of funds | 31 December |
| Confirmation of receipt by recipients | Within 30 days of fund transfer |
| Submission of recipient reports | Within 6 months of fund receipt |

### 5.3. Evaluation of Applications and Recommendations

- The SACC shall review all complete and eligible applications, submitting its recommendations to the Staff Council by 31 October.
- A list of all eligible applications shall be shared with the Staff Council.
- Donations amounts shall normally range between €2,000 and €10,000 per recipient.
- An annual Emergency Assistance fund of €20,000 shall be maintained within the Staff Council Assistance Fund for urgent, crisis-related support.
- Remaining funds, if any, may be distributed through additional calls for eligible charities.

### 5.4. Approval by the Staff Council

- The Staff Council shall approve donations either by consensus or by simple majority vote.
- Representatives unable to attend in person may submit their vote electronically prior to the decision-making meeting.

### 5.5 Documentation and Announcement

- Meeting minutes shall document all discussions and decisions.
- Approved recipients shall be publicly announced:
  - In the Report of the Staff Council to the annual Ordinary Staff Assembly;
  - On the IAEA Staff Association Ball website.
- All records shall be securely archived for audit and transparency purposes.

## 6. Eligibility Criteria for Recipients of Charitable Donations

### 6.1. General Conditions

Recipients of charitable donations must meet the following conditions:

- Non-political and not affiliated with any political party or movement.
- Non-denominational: aid must not be tied to religious practice or proselytizing.
- Non-discriminatory on the basis of ethnicity, gender, race, religion, sexual orientation, or other protected characteristics.
- Officially recognized and registered as a non-profit entity.

### 6.2. Eligible Sectors

Charitable donations may support the following (non-exhaustive) sectors:

- Support for children (orphanages, education, etc.).
- Assistance to the homeless (shelters, soup-kitchens, rehabilitation, etc.).
- Aid for refugees (as per the 1951 Geneva Convention).
- Relief for famine victims.
- Disaster relief (natural disasters such as earthquakes, floods, etc.).
- Environmental protection (in line with Sustainable Development Goals (SDGs)).
- Emergency health interventions (e.g., Ebola, Zika, PACT programmes, etc.).
- General humanitarian aid.

### 6.3. Selection Criteria

- A minimum of €10,000 annually (excluding the Emergency Assistance Fund) shall be allocated to Austrian charities for projects within Austria.
- Priority shall be given to charities not funded in the previous calendar year.
- As far as possible, donations shall be distributed across different sectors (one charity per sector), except for Emergency Assistance allocations.
- Geographical diversity shall be considered.
- Both Austrian and Non-Austrian Charities must submit:
  - Legal registration documents from a competent National Authority.
  - Valid bank account details in the name of the charity entity.

### 6.4. Recipient Obligations

- Recipients of charitable donations must submit a report within six months of receiving funds, including:
  - Breakdown of expenditures, invoices/receipts, and/or annual financial statements.
  - Narrative report on the use of funds.
- Photos, where available (with written consent, no minors' images unless legally authorized).
- Failure to confirm receipt of funds or submit a report on how the funds received were used will result in disqualification from future funding.
- All submissions must comply with applicable data protection laws (e.g., GDPR).
- Unused or unaccounted funds must be returned to the IAEA Staff Association.

## 7. Confidentiality

- All SACC members shall sign an annual Declaration of Impartiality and Confidentiality.
- All evaluations, deliberations, and internal discussions shall be strictly confidential.

## 8. Review and Amendment of ToR

These ToR shall be reviewed periodically as needed. Any proposed amendments must be submitted to the Staff Council for approval.