

## § 1300.8

## 22 CFR Ch. XIII (4-1-01 Edition)

functions of these positions or the establishment of new positions at comparable levels of responsibility, also require concurrence of the Board.

(3) All personnel actions of RFE/RL, Inc., shall be in accordance with pertinent laws prohibiting discrimination on the basis of race, color, sex, age, religion, or national origin.

(c) On or before January 1st each year, RFE/RL shall make available for examination by the BIB a complete roster of all personnel employed by RFE/RL, stating position, title, grade level, citizenship, date of birth, date of hire, and total remuneration, including all allowances and special benefits. For foreign locations, the report shall provide current information about appropriate local currencies, with dollar equivalents calculated at the established exchange rates.

(d) RFE/RL shall make available to the BIB copies of any documents of a substantive policy nature issued to management, employees, and outside organizations, as well as general announcements to employees by labor unions, works councils, and other employee organizations. RFE/RL shall also make available to the BIB copies of all union contracts.

### § 1300.8 Research reports.

The BIB may direct RFE/RL to undertake such studies as in the judgment of the BIB may identify areas where operations may be made more efficient and economical.

### § 1300.9 Budget development and execution.

(a) Sixteen months preceding the beginning of the fiscal year to which the budget applies (for example, by June 1, 1989 for the FY 1991 budget), RFE/RL shall propose to the BIB the financial assumptions to be used in determining the base budget level and highlight desired enhancements or reductions. This proposal should be in writing, followed by a verbal discussion at the staff level. The Chairman's approval is required of the financial assumptions and any proposed enhancements or reductions.

(b) The budget presentation specified in paragraph (a) of this section shall be consistent with guidelines presented to

RFE/RL by the BIB, based on the ceiling established by the Office of Management and Budget (OMB).

(c) Based on the BIB guidelines, the OMB ceiling, and the budget decisions resulting from the presentation specified in paragraph (a) of this section RFE/RL shall submit to the BIB a formal budget request no later than August 1 of each year, and the BIB shall arrange for RFE/RL to present its budget to the Chairman and to members of the BIB, as appropriate. Final decisions by the Board shall be communicated to RFE/RL which shall revise the budget request accordingly.

(d) The BIB shall present the budget to OMB for approval and subsequently to the authorization and appropriations committees of Congress. In making such presentations, representatives of the BIB will be accompanied when feasible by the President of RFE/RL or his designee, and any additional RFE/RL staff as requested.

(e) Expenditures during a fiscal year by RFE/RL shall correspond to the final budget as approved by the Congress. On or before October 1 of each year, RFE/RL shall submit to BIB a fiscal year financial plan which provides on a monthly basis projected expenditures by object class for each of its programs and activities.

(1) For each object class line item of more than \$250,000 in RFE/RL's financial plan, any reprogramming of funds in excess of \$250,000, or 10% of the budgeted amount for that item, whichever is less, shall require prior approval of the BIB. In this event, RFE/RL shall submit a request for reprogramming authority or a plan for offsetting the deviation in succeeding fiscal quarters.

(2) Quarterly financial reports to the BIB shall indicate all object class line item expenditures which deviated from the budgeted amount by more than \$250,000 or 10% of the budgeted amount, whichever is less, and will include an explanation for the deviations.

### § 1300.10 Financial oversight.

(a) BIB shall grant funds to RFE/RL to support international radio broadcasting activities, and all expenditures by RFE/RL under such grants shall be made in accordance with appropriate requirements of Office of Management

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and Budget Circulars No. A-110 and A-122.

(b) RFE/RL shall adhere to sound accounting practices and shall maintain records fully disclosing the amount and disposition of funds granted by the BIB, including the total costs of RFE/RL programs for which grants are provided, and that portion of its expenditures supported by other sources of funds. RFE/RL will keep all financial records required by the BIB and will also submit periodic reports on the expenditures of funds, as requested.

(c) RFE/RL shall submit to the BIB copies of draft proposals for capital expenditures, consultant or professional services, or lease arrangements in all cases where the following criteria apply:

(1) When a given contract or proposal for a capital expenditure exceeds \$100,000 in any fiscal year; or when any proposed lease arrangement for business premises, in the United States or overseas, will last for a period of more than two years or at an annual rental exceeding \$100,000.

(2) When any individual solicitation by RFE/RL of consultant or professional services, and draft contracts for such services, including legal, actuarial and other noneditorial services with any person or organization exceed \$50,000 in any single fiscal year.

(d)(1) No contract described in subparagraphs (c) (1) and (2) of this section shall be entered into by RFE/RL without prior written approval of the BIB.

(2) The dollar limitations in subparagraphs (c) (1) and (2) of this section may be revised periodically by BIB.

(e) Reports on the management of foreign currency shall be governed by special agreement between the Board and the Office of Management and Budget, and RFE/RL shall comply fully and promptly with all requirements of such agreement.

(f) Copies of all annual, quarterly, monthly or other periodic financial report, projection, statement or audit prepared by or on behalf of RFE/RL shall be made available to BIB upon issuance.

(g) RFE/RL shall make available for public inspection during normal business hours at its principal offices in the United States, a complete list of every

person, organization, and government making a contribution to RFE/RL during the preceding fiscal year, the address of the person, organization, or government making the contribution, and the date the contribution was made.

(h) The Comptroller General of the United States or his representative shall have access for the purpose of audit and examination to any book, document, paper and record of RFE/RL.

### § 1300.11 Procurement and ownership of equipment.

The BIB is authorized under 22 U.S.C. 2872(c) to procure supplies, services and other personal property, including specialized electronic equipment. As appropriate, BIB will use its authority to purchase electronic equipment for RFE/RL, title to which shall remain with the United States Government.

### § 1300.12 Assistance with Congressional inquiries.

Upon request, RFE/RL management shall promptly provide the BIB with any information necessary for the BIB to respond satisfactorily to inquiries raised by committees of Congress or individual Members or their staffs.

### § 1300.13 Access to information and premises.

RFE/RL shall keep complete records, as prescribed by law and regulations, concerning its operations, including but not limited to information on corporate, financial, personnel, engineering, research, programming, and technical matters. Board members and senior staff shall have access to any information in the records of RFE/RL and access to RFE/RL premises or sites.

### § 1300.14 RFE/RL organization.

(a) RFE/RL management shall submit to the BIB any proposed major changes in the organization (as defined in paragraph (b) of this section) of offices, programs, or other activities. These changes shall be presented by the BIB to the OMB and the relevant Congressional Committees.

(b) Major organizational changes in RFE/RL shall include the addition or elimination of broadcast languages,