

Committee Working Arrangements

1. Introduction

The arrangements for the virtual committees in 2020 and 2021 have been very successful using the online facilities offered to the membership and the committee’s dashboard hosted on the IALA website.

Face-to-face meetings are still the preferred option for IALA, and many members have expressed their wish to resume the physical meetings in Saint-Germain-en-Laye. Future committee sessions will be conducted with a physical week, COVID permitting, including the possibility of virtual plenaries. There will also be a period for silent approval of the output documents. The exact programme of each committee session will be determined by the committee chair in-conjunction with Secretariat. The outline of a general committee workflow is depicted below:

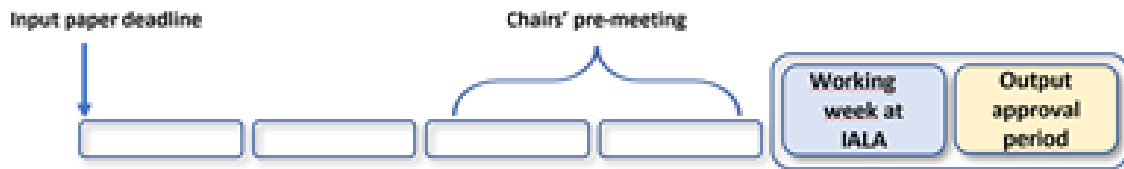


Figure 1 – Committee Workflow

2. Committee structure

The committee’s organizational structure is:

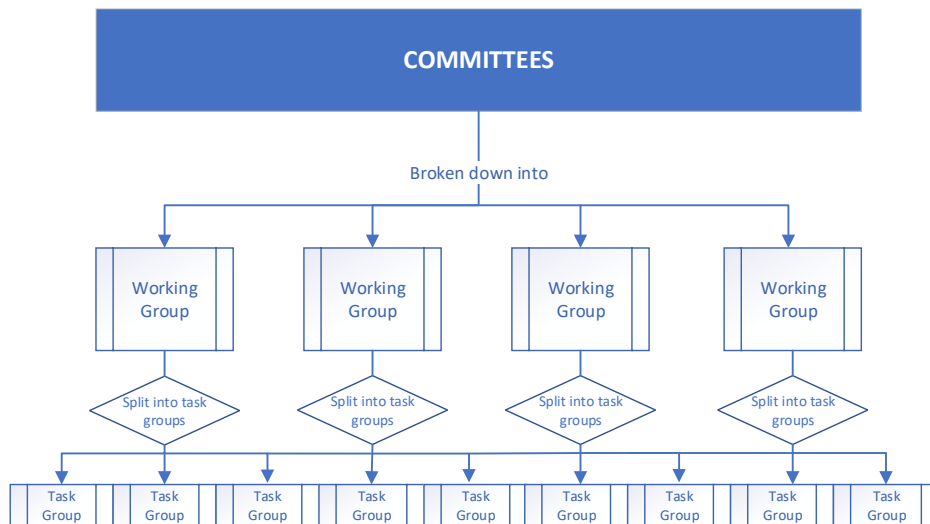


Figure 2 - Committee Organizational Structure¹

¹ Participants determine which Working Groups and Task Groups they wish to join.



3. Prior to the committee session

3.1. Registration

The Secretariat will inform all members of the key dates and the deadlines and process for input papers of each Committee meeting by e-mail. Notices will be sent three months in advance and again one month in advance, and dates will also be available on the website (<https://www.iala-aism.org/product-category/calendar/>).

Members intending to send participants to a committee session should advise the Secretariat of the participants' details by the means of online registration through the website. Members that register will constitute the committee.

3.2. Input papers

Input documents for a committee meeting should be sent to the Secretariat not later than one month before the date of the opening plenary and will be published on the member's section of the website. Submission of input documents received later than one month before the meeting will be subject to the approval of the committee chair.

Input documents should conform to a standard template, available from the committee dashboard website (<https://www.iala-aism.org/committee-dashboards/>). The input document should describe the background, purpose of the input and action required of the committee and may also be attached with annexes.

Documents for consideration at a session will be numbered by the Secretariat in a way that indicates the session number, the agenda item to which they refer and the description. Any member may submit a document addressing any item on the work programme.

3.3. Chairs pre-meeting

This meeting will be held online, at a date determined by the chair at least a week prior to the opening plenary. The meeting is only open to the committee management team consisting of the committee chair/vice-chair, working group (WG) chair/vice-chair, Secretariat and invited participants that the chair may consider to be beneficial to the discussions.

This group will agree which task items are to be progressed during the committee, if not all. The agenda for this meeting should be agreed with the chair. Agenda items will depend upon the specific topics to be addressed during the particular meeting to which the Agenda refers. The topics to be addressed will be determined by the chair, assisted by the Vice-chair and the Secretary to the committee, taking into account the Strategic Vision, the Committee Structure, and the work programme.

Following this meeting, a committee action plan detailing each working group's tasks will be published on the relevant committee dashboard. Details of the opening plenary will also be distributed to registered participants.

4. The committee session

4.1. Opening plenary

At the chairs discretion an opening plenary will be held at the beginning of the week at IALA HQ or online the week before. The timing for the opening plenary will be decided by the committee chair after consultation with the WG chairs and IALA Secretariat. This meeting will explain the committee action plan and provide an opportunity for participants to raise any questions they may have.



4.2. The week at IALA Headquarters

The committee will convene at IALA Headquarters for the committee session. Official working hours at IALA will be between 09:00 – 17:00 Local Time. The week will consist of:

- Progression of committee tasks.
- Presentations (if any).
- Submission of outputs to the silent approval procedure (see 4.6).
- Output may be presented to the whole committee prior to the commencement of the silent approval procedure).

4.3. Working groups

Following the committee action plan, the relevant working group chairs will co-ordinate the initiation of the task groups including the appointment of a participant as a task group leader, who will be responsible for the operation of the group and the development of the task.

4.4. Output of working groups

Each WG chair will submit a summary of their groups' work to the committee secretary for inclusion in the committee report. The deadline for sending in the WG reports as well as outputs documents and working documents, will be announced by the Secretariat. Depending on the progress of each task group, their output will be either forwarded to the following committee as a working documents or approved for submission to the silent approval procedure.

4.5. Working documents

Working documents are documents to be carried over to a subsequent meeting.

4.6. Approval of output documents

Output documents are documents completed and agreed by a committee.

The period of silent approval will take place from the Friday of the week at IALA Headquarters to a day of the following week (preferably Thursday).

The committee chair will determine whether to send the document(s) to participants for silent approval or to send the document back to the WG for further development. If submitted for silent approval and no substantial comments are received, then the document(s) will be considered as approved.

Comment(s) received during the silent approval procedure will be handled at the discretion of the committee chair. Depending on the nature of the comment(s) received, the document(s) may be:

- offered for a further period of silent approval if substantial changes have been made, the length of which will be decided by the committee chair; or
- returned to the relevant WG for further consideration at next committee session.

4.7. Closing plenary

At the discretion of the committee chair, the closing online plenary will be held in the week following the physical committee week. The main purpose of this plenary will be to:

- summarise the outcomes of the committee;
- review the report; and
- provide participants with a chance to raise any questions.



4.8. Report

Task group leaders should provide a summary of their group's activities to the working group chair who will collate these into a report of the working group. A committee report will then be produced by the Secretariat, in conjunction with the committee management team, containing the working group inputs, and also covering the discussions and developments within the committee's session.

The report of a committee session should be agreed by the committee and endorsed by the committee chair, and then be made available for members on the website by the Secretariat. The report should follow a standard template.

5. INTER-SESSIONAL MEETINGS

An inter-sessional meeting of a working group (that is a working group or one of its task groups meeting between two sessions of the parent committee) may be used to enable faster progress of a specific work item.

An inter-sessional meeting of a working group or a task group requires the agreement of the chair of the parent committee.