# Committee Working Arrangements

## 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 as hybrid sessions with a physical week, COVID permitting, including the possibility of on-line participation in the Headquarters and virtual meetings between the opening plenary and the closing plenary. There will also be a period for silent approval of the output documents. The general committee workflow is depicted below:

Diagram

Description automatically generated

Figure 1 –Committee Workflow

## Committee structure

The committees organizational structure is:



Figure 2 - Committee Organizational Structure[[1]](#footnote-2)

## Prior to the committee session

## 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.

## 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.

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.

## Chairs pre-meeting

This meeting will be held online, at approximately two weeks prior to the commencement of the committee. 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.

Any inter-committee tasks should be identified and the relevant committee chairs engaged at an early stage to agree on a tasks terms of reference, if necessary, and how best to progress the work. Where more than one committee has an interest in a work item, one committee will be nominated as the parent committee.

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

## The committee session

## Opening plenary

The week prior to the committee convening in person at IALA Headquarters, an opening plenary will be held online. This will explain the committee action plan and provide an opportunity for participants to raise any questions they may have. Depending on the timing of the opening plenary the remainder of that week may be utilized for online meetings and/or presentations.

## The week at IALA Headquarters

The week following the online opening plenary registered participants are invited to attend IALA Headquarters. The week will consist of:

* Welcoming on the Monday.
* Progression of committee tasks with possible online working.
* Presentations.
* Working group submission of outputs for the silent approval procedure that commences from the Friday to the following Thursday.

## 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.

## Output of working groups

Each WG Chair will submit a summary of their groups work to the committee Chair for inclusion in the committee report. Depending on the progress of each group their output will be either forwarded to the following committee as a working paper or approved for submission to the silent approval procedure.

## Working documents

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

## Silent approval of output documents

Output documents are documents completed by a committee.

The period of silent approval will take place from the Friday of the physical week to the following 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. If submitted for silent approval and no substantial comments are received then the document(s) will be considered as approved.

Comment(s) received 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 edits have been made, the length of which will be decided by the committee chair; or
* returned to the relevant WG for further consideration.

## Closing plenary

All committee participants will receive the details of a closing online plenary on the Friday 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.

## Report

Task group chairs 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, with these working group inputs, in conjunction with the committee management team.

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

1. Participants determine which Working Groups and Task Groups they wish to join. [↑](#footnote-ref-2)