IAF Committees Guide

Version 1.0 — 2025

Governance, formation, operation, decision-making, records, and lifecycle
controls for all IAF Committees, Subcommittees, and Working Groups.

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1. Purpose & Principles

This Guide defines the governance and operational rules for IAF Committees. It ensures consistent formation, transparent decision-making, accurate records, and effective delivery of standards, policy advice, and programmes.

- **Integrity & Impartiality** — Decisions are evidence-based and free from undue influence.
- **Expertise & Inclusiveness** — Technical & policy work is expert-led with balanced stakeholder input.
- **Transparency & Traceability** — Work plans, minutes, ballots, and revisions are controlled and accessible.

2. Scope & Committee Types

This Guide applies to all IAF Committees, Subcommittees, and Working Groups established to deliver IAF's standards, policy recommendations, accreditation criteria, and related outputs. Committee families include, for example, *Technical & Policy Committees* that draft standards and advise on regulation.

3. Formation & Terms of Reference (ToR)

- Committees are created by the Board/Executive Directorate with an approved **ToR** defining purpose, scope, deliverables, membership, quorum, voting rules, and reporting lines.
- Committees are generally **permanent**; Subcommittees/WGs may be permanent or project-specific.
- ToR changes follow the same approval level as initial creation and are recorded in the controlled documents register.

Every Committee maintains a unique code, current issue/date, and status (current/superseded) in the Controlled Documents Register.

4. Membership & Roles

4.1 Members

- Members are nominated by eligible IAF Members or invited by the Secretariat per the ToR.
- Appointments are for terms up to **three (3) years** and may be renewed.

4.2 Officers

Role	Key Responsibilities	Term
Chair	Chairs meetings; ensures impartial process; steers work plan; elevates decisions for approval; represents the Committee.	3 years (renewable)
Vice-Chair	Supports and deputizes for Chair; may lead specific streams or subcommittees.	3 years (renewable)
Secretary	With Secretariat support: agenda, minutes, action tracking, ballots, registers, and ToR/document control updates.	Appointed per ToR

5. Meetings, Quorum & Decision-Making

- **Frequency** — Committees meet at least annually; additional meetings as required. Observers may attend at the Chair's discretion.
- **Quorum** — Defined in the ToR for each Committee.
- **Decision-Making** — Consensus is preferred; where a vote is necessary, decisions pass by simple majority of members present, unless the ToR specifies otherwise.
- **Remote Participation** — Video/online tools are acceptable; identity verification and voting integrity are required.

6. Work Planning & Deliverables

- Each Committee maintains an **annual work plan** aligned to IAF strategy, listing deliverables, milestones, owners, resource needs, and review cycles.
- Deliverables include draft standards, guides, policy notes, checklists, research briefs, and consultation outputs.

7. Subcommittees & Working Groups

- Committees may establish Subcommittees (SCs) or Working Groups (WGs). Permanent SC/WG bodies have an endorsed ToR; project WGs may be time-bound.
- Convenors are appointed by the parent Committee Chair; terms are typically 3 years (renewable).
- SC/WG membership and outputs are recorded; convenors report status to the parent Committee.

8. Transparency, Records & Reporting

- **Records** — Agenda, attendance, minutes, action lists, ballots, and work-plan revisions are retained in IAF repositories.
- **Reporting** — Chairs submit written and verbal summaries to the General Assembly and periodic reports to the Executive Directorate/Board per the ToR.
- **Public Artifacts** — Public briefs/checklists may be posted in Resources; restricted drafts stay in member spaces.

9. Conflicts of Interest & Antitrust

- Members annually declare interests; ad-hoc disclosures are made for specific agenda items. Chairs may recuse conflicted participants from decisions.
- All interactions follow IAF antitrust guidance and confidentiality rules.

10. Liaisons, Observers & Participation

- External liaisons (regulators, standards bodies, academia) may participate as observers or contributors per ToR.
- Government and public-interest inputs are welcomed through structured consultations and committee hearings.

11. Lifecycle Review, Sunset & Dissolution

- Annual effectiveness review vs. scope and work plan.
- Sunset or consolidation proposed by the Chair/Secretariat when objectives are complete or overlapping.
- Dissolution requires the same approval level as creation; archives are retained per the Records Guide.

12. Document Control

- **Document Title:** IAF Committees Guide
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- **Issue Date:** 2025-08-26
- **Owner:** IAF Secretariat
- **Next Review:** Annually or upon policy change

Appendix A — Sample Terms of Reference (ToR) Outline

Section	Content
Purpose	Why the Committee exists; alignment with IAF strategy.
Scope	Topics, outputs, and boundaries.
Membership	Composition, nomination, eligibility, term lengths, renewal.
Officers	Chair/Vice-Chair/Secretary roles; selection and ratification.
Quorum & Voting	Quorum threshold; consensus policy; majority rules; ballot process.
Meetings	Frequency, remote participation, observers, notice periods.
Deliverables	Work plan, milestones, metrics.
Records	Minutes, action logs, registers; publication.
Confidentiality & CoI	Declarations, recusals, document handling.
Liaisons	External bodies, regulators, partner orgs.
Review & Sunset	Annual review, sunset triggers, dissolution.

Appendix B — Sample Agenda & Minutes

Template	Key Fields
Agenda	Meeting ID, date/time, attendees, conflicts disclosure, prior minutes approval, work-plan items, ballots, AOB, next meeting.
Minutes	Decisions (with vote/consensus notes), action items (owner/date), documents issued, consultation outcomes, parking lot items.

Appendix C — Ballots & Online Voting Checklist

- Authorized voter list & quorum check
- Ballot text & reference document versions
- Open/close timestamps and timezone
- Identity verification (MFA) & secure link distribution
- Audit log export; result certification by Chair/Secretary