

Committees

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**AUTHORSHIP**

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1. APAC COMMITTEES AND WORKING GROUPS

As authorized by the APAC Constitution, in addition to the Executive Committee and MRA Council, APAC may establish other committees, sub-committees and working groups to carry out the objectives, aims and tasks of APAC. This procedure applies only to those committees, sub-committees or working groups and not to the Executive Committee or the MRA Council.

APAC committees are of a permanent nature. Subcommittees and working groups may be permanent or may be set up to deal with a specific task or issue and then discontinued.

All APAC committees shall have defined terms of reference (provided in the format given in APAC FGOV-008) that shall be endorsed by the APAC Executive Committee.

1. COMMITTEE MEMBERSHIP
	1. Members

The APAC committee members shall be nominated by their respective APAC Member or Affiliate representative, unless otherwise determined in the terms of reference of the committee in question.

Members of APAC committees are appointed for terms not exceeding three years but may be reappointed by their Member or Affiliate representative.

* 1. Chairperson

Each APAC committee shall have a Chair elected from within the Committee by the participating Committee members. The appointment shall be ratified by the Executive Committee. If the Committee is unable to elect a Chair, the Executive Committee shall appoint the Chair.

The term of office of a committee Chair is three years. A Committee Chair may be re-elected.

A description of the position of Chair of each Committee shall be prepared in accordance with the template APAC FPER-001.

The participating Committee members may also elect a Vice Chair; this appointment does not require ratification by the Executive Committee.

1. COMMITTEE OPERATIONS

Committees generally meet annually in association with the General Assembly but may undertake activities outside formal meetings. Participation in meetings is generally restricted to committee members but observers may attend at the discretion of the Committee Chair.

The APAC Secretariat shall provide secretariat resources to each of APAC’s permanent committees, but not to sub-committees or working groups.

Each committee shall establish and maintain a comprehensive work plan that is aligned with APAC’s Strategic Plan. The work plan shall identify specific committee activities and include a schedule for the review of the APAC documents for which the committee is responsible. A template for the layout of the work plan is given in APAC FGOV-009.

At each meeting, each committee shall as a minimum:

* + 1. review its terms of reference and propose changes as necessary
		2. review and update the annual work plan

(c) identify specific funding requirements

(d) review reports from its subcommittees and/or working groups

The Chair of each committee may use the Checklist for Committee Chairs (APAC FGOV-018) to assist with the conduct of committee activities.

APAC committees shall seek to reach decisions by a process of consensus but if a vote is necessary, a simple majority of committee members attending the meeting is required.

The quorum for meetings of committees will be stated in the Committee Terms of Reference.

1. COMMITTEE REPORTING

The Chairs of Committees are responsible for reporting on the Committee’s activities to the General Assembly and the Executive Committee as follows:

* 1. General Assembly
		1. Written report on Committee’s activities including an up to date work plan
		2. Verbal summary report on the Committee meeting presented to General Assembly including proposed changes to the terms of reference and updates to / progress on Committee’s work plan
	2. Executive Committee
		1. Committee membership list
		2. Up-to-date work plan
		3. Listing of subcommittees/working groups and their convenors
		4. Requests to fund Committee activities, for potential inclusion in the APAC Budget
1. SUB-COMMITTEES AND WORKING GROUPS

APAC Committees may set up sub-committees and/or working groups. Terms of Reference for permanent sub-committees or working groups shall be formulated by the ‘parent’ Committee for endorsement by the APAC Executive Committee. The format given in APAC FGOV-008 may be used for guidance. The ‘parent’ Committee shall decide if Terms of Reference are required for any ad-hoc sub-committee or working group.

The convenors of sub-committees and working groups shall be appointed by the Chair of the relevant ‘parent’ Committee and the appointment shall be reported to the Executive Committee in the next report by the Committee Chair. The term of office of convenors of sub-committees and working groups is three years. Convenors may be re-appointed.

Committees that have permanent sub-committees and working groups shall decide how members are appointed. Appointments to permanent subcommittees and working groups shall be for three years. Members can be reappointed.

Members of sub-committees and working groups established to deal with a particular task or issue are appointed for the duration of the specific project under consideration.

The Committee Chairs and the convenors of APAC sub-committees and working groups may invite other experts to participate in their work.

Subcommittees and working groups will meet as necessary but may conduct activities by other means. An appropriate record of these activities shall be made e.g. minutes, action lists etc. The convenor is responsible for reporting to the Chair of the ‘parent’ Committee to enable compliance with the reporting requirements outlined in Clause 4 above.

1. **AMENDMENT TABLE**

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document based on extract from APLAC MS 000 Issue 1. |
| End |  |