



STANDING COMMITTEE ON COMMUNICATIONS AND EXTERNAL RELATIONS

IFLA CONGRESS WORKING GROUP (CWG)

TERMS OF REFERENCE

1. NAME OF THE WORKING GROUP

1.1 IFLA Congress Working Group (CWG)

2. SUMMARY OF PURPOSE

2.1 The purpose of the Congress Working Group is to be in charge of developing the new guidelines and financial model for the IFLA World Congresses, which will apply for the biddings for the 2025 IFLA Congress and forward.

Once the guidelines are set and approved by the World Council, the Working Group will be in charge of organising the IFLA World Congress in partnership with the host association.

3. MAIN FUNCTIONS / AREAS OF RESPONSIBILITY

3.1 Develop the new guidelines for the congress organisation:

3.1.1 Based on the new focus for the World Congress, define a draft for the guidelines to be circulated within the ExCo and later within delegates for a feedback.

3.1.2 Develop with the FBP Committee a Financial Model for the Congress, according to the guidelines proposed, that will also be circulated for review, feedback and later approval.

3.2 Once the Congress Guidelines are approved, the Working Group will define an Action Plan with defined responsibilities.

3.3 Once the Action Plan is established, a call for expressions of interests will be opened.

3.4 Once a candidature is approved by the World Council, the WG will start working with the host partner according with the steps defined in the Guidelines on the congress organisation.

3.5 An annual plan should be considered to give a track to the process of the upcoming congresses.

4. MEMBERSHIP

4.1 The IFLA Congress Working Group will consist of up to a maximum of 6 (voting) members, each serving for a term of two years, with the possibility of one other two-year term immediately following or at a later time, that will be integrated as follows:

4.1.1 A Chair, to be appointed by the members of the CER Committee in accordance with the procedure stated in IFLA By-Laws, clause 4.6.12.

4.1.2 Up to five (5) suitable and willing individuals (representing, if possible, the five IFLA Regions) at large selected by the CWG Chair, but subject to approval by the CER Committee.



5. WG GOVERNANCE

5.1 Chair

- 5.1.1 Selecting and, upon prior approval by the CER Committee and ExCo, appointing the CWG members as well as commitments and responsibilities.
- 5.1.2 Attending, upon specific request by the CER Committee Chair, the CER Committee meetings as well as ExCo meetings, in which the CWG will form part of the agenda.
- 5.1.3 Chairing the CWG meetings, ensuring to achieve the specific targets defined in the Annual Plan and Congress Schedule.
- 5.1.4 Schedule a monthly meeting to follow up activities and responsibilities.
- 5.1.5 Reporting back on progresses and activities of CWG to the CER Committee Chair in accordance with the approved Annual Plan.
- 5.1.6 Integration of annual budget for the CWG operations needed according with the Congress Plan.

5.2 Reviews and evaluation

Failure on behalf of the CWG Chair to fulfil the requirements stated in this ToR, will demand the review and evaluation by the CER Committee. Unless the appointed Chair is able thereafter to comply with the commitments of the position, will be asked to stand down from this role and, ultimately, this may lead to the dissolution of the CWG.

5.3. Quorum

Quorum at CWG meetings must consist of at least four (4) members, including the Chair.

5.4 Decision Making

- 5.4.1 It is expected that all major decisions are approved by majority agreement, that is, most of the members are in favour. In case of equality in a vote, the IFLA CWG Chair will be the deciding vote.
- 5.4.2 For major decisions that should be voted by the ExCo, the CWG will prepare the motions and documentation that has to be proved and revised as two (2) weeks in advance of the meeting with the ExCo.

5.5 Meetings

- 5.5.1. Virtual meetings shall be held monthly and report to the CER Chair. A bimonthly meeting with the CER Chair must be scheduled. In case needed CWG Chair could call for an extraordinary meeting.
- 5.5.2. Members of the CWG may meet in person, if possible, at least once a year in the frame of the annual World Council Meeting.
- 5.5.3 The CWG will define a clear schedules for the meetings with the partner host to follow up the congress organisation.
- 5.5.3. Meetings should be held as video or teleconferences whenever possible.

5.6. Agendas, Papers, Notices and Record Keeping of Decisions

- 5.6.1 Agendas, papers and notices of CWG meetings shall be circulated at least seven days in advance of the meeting.



5.6.2 The Chair shall ensure that a record of all decisions and recommendations of the CWG is maintained, and that records of the meetings are forwarded to the CER Committee Chair.

5.6.3 CWG may decide to nominate a Minute Secretary among its members.

5.6.4 Minutes of meetings shall be delivered to all CWG members no later than fourteen days after such meetings.

6. KEY RELATIONSHIPS

6.1 The CWG shall liaise with key persons and organisations that can be invited to get involved in the Congress.

6.2 The Chair can invite specialised persons for consulting as well as key IFLA members to participate as appropriate.

6.3 The Chair shall report activities constantly to IFLA CER.

7. AUTHORITY AND ACCOUNTABILITY

The CWG is directly accountable to the CER Committee for its performance in exercising the functions set out in these Terms of Reference.

8. BUDGET AND RESOURCES

8.1. The Chair, with the CWG support, shall develop and submit to the CER Committee Chair an operational budget to be included by the IFLA Treasurer in the IFLA budget.

8.2. The operational budget of the CWG shall be approved by the World Council Meeting as part of the IFLA Annual Budget, prepared by the IFLA Treasurer and recommended by the Finance Commission.

8.3. The CWG has to consider to pursue other sources of income, such as fundraising and sponsorship to run the Congress.

9. PLANNING, COMMUNICATION AND REPORTING

9.1. The IFLA CWG shall:

9.1.1. Above all, foster a cordial, effective and communicating environment, and acknowledge the potential of the members of the working group.

9.1.2. Report formally, regularly and on a timely basis as stated above. This includes verbal updates on activity and the submission of committee minutes and written report throughout the year.

9.1.3. Prepare an annual report through the CER Committee to the ExCo and World Council outlining achievements and on-going activities, program and budget requests and future objectives and strategies. The Chair, or designated representative is also required to be present at the World Council Meeting in case the membership have any questions over committee activities

9.1.4. Prepare monthly report to the CER Chair.

9.1.5. Ensure appropriate communication channels are in place to alert the CER Committee, the ExCo, and the other Standing Committee Chairs of any urgent/critical matters that may affect the operation and/or reputation of IFLA.

9.2. The CER Committee, shall oversee a process of regular and rigorous self-assessment and evaluation of the Working Group performance and operation including that of any sub-Committees established.