

Terms of Reference

IFLA Congress Review Working Group (IFLA CRWG)

1. Introduction:

The World Congress of the International Federation of Landscape Architects (IFLA) is an annual event attracting global landscape architects, partners, stakeholders, and other participants. The need to optimise the value of this meeting in keeping with current global challenges and effectively make the event meaningful and aligned with IFLA's values, focus and objectives becomes necessary. The Congress Revision Working Group (CRWG) is mandated to present a revised operational model for the 2024 IFLA World Council for approval.

2. Objectives:

The Congress Revision Working Group, herein referred to as "IFLA CRWG", is mandated with the following objectives:

- a. Evaluate the current IFLA congress model, pinpointing areas in need of revision or enhancement.
- b. Examine the financial and funding structures of the congress, exploring alternative approaches.
- c. Revise congress guidelines to promote increased participation, collaboration, and engagement among practitioners and academia, ensuring positive post-congress outcomes.
- d. Propose alternative congress models allowing both established and emerging national members to host, aligning with IFLA's strategic interests and goals and adhering to IFLA's mission, values, and strategic goals.
- e. Facilitate a consultative process with IFLA member associations and stakeholders to gather feedback on the proposed changes.
- f. Develop and present a preliminary proposal for discussion at the 2024 IFLA World Council meeting.

3. Composition:

The IFLA CRWG shall consist of the following members:

- a. IFLA Treasurer (Co-Chair)
- b. IFLA CER Chair (Co-Chair)
- c. Three IFLA Delegates
- d. Two External Members to IFLA

IFLA delegates will be selected through an open call from within the organisation's membership. Each IFLA delegate is allowed to participate in only one working group. External members will be selected based on their expertise in congress planning, strategic development and business management.

4. Responsibilities:

The IFLA CRWG has the following responsibilities:

- a. Review: The IFLA CRWG is responsible for assessing the current congress model, guidelines, and finance/funding models, incorporating specific feedback from previous organisers.

- b. Drafting: The IFLA CGRW will explore alternative congress models suitable for both established and emerging members, aligning with IFLA's strategic interests and goals as well as with IFLA's mission, values, and strategic goals.
- c. Consultation: The IFLA CRWG will consult with IFLA member associations and relevant stakeholders to gather input and feedback on the proposed amendments.
- d. Alignment: The IFLA CRWG will review congress guidelines and models to enhance participation, collaboration, and engagement of practitioners and academia, ensuring positive post-congress outcomes.
- e. Presentation: The IFLA CRWG will present a preliminary proposal for discussion at the 2024 IFLA World Council, providing a clear rationale behind the proposed changes.
- f. Documentation: The IFLA CRWG will maintain comprehensive records of all discussions, recommendations, and decisions made throughout the review process.
- g. Expertise: The IFLA CRWG will seek legal and governance expertise as needed to ensure the proposed amendments are legally sound and adhere to best practices.
- h. Reporting: The IFLA CRWG will provide monthly updates to the IFLA Executive Committee (IFLA ExCo) on the progress of the IFLA CRWG's activities.

5. Timeline:

The IFLA CRWG is expected to complete its review and submit the preliminary proposal at least six weeks prior to the 2024 IFLA World Council. The timeline for the IFLA CRWG's activities will be as follows:

- a. Review phase: 01 January to 29 February 2024 (2 months)
- b. Consultation phase: 1 March to 30 April (2 months)
- c. Drafting phase: 1 May to 15 June (1,5 months)
- d. First draft of the preliminary report for input from the ExCo and the broader IFLA membership: 15 June 2024
- e. Final report to the IFLA World Council: 15 July 2024
- f. Presentation to the 2024 IFLA World Council: 2-3 September 2024

6. Meetings and Reporting:

The IFLA CRWG is expected to meet monthly, leading to potential fortnightly meetings in the two months preceding the submission of the report to the IFLA World Council. In addition, the IFLA CGRWG will provide regular progress updates to the IFLA ExCo and the IFLA World Council.

7. Resources:

IFLA will provide administrative support, access to relevant documents, and necessary resources to assist the IFLA CGRWG in carrying out its responsibilities.

8. Confidentiality:

Members of the IFLA CRWG are expected to handle all information and discussions with the utmost confidentiality. Any documents generated during the review process should be treated as confidential until they are presented to the 2024 IFLA World Council.

9. Conclusion:

This Terms of Reference defines the purpose, composition, responsibilities, and timeline for the IFLA Corporate Review Working Group (IFLA CRWG). This review aims to improve the quality, operational efficiency, financial effectiveness, and strategic value of the IFLA World Congress. The IFLA CRWG will most likely continue under revised terms of reference in the period leading to the 2025 IFLA World Council.

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