

Terms of Reference

IFLA Standing Committees Revision Working Group (IFLA SCRWG)

1. Introduction:

The International Federation of Landscape Architects (IFLA) relies on the efforts of its four standing committees: Communications and External Relations (CER), Education and Academic Affairs (EAA), Finances and Business Planning (FBP), and Professional Practice and Policy (PPP). While serving as the engines of the organisation, it's important to reassess their mandate to ensure continued alignment with the IFLA's mission, values, and best practices in landscape architecture. This working group is established and mandated by the 2023 IFLA World Council to conduct a comprehensive review and propose amendments to the Standing Committees and affiliated Working Groups, with the aim of presenting a preliminary proposal for discussion at the 2024 IFLA World Council.

2. Objectives:

The Standing Committee Revision Working Group, herein referred to as "IFLA SCRWG", is mandated with the following objectives:

- a. Review the current operations and structure of the IFLA Standing Committees, identifying areas in need of revision or improvement.
- b. Develop and propose an improved IFLA Standing Committee system to enhance IFLA's transparency and operational effectiveness.
- c. Draft regulatory documents for each Standing Committee, outlining the ordinary and extraordinary operations and rules for establishing and managing new Working Groups.
- d. Ensure the revised Standing Committee system aligns with IFLA's mission, values, and strategic goals.
- e. Initiate a consultative process with IFLA member associations through IFLA Regional EXCOs (Executive Committees) to gather input on the proposed changes, fostering intra-institutional activity.
- f. Conduct a consultative process with external stakeholders to gather input on the proposed changes, fostering inter-institutional cooperation.
- g. Prepare and present a preliminary proposal for discussion at the 2024 IFLA World Council.

3. Composition:

The IFLA SCRWG shall consist of the following members:

- a. IFLA Education and Academic Affairs Chair
- b. IFLA Professional Practice and Policy Chair
- c. IFLA Communication and External Relations Chair
- d. IFLA Finances and Business Planning Chair/IFLA Treasurer
- e. Four IFLA Delegates
- f. Up to Six External Members of 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. Each chair will select external members based on their expertise, inter-institutional collaboration, and future activities.

4. Responsibilities:

The IFLA SCRWG has the following responsibilities:

- a. Review: The IFLA SCRWG is responsible for conducting a comprehensive review of the current IFLA Standing Committee operations and structure, identifying areas that need improvement;
- b. Consultation: The IFLA SCRWG will engage in a consultative process with IFLA member associations and relevant stakeholders to solicit input and feedback on the proposed system;
- c. Drafting: The IFLA SCRWG will draft and propose a new IFLA Standing Committee system and related regulatory documents that align with IFLA's mission and values but also enhance the operational efficiency;
- d. Presentation: The IFLA SCRWG will present a preliminary proposal for discussion at the 2024 IFLA World Council. The presentation should include a clear explanation of the rationale behind the proposed changes.
- e. Documentation: The IFLA SCRWG will maintain records of all discussions, recommendations, and decisions made throughout the review process.
- f. Reporting: The IFLA SCRWG will provide monthly updates to the IFLA Executive Committee (IFLA ExCo).

5. Timeline:

The IFLA SCRWG 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 SCRWG's activities will be as follows:

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

6. Meetings and Reporting:

The IFLA SCRWG 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. A chair for the IFLA SCRWG will be elected during the first meeting. A record of all discussions, recommendations, and decisions will be maintained throughout the review process. In addition, the IFLA SCRWG will provide regular progress updates to the IFLA ExCo and the IFLA World Council.

Regarding voting or polls, the IFLA SCRWG will adhere to the principle of silent consent. Additionally, if a member of the IFLA SCRWG accumulates two absences, the chair will officially notify them. Upon the third absence, a search for a replacement will be initiated. The WG member will be replaced as soon as a suitable candidate is found and can be directly appointed by the Chair.

7. Resources:

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

8. Confidentiality:

Members of the IFLA SCRWG 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 Standing Committees Revision Working Group (IFLA SCRWG). The successful completion of this review process is essential to ensuring the continued relevance and effectiveness of IFLA. The IFLA SCRWG will most likely continue under revised terms of reference in the period leading to the 2025 IFLA World Council.

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IFLA Standing Committees Revision Process Proposal World ExCO - 22 Nov. 2023

The IFLA Standing Committees Revision is expected to happen in 3 phases:

A. Chairs' Assessment & TOR development (01 December 2023 - 01 March 2024)

B. IFLA Standing Committees Revision Working Group Call & Formation (01 February - 01 March 2024)

C. IFLA Standing Committees Revision Working Group Operations under TOR (01 March - 03 Sep. 2024)

In Phase A, the chairs are expected to develop preliminary assessments in both independent and cooperative forms.

In Phase B, a call for candidates contributing to the WG will be implemented, and the WG will be formalised.

In Phase C, the work of the WG will follow the TOR defined in Phase A.

In Phase A, during the independent assessment, the chairs are expected to answer the following questions:

- which are the existing WG under the Committee?
- which are the inter-institutional cooperations (with and without MoU) held by the Committee?
- which are the special envoys operating under the Committee?
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- what are the current modes of operation of the aforementioned at the global and regional scale?
- what are the pros and cons of the current modes of operation of the aforementioned?
- what are the pros and cons of current or past *chargé d'affaires* of the aforementioned?
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- how does the Committee link to the IFLA mission?
- how does the Committee link to the development path set by the current presidency?
- which routine operations the Committee is expected to perform?
- which alliances with external institutions can be at stake and what might be required to operate them?
- which special projects might be developed and what might be required to operate them?
- which overlapping tasks can be expected to happen between the Committees?
- how does the Committee link to the definition of the Landscape architecture profession by IFLA?
- how does the Committee link to the targets set by the Sustainable Development Goals?
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- which skills and competencies might be required by the Committee?
- are there different modes of operations that can be seen as an improvement of the current condition?
- which skills and competencies might be required to assess the Committee?

Furthermore, it is expected that each of the chair will distributed a survey to the participants of the existing WGs and answers collected in a limited time frame, corresponding to the temporal extent of Phase A. In the survey, the following questions are expected to be included:

- how involved are you with the activities of your WG?
- do you feel passionate about your role in the WG?
- how much time do you dedicated weekly to the WG tasks?
- do you wish to continue participating in the WG? if yes, would you like to be member or observer?

In Phase A, during the cooperative assessment, the chairs are expected to answer the following questions:

- any new Committee might be required?
 - what are the current modes of operation in terms of Committee interaction?
 - what are the pros and cons of the current modes of operation of the aforementioned?
 - are there different modes of operations that can be seen as an improvement of the current condition?
 - which overlapping tasks can be expected to happen between the Committees?
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- which skills and competencies might be required by the interaction of the Committees?
 - are there different modes of operations that can be seen as an improvement of the current condition?
 - which skills and competencies might be required to assess the interaction of the Committees?

A [Spreadsheet File](#) will be used to collect basic information and [Miro Board](#) for brainstorming.

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