



## **DOCUMENTATION SUBCOMMITTEE TERMS OF REFERENCE**

### **CLASSIFICATION**

This document is classified as an IAAC Administrative Document.

### **AUTHORIZATION**

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### **AVAILABILITY**

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## **DOCUMENTATION SUBCOMMITTEE TERMS OF REFERENCE**

### **1 OBJECTIVE**

- 1.1 The objective of the IAAC Documentation Subcommittee is to provide support to the development of IAAC's activities in all issues related to documentation.

### **2 FUNCTIONS**

- 2.1 The functions of the Documentation Subcommittee (DSC) are:
- a) To develop the Terms of Reference and the Work Plan of the DSC, taking into consideration IAAC's guidelines, programs and Strategic Plan;
  - b) To coordinate with other IAAC committees and subcommittees the required activities to achieve IAAC objectives;
  - c) To present a bi-annual written report to the Management Committee (MC) regarding the work in progress and communicate any concern or need deemed relevant;
  - d) To create and dissolve ad-hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
  - e) To examine every year the IAAC Master List of Documents to ascertain which documents are due for their five year review. Then, to ensure that the review/update is carried out in a timely manner, in coordination with the appropriate Committee or Subcommittee;
  - f) To provide Spanish translations of relevant international documents, in coordination with existing groups; coordinate preparation of translations and revision process, making sure that the Spanish versions are documents of reference acceptable to all Spanish speaking members;
  - g) To organize the study and discussion of relevant technical documents;
  - h) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities; and

- i) To keep the IAAC Secretariat informed about DSC activities, including minutes and attendance registers of meetings or other activities.

### **3 COMPOSITION**

- 3.1 The DSC is composed of representatives of full, associate, and stakeholder members of IAAC.
- 3.2 Other persons may attend the meetings, with the consent of the DSC Chair.
- 3.3 As indicated in IAAC's Bylaws, the DSC Chair and Vice-Chair are elected by the General Assembly.

### **4 RESPONSIBILITIES**

- 4.1 The DSC Chair's responsibilities are:
  - a) To carry out these Terms of Reference;
  - b) To chair DSC meetings;
  - c) To report to the General Assembly, the EC and MC about the work that is being carried out;
  - d) To ensure that DSC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
  - e) To submit to the MC all resolutions adopted by the DSC; and
  - f) To maintain the Vice-Chair informed on all of the current and planned activities.
- 4.2 The DSC Vice-Chair's responsibilities are:
  - a) To assist the DSC Chair in the fulfillment of his/her duties;
  - b) To replace the DSC Chair in his/her absence or impediment; and
  - c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.
- 4.3 DSC members' responsibilities are:
  - a) To attend DSC meetings and actively participate in ad hoc groups when they are formed to undertake DSC tasks;

- b) To participate actively and vote on decisions of the DSC;
- c) To formulate initiatives to assist in the accomplishment of DSC objectives;
- d) To opportunistically perform tasks and responsibilities that they receive individually or as part of ad hoc groups;
- e) To report to the DSC on activities undertaken;
- f) To implement the DSC Work Plan; and
- g) To contribute to the implementation of agreements and to abide by the instructions of the General Assembly.

## **5 MEETINGS**

- 5.1 The DSC shall meet at least once a year.
- 5.2 Additional meetings may be held when considered necessary by the Chair, by the IAAC General Assembly, by the MC, or by at least one third of its members.
- 5.3 Draft agenda shall be distributed at least four weeks before the meeting.
- 5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.5 Resolutions shall be distributed within one month after the meeting.