



**DRAFT**  
**ISO/TC 37/SC 4/IAC (International Advisory Committee)**  
**Terms of Reference**

**1. OBJECTIVES**

The objective of the ISO/TC 37/SC 4 “International Advisory Committee” (ISO/TC 37/SC 4/IAC) is to advise the chairman and the secretariat of ISO/TC 37/SC 4 in tasks concerning the planning of the work of ISO/TC 37/SC 4 as well as the coordination of ISO/TC 37/SC 4 activities with the respective R&D communities. ISO/TC 37/SC 4/IAC has as its responsibilities:

- a) to make suggestions concerning the work programme and coordinate the work of ISO/TC 37/SC 4;
- b) to recommend priorities among the various activities or groups of activities constituting the programme of work;
- c) to review the results achieved;
- d) to identify and define areas requiring consultation and cooperation with other international organizations and ensure liaison with those organizations;
- e) to review overall strategies and orientations and come up with pertinent recommendations.

**2. MEMBERSHIP AND CHAIR**

2.1. ISO/TC 37/SC 4/IAC shall be composed of a maximum of 12 regular members as proposed by the Chairman of the IAC, who is proposed by the Chairman and Secretariat of ISO/TC 37/SC 4 and appointed by the SC. The Chairman and Secretary of ISO/TC 37/SC 4 are ex-officio members of the IAC. The IAC may include further experts as observers in its consultations.

2.2. The initial Chairman of ISO/TC 37/SC 4/IAC shall be nominated by the ISO/TC 37/SC 4 Chairman to be confirmed by the ISO/TC 37/SC 4 Plenary. The subsequent chairmen shall be nominated among the IAC members on the suggestion of the outgoing chairman. If the new Chairperson becomes non-operational, the previous chairman shall be asked to take over his/her duty on a temporary basis.

2.3 The duration of appointment is for a period of maximum three years. Only one subsequent re-appointment is possible.

2.4. The regular members of ISO/TC 37/SC 4/IAC are responsible for making reply to all the circulars. If there is no reply to 3-5 circulars, the member shall be asked, whether

membership is still valid. If this situation continues, the member shall be deleted from the circulation list.

### 3. RULES OF PROCEDURE

#### 3.1. Meetings

3.1.1. ISO/TC 37/SC 4/IAC shall hold ordinary meetings at least once a year, preferably in conjunction with a ISO/TC 37/SC 4 Plenary Meeting.

3.1.2. In case of urgent need ISO/TC 37/SC 4/IAC can convene for extraordinary meetings or take decisions by e-mail.

3.1.3. Meetings shall be convened at the request of at least three regular members of ISO/TC 37/SC 4/IAC, the Chairman of the IAC, the Chairman or the ISO/TC 37/SC 4 Secretariat.

3.1.4. Reports on the work of ISO/TC 37/SC 4 and WGs as well as on the activities of active internal liaisons shall be regularly given at ISO/TC 37/IAC meetings and recommendations on their activities shall be discussed.

3.1.5. Upon the suggestion by any of the ISO/TC 37/SC 4/IAC members, convenors of WGs and Project Leaders can be invited to attend ISO/TC 37/SC 4/IAC meetings to give advice on particular items of the agenda. They do not have the right to vote.

3.1.6. A draft agenda for each meeting shall be prepared by the ISO/TC 37/SC 4 Secretariat in consultation with the IAC Chairman, and circulated together with the necessary relevant documents to all members of the ISO/TC 37/SC 4/IAC, as well as to the invited participants, at least one month before the meeting.

3.1.7. The agenda shall comprise as standing items:

- Opening
- Roll call
- Approval of the agenda
- ISO/TC 37/SC 4 report (by the ISO/TC 37/SC 4 Chairman and/or Secretary).
- (Reports of Convenors of WGs as well as Project Leaders – if they have been invited).
- Reports of the representatives of ISO/TC 37/SC 4 in other SCs in internal liaison with ISO/TC 37/SC 4
- .....
- Any other business
- Recommendations
- Closure

#### 3.2. Decisions

3.2.1. Each regular member of ISO/TC 37/SC 4/IAC shall have one vote. In case of absence a regular member can either give his/her proxy to another member or ask a substitute to represent him/her.

3.2.2. A majority of the regular members of ISO/TC 37/SC 4/IAC shall constitute the quorum in case of decisions by correspondence.

3.2.3. In meetings of the ISO/TC 37/SC 4/IAC, decisions shall be taken by majority vote of the regular members present, if more than half of the regular members attend the meeting.

### 3.3. Administration

ISO/TC 37/SC 4 Secretariat shall serve as the secretariat of ISO/TC 37/SC 4/IAC.

### 3.4. Amendments and suspensions

Amendments to or suspensions of any of these terms of reference may be adopted by a majority of the regular members of ISO/TC 37/SC 4/IAC as specified in clause 3.2, provided that an appropriate proposal for amendment has been placed on the agenda prior to the meeting. Otherwise it has to be balloted by correspondence with a deadline of at least one month.