

APPENDIX

TERMS OF REFERENCE, COMPOSITION AND OPERATING RULES OF THE WORKING PARTIES

1. TERMS OF REFERENCE

The working parties are consultative bodies. At the request of and for the purpose of the Board of Management or of the President of AIACE, they shall prepare documents on any general or specific matters relating to administrative, legal or welfare matters.

In agreement with the President of AIACE, the working parties may make any suggestions on these matters for submission to the Board of Management.

2. COMPOSITION

Each working party shall consist of a maximum of nine members of the Association (drawn from several nationalities), nominated by the Board of Management, on a proposal from the President of AIACE. Each working party shall choose a chairman and a vice-chairman from amongst its members.

The term of office of each working party shall be three years.

3. OPERATING RULES

a) Each working party shall be convened by its chairman or by the President of AIACE.

b) Each working party can seek advice from any experts that they may see fit to consult. The working party must seek agreement from the President of AIACE if the consultation entails costs for the Association.

c) In cases where a national branch is particularly interested in a specific topic, it may delegate one of its members when this topic is being dealt with by the working party concerned. Travel expenses shall be borne by the national branch.

d) Each working party shall submit a regular progress report on its work and prepare an annual report which must be submitted to the Board of Management, subject to approval by the President of AIACE.