

# ISO Group Mandate and Rules of Procedure

Version 2021

## 1. Mandate

The ISO Group is a standing ExCo group, tasked to:

- Maintain and broaden the dialogue between AIIC and other stakeholders participating in the ISO Working Groups relating to interpretation mainly through the AIIC representatives sitting on those ISO WG and on the AIIC ISO GROUP.
- Provide information, guidance and advice about the ISO Standardisation process and the processes post-publication.
- Maintain contact between AIIC and all AIIC members who participate in the deliberations of the mirror committees in their National Standardisation Bodies (NSBs).
- Promote AIIC's principles and values and strive to include them in the drafting of international standards relating to interpretation.
  - Keep abreast of new trends and developments in order to align new ideas and technologies with the established practices of our profession.
  - Coordinate the participation in the commenting phase and the voting process on all new interpreting standards and in the review of previously approved standards.



## **2. Composition of the ISO Group**

The ISO Group consists of a steering committee and members.

The steering committee is composed of five active members, including a coordinator, who, in turn, are members of the mirror committees of their respective NSBs and/or ISO WGs, namely AIIC members heading the latter. It will be of great interest, wherever possible, to have members from different Regions and continents.

The Steering Committee shall appoint a Coordinator from among its members.

## **3. Membership**

Members: Any AIIC member who has an interest in the work of standardisation of the interpreting practice and wishes to contribute and support the work of our group. They shall have to participate in the deliberations of the mirror committees of their NSBs and be nominated as experts by them.

## **4. Election of the steering committee**

Members of the steering committee shall be elected by members of the ISO Group. The election shall normally take place at the ordinary ISO Group meeting immediately prior to the AIIC assembly.

## **5. Voting**

All ISO Group members shall be entitled to vote. Unless otherwise specified in these Rules, decisions shall be taken by a simple majority of the members who are present or represented. Proxy votes are admissible with a maximum of two per ISO Group member.



## **6. Activities and projects**

The ISO Group organises its activities according to the needs and issues identified by its members or that are currently under discussion at the ISO meetings or pursuant to ExCo mandates. It shall submit a yearly report of activities to the Executive Committee and contribute to the triennial report presented by the latter to every ordinary Assembly. Other than ordinarily a triennial meeting, all work of the ISO Group shall be carried out electronically.

## **7. Budget**

The ISO Group shall work within the budget framework allocated every three years by the AIIC General Assembly and amended annually by the Executive Committee on the basis of the Committee's request.

## **8. Representation**

The ISO Group shall be represented by its coordinator or a member of the steering committee, who, depending on the circumstances, may deputize another member. This representative will report to the group.

In the AIIC Regions, the ISO Group shall be represented by its local member(s) or, should there be none, by another member available.

## **9. Approval and amendment**

The ISO Group shall approve and/or amend, by a two thirds majority, these ToR and RoP, subject to final ExCo approval.