Technical and Health Committee (THC)

Terms of reference and Mandate (ToR),
Rules of Procedure (RoP)

Version 2021

1. **Mandate**
The AIIC Technical and Health Committee, hereinafter “the THC”, is an AIIC advisory and consultative body under the Executive Committee, tasked by the latter to be the focal point for interpreting-related technological developments, technical equipment, health issues and best practices.

2. **Composition**
The THC is composed of a maximum of seven active AIIC members.
The THC is led by a Coordinator who shall be elected from among its members on the basis of seniority and expertise.
A list of the current Committee members appears on the AIIC website.

3. **Membership**
When a vacancy arises, the THC shall invite AIIC active members to present candidates. Any suitably qualified AIIC member may apply in writing to join the THC.
Candidates to the THC shall be members in good standing. Any new THC members is subject to ExCo approval.

4. **Term of Office**
Members of the THC shall normally be co-opted and/or confirmed by the THC members in office in principle at the first post-Assembly meeting and they shall be approved as required by the Executive Committee as soon as possible, whenever not appointed by the latter.
The term of office of the THC members, including the office of Coordinator, is concomitant with that of ExCo until the next ordinary Assembly. They are eligible for re-election.

5. Functions
The THC deals with all technical and health-related issues that may arise in the interpreting profession and practice. It shall liaise with CdP and PRIMS.

The THC shall organize its activities according to the needs and issues identified by AIIC in consideration of relevant line groups.

In particular, the THC is tasked to:

1. In liaison with AIIC’s ISO Group, protect and promote better working conditions for interpreters by helping to draft technical standards to protect the health of interpreters and to facilitate quality interpretation.
2. Provide information, assistance and support, and make recommendations in the technical, health and safety fields for AIIC members, regions and other bodies.
3. In liaison with the Research Group, propose, undertake and implement any relevant and innovative technology and health-related studies, projects and activities aiming at providing conference interpreters with optimum working conditions.
4. Process any pertinent questions and requests posed by AIIC members.
5. Launch enquiries, when the majority of its members are of the opinion that such enquiries are appropriate.
6. In liaison with TFDI, test various distance interpreting platforms and equipment available on the market, and monitor current developments for compliance with the main features of pertinent ISO standards.
7. Commission and/or coordinate expert studies, surveys and reports as required, subject to budgetary and ExCo approval.
8. In liaison with the Research Group, identify further research areas related to interpreters’ health and wellbeing so as to keep members abreast of innovations relative to the interpreting profession.
9. In consultation with the relevant AIIC’s line groups, work in close cooperation with relevant stakeholders of the interpreting service business, researchers and the experts of several working groups of ISO by providing input to their work so as to conduct projects aimed at providing conference interpreting with optimum
working conditions, and feed the updated results into the ISO standardization process so as to contribute to the definition of evidence-based standards that take into consideration the latest technological developments in the field of interpreting.

10. In close collaboration with the Task Force on Distance Interpreting (TFDI) and the AIIC Research Committee (RC), as well as with other relevant stakeholders and/or organizations, contribute decisively to the development of appropriate simultaneous and consecutive interpreting equipment and the protection of interpreters’ health.

11. In liaison with the Research group, maintain a strong relationship with researchers and academics involved in interpreting studies, and encourage progress and understanding of issues that affect interpreter health and wellbeing.

12. Make presentations to members and submit draft resolutions to the Assembly and the Executive Committee when appropriate, as well as develop any other activities to support AIIC members, groups and regions upon demand.

13. Submit yearly reports of activities and contribute to ExCo’s triennial report to Assembly.

14. Build awareness of the relevance of using best practices, and promote AIIC’s principles and values among interpreters.

6. Correspondence

Any official correspondence shall be exchanged with the THC, preferably electronically.

7. Meetings

The THC holds regular remote meetings and discussions in addition to face-to-face meetings. It shall also carry out its duties via electronic communication (e.g. email, Slack) as appropriate. For face-to-face meetings, the choice of venues shall be determined by a concern to reduce costs and optimize the use of funds. Travel expenses of THC members only shall be reimbursed from the THC budget according to AIIC’s Financial Regulations.

Members of the THC shall meet virtually at least once per month, upon proposal of the THC Coordinator. One of their hybrids, if not face-to-face meetings shall be held in conjunction with the ordinary Assembly of AIIC. The call to a meeting,
accompanied by a draft agenda and any working papers, shall be communicated to all its members in due time.

The THC shall be represented by its coordinator. The Coordinator shall convene and chair all meetings. In his/her absence or in case of incapacity, and depending on the circumstances, he/she may delegate another THC member.

The Coordinator may also invite to attend THC meetings, on an ad hoc and consensual basis and depending on the items on the agenda, representatives of any other AIIC body or experts, consultants or observers who are not members of the Association.

As far as possible, decisions are to be taken unanimously. Should that prove impossible, decisions shall be adopted by a simple majority of voting members. In the event of a tie, the Coordinator shall have a casting vote.

Minutes of each meeting shall be written within 30 days and sent out to all THC members and to Headquarters, for ExCo.

8. **Budget**
   In due course, based on instructions from the Treasurer and guidance provided by any other relevant bodies, the Coordinator may request that members jointly present a program of proposed activities, a request for the allocation of funds or, an updated budget.

   The THC has an annual budget allocated by AIIC on the basis of any pertinent projects submitted to the Treasurer and approved by the AIIC Executive Committee. The THC shall work within the triennial framework adopted by the Assembly and amended annually by the Executive Committee.

9. **Approval and amendment**
   The THC shall approve and/or amend these ToR and RoP, subject to ExCo final approval. Amendments may also be initiated by the Executive Committee, in consultation with the Committee.