Terms of Reference of the AIIC Research Committee

Version 2021

1. Mandate
   1.1. The AIIC Research Committee, hereinafter "the RC", is an AIIC committee, under the Executive Committee, and tasked to act as an interface between the field of Interpreting Studies and AIIC members.

   1.2. The RC serves as a gatekeeper for AIIC's internal and external research endeavours in a consultative role, rather than designing, conducting and implementing research projects on behalf of the association (e.g. administration of the Research Grant; reviewing of AIIC commissioned research, etc.).

   1.3. The RC strives to facilitate access to research-based knowledge about the way our profession is evolving and share research findings with all relevant stakeholders within AIIC and with users of interpreting services.

   1.4. The RC endeavours to work in close collaboration with other AIIC groups and committees (e.g. ATPD, THC, TFDI).

   1.5. The RC engages and collaborates with other entities representing the research community.

2. Composition and membership
   2.1. The RC is composed of (up to) six members, ideally representing different geographical regions and different areas of the field of Interpreting Studies.

   2.2. Subject to ExCo approval, AIIC Members shall be co-opted or appointed to the RC based on their academic profile and should satisfy the following pre-requisites:
       - Hold a PhD in Translation and Interpreting Studies or a cognate discipline
       - Be an active researcher in Interpreting Studies
       - Be affiliated with a research institution
2.3. Subject to ExCo approval, The RC shall appoint one member to act as coordinator of the committee. Should the committee be unable to appoint a coordinator, advice would be sought from ExCo.

3. Representation

The Research Committee shall be represented by its coordinator who, in certain circumstances, may deputize another RC member. The representative will report to the RC.

4. Meetings and Reports

4.1. The RC shall meet quarterly, and at least once a year face-to-face.

4.2. Minutes of meetings will be recorded and forwarded to HQ, for ExCo.

4.3. Annual reports shall be submitted to ExCo and the Committee shall contribute to the triennial report by the former to Assembly.

5. Budget

The RC shall operate within the budget framework approved by each ordinary Assembly, amended annually by the Executive Committee, on the basis of the request filed by the Committee.

6. Approval and amendment

The RC shall approve and/or amend these Terms of Reference, subject to the approval of the Executive Committee.