



ATPD Terms of Reference and Rules of Procedure

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1 Mandate

- 1.1 The AIIC Training and Professional Development Group, hereinafter "the Group," is an AIIC committee, under the Executive Committee, tasked by the latter to further the remit set out hereafter.

The Group shall strive to improve the profession by encouraging training and continuing professional development in accordance with Art. 4 of the Statutes. The objectives of the Group are as follows:

- 1.2 To facilitate Art. 3 of the Code of Professional Ethics.
- 1.3 To develop [best practices] for initial training, in order to guide higher education institutions towards providing high-quality training and thus ensure the future of the profession and the Association.
- 1.4 To organise Training of Trainers and Continuing Professional Development courses and/or training-related events for the benefit of the profession.
- 1.5 To develop guidelines on training-related issues in line with AIIC's Statutes, Code of Professional Ethics and values.

2 Initial training

- 2.1 AIIC does not organise initial training.
- 2.2 The Group shall set best practice criteria [<https://www.aiic.net/ViewPage.cfm/page60.htm>] for initial training programmes. This best practice will facilitate high quality initial training and will be in line with AIIC's values.
- 2.3 The Group shall curate the [AIIC Schools (& Programmes of Conference Interpreting) Survey] and the resulting [AIIC Schools Directory] [<https://aiic.net/directories/schools/lang/1>].

3 Training of Trainers

- 3.1 The Group may organise Training of Trainers courses for trainers who provide initial training of conference interpreters. These courses will disseminate high training standards and promote AIIC's values amongst the trainer community and, by extension, amongst their students.

- 3.2 The Group may sponsor a limited number of appropriately qualified trainers to attend Training of Trainers courses. In this way, AIIC may offer training opportunities to trainers in parts of the world where such opportunities are rare, thereby promoting AIIC values and the Association itself. Sponsorship shall only cover travel expenses. Detailed sponsorship rules shall be published yearly on the ATPD webpage.
- 3.3 The Group may also fund a reduction in Training of Trainers course registration fees – through the appropriate budget line – for participants in regions where Training of Trainers is scarce and/or where registration fees would be prohibitively high for local trainers.

4 Continuing Professional Development (CPD)

- 4.1 The Group shall develop best practices for CPD, also taking account of comparable national and international associations that have strong CPD frameworks, and helping the Executive Committee and the Advisory Board develop modern CPD policies for the Association.
- 4.2 The Group shall promote CPD throughout the Association, notably in Regions where non-AIIC national associations already pursue CPD, either responding to requests from the former or proposing such initiatives to them.
- 4.3 The Group shall build awareness of the relevance of CPD as a tool for enhancing members' cultural competencies and professional abilities, interacting with colleagues outside the booth and fostering a sense of belonging (to the Association).
- 4.4 The Group shall regularly survey members' CPD needs.

5 Membership of AIIC Training & Professional Development (ATPD)

- 5.1 Any suitably qualified AIIC member may apply to join the Group when a vacancy arises. (Criterion 5.3 and 5.4 must be met.)
- 5.2 Members shall be co-opted to the group based on their Training qualifications; preferably:
 - currently providing training at a Postgraduate Conference Interpreting course*
 - actively involved in an institution's training activities* (for staff interpreters)
 - actively involved in the organisation or provision of CPD courses
 - all other relevant qualifications will be taken into account*Temporary interruptions/sabbaticals shall be at the discretion of the Group.



- 5.3 Directors of Conference Interpreting Schools or Programmes may not be members of ATPD
- 5.4 Members shall be co-opted by consensus of the whole group (full and correspondent members) or if necessary by vote of full members. If still undecided, the Coordinator shall have the casting vote.
- 5.5 The membership shall consist of:
 - Two full members from Europe
 - One full and one correspondent from each of North America, South America, Africa and Asia Pacific.(Total 6 full members, 4 correspondent members, of which 2 representatives from each continent.)
- 5.6 Only full members may vote.
- 5.7 A Coordinator shall be elected from amongst the voting members. An election may be called at any time by at least 2 voting members.
- 5.8 If a full member's position is vacated, it should preferably be filled by the correspondent member from the same continent, and a replacement should be sought for the correspondent position.
- 5.9 The Group Members (full or correspondent) not actively participating in the Group's work may be asked to step down by the Coordinator. Should that member not wish to step down, the matter will be submitted to the Executive Committee for decision.
- 5.10 Full and correspondent members shall endeavour to organise one training event for the Group each year, at least 2 each Triennium.
- 5.11 Membership in the Group (as well as its coordination) shall be subject to the Executive Committee's approval; all terms of office lapse with each ordinary Assembly, the Executive Committee reconfirming all groups under it thereafter.

6 Meeting of ATPD

- 6.1 The Group shall meet at least once per Triennium and not more than once per year.
- 6.2 Meetings, other than virtual, shall take place at the domicile of one of the full members of the Group attending the meeting (in order to reduce travel costs to the Association), or at another place if the meeting coincides with a major international interpreting conference at which the Group's presence would be beneficial to the profession and/or the Association, duly approved by the Executive Committee.



- 6.3 The Group's full members' travel expenses for attendance at statutory meetings shall be reimbursed according to AIIC's Financial Regulations.
- 6.4 Correspondent members shall have the right to attend meetings at their own expense, except in the circumstances described in 6.3 above..

7 Amendement procedures

- 7.1 Proposals for amendments to these Regulations shall be adopted by the group by a simple majority of the votes cast by active members. Once adopted they – and thereafter any amendment thereto – shall be submitted to the Executive Committee for final approval. Amendments may also be initiated by the Executive Committee, in consultation with the Group.