

Terms of Reference for ‘Future size and membership of Conference’ reference

Summary of task: To manage a conversation regarding the desired long term Conference membership and size with a view to enabling the Executive Committee to report back to the 39th Conference with findings and, if warranted, recommendations.

Mandate: Ad hoc decision of [closed session](#) of 38th Conference

Timeline

Approximate timing	Action	Note
At December ExCo meeting	ExCo agree process	Completed: 22 December 2016
December, after ExCo meeting	Secretariat to call for volunteers for working group (all members who volunteer will be added to the WG, widespread and diverse participation will be sought)	Completed: 22 December 2016
February ExCo meeting	Working group to be set up, to commence active work on settling methodology for soliciting member input (i.e. survey or surveys e.g. perhaps initial survey on conceptual bounds of membership with later survey or surveys on practicality of change if a consensus is clear)	
February/ March	Survey questions to be settled, opened for responses, other research, etc.	
April (incl. ExCo meeting)	Survey results analysed, follow up survey if warranted, other research, preliminary discussion at in-person ExCo meeting	
May/June (incl. ExCo June meeting)/ July	Consideration of results, development of a report to be released to membership in July to study in August and September	
25/26 September 2017	39 th Conference	

Scope: To keep the project of manageable size and to ensure the concrete goals can be achieved it is essential to keep the project focused. Tasks kept out of the scope of this project may, if warranted, nonetheless be separately undertaken as part of the ExCo’s regular or ad hoc work.

In scope	Out of scope
<p>Matters bearing upon eligibility to become a Conference member, including, for example:</p> <ul style="list-style-type: none"> • Adequacy of current rules • Purpose of the Conference • Contribution of membership <p>Matters bearing upon eligibility to become a Conference observer including, for example:</p> <ul style="list-style-type: none"> • Adequacy of current rules • Purpose of the Conference • Contribution of observers <p>Matters bearing upon size of Conference including, for example:</p> <ul style="list-style-type: none"> • the consequences of broadening eligibility criteria • the consequences of narrowing eligibility criteria 	<p>Processes to become a Conference member or observer</p> <p>Applications received under current rules to become a Conference member or observer</p> <p>The legal or corporate status of the Conference</p> <p>The establishment or funding of a permanent Secretariat</p>

Roles and responsibilities

Chair	Oversees the project
Secretariat	Coordinates and implements project in a neutral manner
Executive Committee	Reports back to 39 th Conference on findings of project

Working Group	Advisory body to assist the ExCo to discharge its mandate
Wider membership	Participates in the conversation and take any resultant decisions

These terms of reference are a revised version of a Chair's proposal of 7 December 2016 updated with input from the Executive Committee at its 22 December meeting. Dated: 20 January 2017