

**IFLA WORLD COUNCIL MEETING REPORT, Buenos Aires, Argentina. June the 2-3rd
2014**

AGENDA ITEM No: E6
TITLE OF THE REPORT:

**TERMS OF REFERENCE OF IFLA STANDING COMMITTEE ON
PROFESSIONAL PRACTICE AND POLICY**

1. NAME OF THE COMMITTEE

1.1. IFLA Committee on Professional Practice and Policy– IFLA PPP

2. SUMMARY OF PURPOSE

2.1. The purpose of the committee is to plan, co-ordinate, develop and oversee IFLA's overall framework for Professional Practice and Policy on issues related to Landscape Architecture so as to ensure high standards of professional practice by its members on the one hand, and on the other hand to promote responsible responses to all issues relating to Landscape Architecture through the establishment of approved policies and guidelines on related issues, as and when they may arise.

3. MAIN FUNCTIONS / AREAS OF RESPONSIBILITY

- 3.1. Develop and recommend to IFLA World Council, a 4-year overall Professional Practice and Policy development plan for IFLA.
- 3.2. To ensure that IFLA provides appropriate guidance for landscape architects on matters of professional practice, ethics and policy by developing Professional Practice and Policy guidelines, and once adopted, assessing and evaluating their relevance, proposing changes where necessary. The committee shall identify new aspects that need to be taken into consideration as the profession evolves, and in response to members' needs;
- 3.3. To identify members' needs as far as supporting the practice of Landscape Architecture as a recognised profession is concerned in different parts of the world, particularly in those countries where the profession is not recognised. This shall include working with national statutory and regulatory bodies to confirm the status of Landscape Architecture as a recognised speciality;
- 3.4. To develop, implement and execute an IFLA policy on continuing professional development (CPD) and once adopted by the World Council, ensure the monitoring and evaluation of the CPD policy;
- 3.5. To support, advise and co-ordinate professional practice regional committees and sub-committees;
- 3.6. To evaluate the need for professional accreditation of members, particularly in countries where there is no national or regional accreditation, and to develop, implement, execute and monitor such policy once adopted by the World Council;
- 3.7. To develop policy (historic heritage, cultural landscapes, etc.) through overseeing and assisting the Task Forces acting under the umbrella of the Committee on Professional Practice and Policy;
- 3.8. To develop, improve and maintain contact with other partner organisations, professional bodies, NGO's and stakeholders;

- 3.9. To review and update the IFLA Code of Ethics as needed and present it for approval by the World Council;
- 3.10. To manage the committee's budget approved by EXCO and to organise the committee to ensure resources are allocated to meet all assigned tasks and monitor on-going committee actions to ensure they are being completed with respect to schedule;
- 3.11. To liaise regularly with the Committee on Communications and External Affairs to ensure that IFLA Professional Practice and Policy Guidelines or projects are well communicated internally to members, and externally to other interested parties and to the public in general;
- 3.12. To provide quarterly reports and updated to IFLA EXCO and IFLA Executive Director as well as an annual report, budget and work plan for approval by the World Council.
- 3.13. Developing, implementing and establishing new global professional awards and competitions.
- 3.14. Developing and conducting global professional task analysis surveys for the purpose of standardisation and licensing.
- 3.15. Developing and implementing and executing a new system of International Certification in landscape architecture.
- 3.16. Providing assistance to EXCO in dealing with membership applications. The qualifications for membership categories A and B shall be scrutinized by a committee from the applicant's region, approved thereafter by the Committee and presented for the ratification by the World Council. The committee chair shall report its recommendations to the World Council.
- 3.17. Developing, maintaining and observing membership agreements between IFLA and its regions and national associations.
- 3.18. Providing assistance to EXCO in dealing with professional inquiries, requests for professional expertise and other professional matters.

4. MEMBERSHIP

- 4.1. The IFLA Committee on Professional Practice and Policy will consist of up to a maximum of 12 (voting) members, each serving for a term of two years, with the possibility of one other two-year term immediately following or at a later time:
 - 4.1.1. A Chair, to be elected by IFLA World Council according to the procedure stated in IFLA By-Laws;
 - 4.1.2. Regional members (one per region) nominated by their home region, appointed by the EXCO in consultation with the Committee Chair, and approved by the World Council;
 - 4.1.3. Up to four (4) suitable and willing individuals at large selected and agreed by the committee, but subject to approval by the IFLA EXCO;
 - 4.1.4. A representative from each task-force that reports to the committee. This member shall be required to attend only the meeting in which his/her particular task-force will form part of the agenda and shall be invited by the chair.
 - 4.1.5. IFLA staff; non-voting ex-officio;
- 4.2. The Committee may invite IFLA delegates or others to attend all or part of a meeting or a series of meetings to assist with particular issues as needed.
- 4.3. The nomination procedure and election of the membership shall follow IFLA by-laws for the standing committees.

5. COMMITTEE GOVERNANCE

- 5.1. Chair
 - 5.1.1. The Chair shall be responsible for chairing the meetings, reporting activities of the Committee to the EXCO and Executive Director, ensuring that the meetings move forward in an efficient manner and that updates on communication-related matters are provided to the World Council as appropriate.
- 5.2. Quorum
 - 5.2.1. Quorum at formal meetings must consist of at least a third of the whole number, including the Chair (or nominated deputy).

5.3. Decision Making

- 5.3.1. It is expected that all major decisions are approved by majority agreement, that is, most of the members are in favour. In case of equality in a vote, the Committee Chair will be accorded the deciding vote.

5.4. Meetings

- 5.4.1. Virtual meetings shall be held as the Chair of the Committee deems necessary, but no less than quarterly – consistent with IFLA's annual business plan and budget;
- 5.4.2. Members of the Committee on Professional Practice and Policy may meet in person at least once a year ahead of the annual World Council Meeting;
- 5.4.3. An open meeting of the Committee on Communications and External Relations shall be held during the World Congress;
- 5.4.4. Meetings should be held as video or teleconferences whenever possible;
- 5.4.5. Virtual meetings between the Committee Chair and each of the Task Force Chairs shall be held bi-annually, in order for the Committee Chair to keep up to date with developments in the Task Forces, and to be able to communicate these to the rest of the standing committee.

5.5. Record-Keeping of Decisions

- 5.5.1. The Chair shall ensure that a record of all decisions and recommendations of the Committee on Professional Practice and Policy is maintained and that records of the meetings be forwarded to the Executive Director;
- 5.5.2. The Committee shall decide to nominate a Minute Secretary, who may be assisted in minute-taking with IFLA Secretariat or Executive Director;
- 5.5.3. Papers and notices of meetings will be circulated at least seven days in advance of the meeting. This may be done through IFLA Secretariat of Executive Director;
- 5.5.4. Minutes of meetings shall be delivered to all members no later than fourteen days after such meetings. This may be done through the IFLA Secretariat of Executive Director.

6. KEY RELATIONSHIPS

- 6.1. The Committee shall liaise with regional committees where they exist, or regional representatives on issues of concern in the realm of Professional Practice and Policy, in order to assess problems and find ways to help local member associations, or groups of associations, to deal with specific problems, which they face. In this regard, the Committee shall present specific issues from different regions to the EXCO and propose ways of assisting.
- 6.2. The Chair may invite resource persons or key IFLA members to participate as appropriate.
- 6.3. Coordinate communication and external relationship needs with the Committee on Communications and External Relationship.
- 6.4. The Chair shall report activities of the committee to IFLA EXCO and the Executive Director on a quarterly schedule coordinated with the EXCO's meeting schedule.

7. AUTHORITY AND ACCOUNTABILITY

- 7.1. The Committee is directly accountable to the EXCO for its performance in exercising the functions set out in these terms of reference, and by extension the different Task Forces set up under the umbrella of the Committee on Professional Practice and Policy.

8. BUDGET AND RESOURCES

- 8.1. The Chair, with the Committee's support, shall develop and submit to the IFLA EXCO and Executive Director a recommended operational budget to be included by the IFLA Treasurer in the IFLA budget.
- 8.2. The operational budget of the committee shall be approved by the World Council Meeting as part of the IFLA Annual Budget, prepared by the IFLA Treasurer and recommend by the Finance Commission.

- 8.3. The Committee is also free to pursue other sources of income, such as fundraising and sponsorship, with the approval of the EXCO.

9. PLANNING, COMMUNICATION AND REPORTING

- 9.1. The Committee shall:
- 9.1.1. Above all strive for an attentive, effective and communicating climate, and acknowledge the potential of the members of the working group;
 - 9.1.2. Report formally, regularly and on a timely basis to the EXCO, World Council and Executive Director on the Committee's activities (quarterly report). This includes verbal updates on activity and the submission of committee minutes and written report throughout the year;
 - 9.1.3. Prepare an annual report to the EXCO and World Council outlining achievements and on-going activities, programme and budget requests and future objectives and strategies. The Chair, or designated representative is also required to be present at the World Council Meeting should the membership have any questions over committee activities;
 - 9.1.4. Prepare a mid-term report to the EXCO's mid-term meeting. The date that this report will be required will be given in advance each year;
 - 9.1.5. Chair shall hold monthly virtual meetings with the Executive Director, to inform in any significant matters under consideration by the Committee that must be brought to the attention of EXCO;
 - 9.1.6. Ensure appropriate communication channels are in place to alert the EXCO, Executive Director or Chairs of relevant committees of any urgent/critical matters that may affect the operation and/or reputation of IFLA.
- 9.2. The Executive Director and IFLA Secretariat, on behalf of the EXCO and World Council, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation including that of any sub-Committees established.

10. TASK FORCES

- 9.1. The Committee shall oversee several Task Forces dealing with specific issues related to Professional Policy and Practice. Task forces are to be approved by the World Council annually and currently are as follows:
- 10.1.1. IFLA Cultural Landscapes;
 - 10.1.2. IFLA International Landscape Convention;
 - 10.1.3. IFLA Landscape Architects Without Borders;
 - 10.1.4. IFLA Natural Resources and Protected Landscapes;
 - 10.1.5. IFLA Young professional's advocate.
 - 10.1.6. IFLA Global Professional Standard
- 10.2. Other Task Forces may be approved by the World Council on the suggestion of a group of members or individuals from member organisations who support the need for such a Task Force, its links to the domain of Landscape Architecture, and the ability to work tirelessly to defend, promote and communicate the central issues.
- 10.3. Each Task Force will have its own Terms of Reference, which shall be approved by the Committee on Professional Practice and Policy before being presented to EXCO and the World Council for approval.
- 10.4. Each Task Force shall report quarterly to the Committee on Professional Practice and Policy, and in addition, if requested to do so, present a report to the World Council each year.

RECOMMENDATIONS (MOTIONS TO VOTE):

1. IFLA World Council agrees to create IFLA Committee on Professional Practice and Policy – (IFLA PPP) and approves its terms of reference.

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