

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

AGENDA ITEM No: E7
TITLE OF THE REPORT:

TERMS OF REFERENCE OF IFLA STANDING COMMITTEE ON EDUCATION AND ACADEMIC AFFAIRS.

1. NAME OF THE COMMITTEE

- 1.1. IFLA Committee on Education and Academic Affairs – IFLA EAA

2. SUMMARY OF PURPOSE

- 2.1. The purpose of this committee is to advance education in landscape architecture globally (especially in the developing world), increase worldwide awareness of the contribution of the profession to environmental improvement, to develop opportunities for financial support and capacity building through UNESCO and other agencies, and to facilitate support and cooperation related to educational development including curricula, accreditation, and parity across nations.

3. MAIN FUNCTIONS / AREAS OF RESPONSIBILITY

- 3.1. The IFLA Committee on Education and Academic Affairs shall oversee educational information, communication, and international strategic planning for educational assistance.
- 3.2. Develop and recommend to IFLA World Council, a 4-year overall education development plan for IFLA. This should include:
- 3.2.1. Identify Regional areas of need and develop or facilitate development of preliminary programmes through appropriate consultation;
 - 3.2.2. Explore funding opportunities;
 - 3.2.3. Select priority projects and initiate proposal development;
 - 3.2.4. Present an Education Programme including a budget for approval by EXCO.
- 3.3. Co-ordinate and monitor education plan development and implementation across IFLA, report results annually to the EXCO and World Council;
- 3.4. Organise the committee to ensure resources are assigned to meet all assigned tasks and monitor on-going committee actions to ensure they are being completed with respect to schedule and budget;
- 3.5. Annually assess and evaluate the execution of the plan against the needs and/or expectations of IFLA membership;
- 3.6. Recommend education initiatives to the World Council and IFLA EXCO for approval, as appropriate;
- 3.7. Review and publish IFLA's guidelines on undergraduate and graduate curricula in landscape architecture;
- 3.8. Support regional and association educational program development, as appropriate – this may include assistance with accreditation and revalidation of landscape architecture degree programs according to IFLA guidelines;

- 3.9. Maintain and publish up-to-date list of landscape architecture degree programs;
- 3.10. Facilitate development of continuing education programs associated with the Annual World Congress;
- 3.11. Facilitate development and implementation of student involvement in IFLA activities, including programs associated with the World Congress;
- 3.12. Coordinate communication and external relationship needs with the Communications and External Relationship Committee;
- 3.13. Ensure that each committee member is well-informed on matters affecting IFLA's membership;
- 3.14. Develop, improve and maintain contact with other partner organisations, professional bodies, and stakeholders; such as UNESCO, CELA, ECLAS and other educational associations;
- 3.15. Arrange consultation and research surveys periodically amongst stakeholder groups to ensure IFLA stays in touch with their educational needs and priorities;
- 3.16. To manage the Committee's budget approved by EXCO and to organise the Committee to ensure resources are assigned to meet all assigned tasks and monitor on-going committee actions to ensure they are completed with respect to schedule;
- 3.17. To liaise regularly with the Committee on Communications and External Affairs to ensure that Education Committee's publications and projects are well communicated internally to members, and externally to other interested parties and to the public in general;
- 3.18. 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 at the World Council.

4. MEMBERSHIP

- 4.1. The IFLA Committee on Education and Academic Affairs 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 (two per region), nominated by their home region. One should represent a developed nation and the other a developing nation. A "developed" nation is defined as one that has recognized programs in landscape architecture and "developing" nations are those that are seeking to establish professional programmes;
 - 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 education 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 committee membership, 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 Education and Academic Affairs 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 Education and Academic Affairs shall be held during the World Congress;
- 5.4.4. Meetings should be held as video or teleconferences whenever possible;

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 Education and Academic Affairs is maintained and that records of the meeting 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 actively seek out matters relevant to educational areas and development from the other IFLA global committees to better understand, identify and facilitate creation and development of educational programs.
- 6.2. The Committee shall liaise with regional committees or interest groups, where they exist, on education issues and opportunities to better foster collaboration and development of global, regional and association education activities.
- 6.3. The Committee may establish occasional sub-groups or task-related groups to address particular priority issues.
- 6.4. Coordinate communication and external relationship needs with the Committee on Communications and External Relationship.
- 6.5. The Chair may invite resource persons or key IFLA members to participate as appropriate.
- 6.6. The Chair shall report activities of the committee to IFLA EXCO and 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 Education and Academic Affairs.

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. The date that the operational budget will be required will be given in advance each year.

- 8.2. The operational budget of the committee shall be approved by the World Council as part of the IFLA Annual Budget, prepared by the IFLA Treasurer and recommended 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. Report formally and timely on a quarterly basis to the EXCO, World Council and Executive Director on the Committee's activities. This includes verbal updates on activity and the submission of committee minutes and written report throughout the year;
 - 9.1.2. Prepare an annual report to the EXCO and World Council outlining achievements and on-going activities, program and budget requests and future objectives and strategies. The Chair, or designated representative is also required to be present at the World Council Meeting;
 - 9.1.3. 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;
 - 9.1.4. 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 the EXCO;
 - 9.1.5. 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 Task Forces and Working Groups dealing with specific issues related to Landscape Architecture Education. Task forces are to be approved by the World Council annually and currently are as follows:
 - 10.1.1. IFLA Student Competitions;
 - 10.1.2. IFLA Education opportunities database.
- 10.2. Other Task Forces or Working Groups may be approved by 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 Education and Academic Affairs before being presented to EXCO and the World Council for approval.
- 10.4. Each Task Force shall report quarterly to the Committee on Education and Academic Affairs, and in addition, present a report to the World Council each year.

RECOMMENDATIONS (MOTIONS TO VOTE):

1. IFLA World Council agrees to create IFLA Committee on Education and Academic Affairs – (IFLA EAA) and approves its terms of reference.

final draft