

IETA working group co-chairs appointment process

(As approved by IETA Council on 7 November 2018 in Paris, France)

This note outlines the process to appoint working group co-chairs in IETA, with the objective of establishing a consistent method across all working groups.

Having reviewed the current roster of co-chairs and the current practice for their appointment, the Governance Committee has developed the following recommendations:

- Each working group should have two active co-chairs at any time.
- If deemed appropriate, one or two vice co-chairs might be appointed, to help the co-chairs in specific tasks or to prepare the substitution of a co-chair.
- The co-chairs are selected among active working group members that have shown proven commitment to IETA and the working group activities. The IETA Secretariat will solicit interest of such active members in advance of the expiry of each current co-chair's term.
- Co-chairs are recommended by the IETA Secretariat and approved by the Chair of the IETA Council.
- Working group co-chairs should aim to serve two-year terms and may be reappointed for subsequent terms at the end of their mandate.
- To ensure transparency, working groups should be made aware of the length of the co-chairs' term and should be notified six months prior to the end of every term.
- The co-chairs of a working group should serve staggered terms, in order to ensure continuity if a new co-chair is appointed.
- The expiry of each co-chair term should be set to facilitate a regular process of soliciting interest amongst working group members, providing recommendations to the IETA Council Chair and selection by the Chair of new or renewed co-chairs to coincide with the Annual General Meeting.
- Consistent with IETA's overall goal to embrace and enhance member and individual diversity throughout the organization the selection of the co-chairs should strive to achieve the diversity of the working group, and of the IETA membership in respect of human qualities and in terms of sector, company size and geography.
- In selecting the co-chairs, the dominance of a single company across working groups should be avoided.