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Executive Committee and Supervisory Committee Policy for the mandate of 2005-2006

Prepared by Executive General Secretary, 12th of February 2005

Justification of Supervisory Committee (SupCom) and Executive Committee (ExCom) Policy

The purpose of this document is to establish a policy in communication to fulfill the tasks of the SupCom and the ExCom according to the IAPSS Statute. Both bodies of the organization will benefit from having a clear policy on reports and communication. The ExCom and SupCom policy seeks to clarify the relation and responsibilities between the bodies.

SupCom and ExCom Policy

1. Initial expectations
 - a. All SupCom and ExCom members acknowledge and are aware of their respective responsibilities according to the IAPSS statutes in general and their responsibilities towards each other as bodies of IAPSS in particular.
 - i. Of significant importance, the SupCom should review if the ExCom's work is in accordance with the Statute of IAPSS
 - b. Work and communication between SupCom and ExCom is expected to be conducted in a professional manner and in accordance with the Statute of IAPSS.
 - c. Disputes between SupCom and ExCom are initially expected to be solved through constructive dialogue and in accordance with the Statute of IAPSS, and only in the final instance to be brought before the General Assembly.
2. General about communication
 - a. Communication related to monitoring and reporting between the SupCom and the ExCom should – if possible – go through the President of the SupCom and the General Secretary of the ExCom. If either of the two is prevented from fulfilling his/her obligation (illness, unforeseen events, etc.), one of the two other SupCom members and the Chairperson of the ExCom will fulfill this task.
 - b. The SupCom and the ExCom can at any time call for a meeting between the two bodies, and the meeting will be held within 5 working days from the day the call for a meeting is released. If three SupCom members should be present at the meeting, as well as a decision-making capable ExCom (majority of elected members).
 - c. Request on written input should be answered within 7 working days. This applies to all ExCom and SupCom members.
 - d. Meetings or dialogue between the SupCom and the ExCom should be held by the means both bodies find most convenient and acceptable: as telecommunication, e-mail correspondence, etc.

3. Reporting and supervising policy

a. Operational Plan (OP)

- i. The SupCom is entitled to make comments and address questions regarding the OP presented and its implementation, to the ExCom at any time.
- ii. The ExCom (responsible person: General Secretary) will do bimonthly monitoring reports of progress of work within the frame of the Operational Plan.
 1. The monitoring report will be made available for the SupCom and IAPSS staff at the latest 3 weeks after the bimonthly monitoring period expired.
 2. Having received the monitoring report, the SupCom calls for a meeting with the ExCom regarding the OP progress, and this meeting should be held within ten days after the call has been released.
- iii. The SupCom will, in accordance with article 19, paragraph 2 of the IAPSS Statute,.., issue report to the General Assembly on it's views of the OP progress.

b. Reporting on financial and material operation of IAPSS assets

- i. The SupCom is entitled to make comments and address questions regarding the financial and material management done by the ExCom at any times.
 1. Communication on financial matters will be directed to the Treasurer of the ExCom
 2. Communication on material matters will be directed to the General Secretary of the ExCom.
- ii. The ExCom (responsible person: Treasurer) will make a financial report monthly, which is to be presented to the SupCom at the latest 2 weeks after the report period expired.
- iii. Having received the financial report, the SupCom can call for a meeting with the ExCom regarding the financial issues and this meeting should be held within ten days after the call has been released.

4. Preparations before the General Assembly

- a. The SupCom and ExCom should have two preparatory meetings before the General Assembly to discuss upon the unclear issues, which would enable them to be better prepared and more efficient at the General Assembly.
 - i. The minutes of these preparatory meetings should be presented at the General Assembly with the purpose to ensure transparency within the organization and prevent irregularities in balancing the bodies of the organization.
 - ii. These two meetings should be held 1 month and 2 weeks before the General Assembly.
 - iii. Written input from SupCom on the work of ExCom and minutes from the GA preparatory meetings should be presented at the GA to ensure transparency and confirm that the necessary balance between the bodies will not be questioned.

5. The SupCom as advisers of the ExCom

- a. As stated in article 19, paragraph 3 of the IAPSS Statute, the SupCom will make itself available for help and assistance to the ExCom should the latter request it, particularly when related to the issues of Statute, Operational Plan progress, financial and material handling. The request and input will be issued by means of communication available and acceptable to both the SupCom and the ExCom.

6. Final remarks

- a. The SupCom and ExCom recognize that this policy on reporting, monitoring and communication between the two bodies does not cover every aspect of the responsibilities and relation between them.
- b. For all other topics we refer to the IAPSS Statute and encourage each other to work according to them and in the spirit of IAPSS.