IMI Committees and Taskforces

Policy and Procedure

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About

IMI's Committees and Taskforces play a key role in producing standards and in carrying out its ongoing activities. The purpose of this policy and procedure is to ensure that appointments to these Committees or Taskforces (COTs) is transparent, and in the interest of IMI's ongoing status as a body which is both independent and international.

There are three types of Committees or Taskforce associated with IMI:

1. **Taskforces that identify criteria or suggest standards for specific fields** (e.g. Cross-Cultural Mediation, Mediation Advocacy, Investor-State Disputes, Mixed Modes, or ODR Taskforces). These taskforces are normally created with a specific purpose, and their work will tend to focus around production of a particular document based on initial Terms of Reference. Such Taskforces will often be of a temporary nature, or may not be active for long periods of time after the deliverables have been published by IMI.
2. **Committees that help to ensure IMI's ongoing independence and international perspective** (e.g. Appraisal Committee, IAC)
   These committees have an ongoing role that is associated with IMI's core activities. For this reason, such committees tend to be ongoing.
3. **Committees or Taskforces that work on IMI projects** (e.g. GPC Organising Committee)
   The duration of project-based COTs will depend on the nature of the project, but are expected to be temporary. In other cases, COTs may be subsumed into IMI's core operations.

Initiating a COT

There are three ways in which a COT may be initiated:

1. A request is made directly to IMI, or originates within IMI's operations team

A proposal is sent to IMI suggesting the creation of a new COT. The request is documented, attaching proposed deliverables or draft Terms of Reference. Board feedback is sought prior to undertaking activities or setting up the COT (see following).

2. The IMI Board requests creation of a COT

A. IMI's Board decides upon the creation of a COT.
B. Two Co-Chairs are normally asked to head the COT. They are asked to first generate draft Terms of Reference or a project kick-off document, which is submitted to the IAC for feedback.
C. Following this feedback period, the COT is created and operationalised with the support of IMI's operations team in conjunction with an IMI Board member who has been nominated as the Board's point of contact to support this COT and provide feedback on its progress.
D. COT members are then recruited by the Co-Chairs. The COT members, once appointed, validate and finalise the Terms of Reference, with additional input from the IAC and Board if so desired.
E. Work is turned over to the COT can start its activities.

3. The IAC recommends creation of a COT

A. IMI's Independent Advisory Committee may also recommend the creation of a COT, and provide draft Terms of Reference.
B. IMI's Board reviews the IAC's proposal and approves the creation of the COT if it is in agreement. If not, the matter is discussed between the Board Chair(s) and the members of the IAC.
C. The Co-Chairs of the COT are appointed by the Board or IMI's operations team in consultation with the IAC.
D. An IMI Board member is assigned as the Board's point of contact to support this COT and provide feedback on its progress.
E. COT members are then recruited and the Terms of Reference finalised in accordance with the process at 2 D and E above.

Criteria for members

COT appointments are made by the COT's Co-Chairs, with a view to adequate expertise, stakeholder representation, equality, and diversity, both individual and

geographical. Participation in any COT is open to all applicants, regardless of race, religion, colour, nationality, or ethnic origin, gender, marital status, sexual orientation, disability, working patterns, or age. The Co-Chairs are responsible for appointment of members to the COT in consultation with the IAC and IMI Board.

The IMI Board, IAC, and IMI operations team provide input and support to each COT as may be requested by its members.

Each COT may be divided into different working groups or subcommittees. The Chair/s should have sufficient knowledge, skills and experience in the specific subject area of the COT, and will typically be confirmed by the IMI Board after consultation with the IAC. Other criteria are as follows:

A. COTs shall ideally contain at least one IMI Certified Mediator and/or Mediation Advocate whenever possible, ideally more, and from different geographical regions. The remaining members may be selected from geographic areas where it is not presently feasible to become IMI Certified (e.g. a lack of Qualifying Assessment Programs) or based on the diversity, skills, experience or knowledge they will bring to the COT. It is preferable for new members to become IMI Certified after joining a COT, although IMI membership is not a condition for joining or remaining in a COT.
B. COTs that seek to address issues of concern to mediation users should include at least two users.
C. Members of COTs must not have any conflicts of interest that would prevent them from carrying out their activities in the best interests of IMI and the global stakeholder community it serves.
D. Members taking part in an IMI COT should be willing to commit to spending at least one (1) day per month on COT matters.

Benefits for members

Participation in an IMI COT is voluntary. Costs are not reimbursed. Members will be recognised on the IMI website, including via having a limited IMI profile (where there is not yet one extant). Members are welcome and encouraged to feature their membership in professional CVs and profiles. COTs are key to the professionalisation of mediation, and membership is considered prestigious and recognition of that person's capabilities, expertise, and knowledge. Where possible, IMI will support participants' claims of time spent volunteering for IMI COTs as Continuing Professional Development/CPD) hours, noting that the individual member is responsible for facilitating this.

COT Terms of Reference

COT Terms of Reference are to include, whenever possible:

- Start date (and target end date, as applicable)

- Objectives
- Deliverables

COT reporting

COTs are to provide quarterly feedback or progress updates to IMI operations and the IAC, in May, August, November, and February of each calendar year (i.e. preceding IMI's quarterly Board meeting). Its Terms of Reference and working documents may be posted on the IMI website for public consultation.

Acceptance of COT products

Final COT products, where relevant, are presented to the IMI Board by the COT or IMI operation team as appropriate, after a public consultation period of at least three (3) months. It is for the IMI Board to decide on implementing any COT products or recommendations. Implementation is operationalised by the IMI operations team, as directed by the Board.

Concluding a COT

Where a COT has been created on a temporary basis, it may be concluded after completion of its goals. Certain COTs may be retained in a new or ongoing form. For example, if the original COT was responsible for creating a new set of standards, then members may be asked to reappraise them periodically, or an organisation's applications against those new standards.

All work products and members of a COT will be posted on IMI's Website.

Dissolution of a COT is to be declared by the Board only after consultation with its Co-Chairs, members, IMI operations, and the IAC.

Internal Operations Procedure for setting up a COT

1. Group email distribution list with all COT members is set up.
2. COT membership is added to existing IMI profiles where applicable; where a COT member does not have an existing IMI profile, this is created.
3. Webpage for COT is created, containing:
   3.1. Terms of reference
   3.2. Documents folder
   3.3. Member directory