



IFAC Board Meeting – Guidelines for IFAC Members, Associates, and Affiliates in Good Standing

These guidelines were approved by the IFAC Board in November 2022 and are intended to provide an overview of how IFAC Members, Associates, and Affiliates in Good Standing, and other interested stakeholders may request to attend IFAC Board meetings virtually as observers beginning on January 1, 2023 in accordance with Articles 29.5 to 29.7 of the IFAC Bylaws.

For the avoidance of doubt, these guidelines do not apply to other participants in Board meetings in accordance with Articles 29.1 to 29.4 of the IFAC Bylaws, which include: IFAC Board Members, IFAC Technical Advisors, Representatives of the recognized Regional Organizations, Chairs and members of the Public Interest Oversight Authorities, the Chair of the Forum and the Chair of the TAC, the Chairs of the independent SSB(s) and each other Group established as set forth in Articles 26-30 of the Constitution, and Representatives of the 12 highest contributing Member in Good Standing not otherwise represented as Board members in Category A (Category A Observers)

General Information: Bylaw Provisions

1. Article 29.5 to Article 29.7 of the IFAC Bylaws states (subject to IFAC Council approval in November 2022):
 - a. As from January 1, 2023, two representatives of all IFAC Members, Associates, and Affiliates in Good Standing not having a Board member, Technical Advisor, or Category A Observer participating on the Board are also entitled to attend the Board meetings virtually as observers but will not be entitled to vote or participate in the discussions and deliberations at Board meetings. (Any exceptions to allow physical participation shall be determined by the President, in consultation with the CEO.) Such representatives should notify the Secretary to the Board (the CEO) by an Appropriate Mode of Communication by the registration deadline determined for each meeting of their plans to participate virtually.
 - b. Other interested stakeholders, including any additional representatives from Members, Associates or Affiliates in Good Standing, may request to observe the Board meetings. The decision to allow such stakeholders to observe the meetings shall be made by the President, in consultation with the CEO. Such observers shall not be entitled to vote or participate in the discussions and deliberations at the meeting.
 - c. The President, in consultation with the CEO, may invite other interested stakeholders or experts to speak on relevant topics at Board meetings.

Format of IFAC Board Meetings

2. The IFAC Board conducts all meetings in either a hybrid or virtual environment. The highlights from each Board meeting, which are sent to all member organizations, will contain the format and date of the next Board meeting. Additional information on how to register and the registration deadline for an upcoming meeting will be provided to member organizations as soon as reasonably possible.



Request to Observe Board Meetings

3. Two representatives from each IFAC Member Organization in Good Standing may notify the IFAC CEO via electronic communication by the registration deadline determined for each meeting of their plans to virtually observe the meeting at IFACBoard@ifac.org.
4. Other interested stakeholders, including any additional representatives from IFAC Member Organization in Good Standing may request to observe Board Meetings. In general, such stakeholders will attend virtually. Exceptions to allow for physical attendance will be determined by the President, in consultation with the CEO.

Access to Board Meeting Materials

5. IFAC Member Organization representatives and other interested stakeholders are not provided with access to Board meeting materials.

Attendance at Board Meetings as Observers

6. All IFAC Member Organization representatives and other interested stakeholders registered and approved to virtually attend may observe Board meetings without a right to vote nor the right to participate in the discussion and deliberations at the Board meeting.
7. Where appropriate, the President, in consultation with the CEO, may also invite other interested stakeholders or experts to speak on relevant topics at Board meetings.

Record of Attendance

8. IFAC Member Organization representatives and other interested stakeholders who observe the meetings will not be individually recorded in the Board meeting minutes. The meeting records will note that "Representatives of IFAC Members, Associates, and Affiliates in Good Standing and other interested stakeholders were also in attendance to observe the meeting virtually without the right to vote or participate in the discussions and deliberations."

Access to Meeting Recordings

9. IFAC Member Organization representatives and other interested stakeholders registered and approved to virtually observe a particular open session of a Board meeting may ask for access to the recording of that Board meeting.
10. A written request should be submitted to IFACBoard@ifac.org via electronic communication. If granted, access to the recording should not be further disseminated to individuals that were not registered and approved to virtually observe the meeting. Recordings of the meeting will only be available for up to 30 days after each Board meeting.

Executive and In-Camera Sessions

11. Executive Sessions and in-camera sessions are for Board members only (with management participating when appropriate). Executive Sessions are designed for confidential and sensitive matters. In-camera sessions are board-only sessions held after the meeting to raise any concerns or issues arising from the meeting. Representatives and interested stakeholders are not permitted to observe Executive Sessions or in-camera sessions of the Board or have access to any materials or recordings of those sessions.



Other Matters

12. These guidelines will be reevaluated every three to five years, or at the request of the IFAC Board, in consultation with the Governance Committee to ensure its continued appropriateness. Any changes to these guidelines will be subject to the IFAC Board's approval.