

Terms of Reference for the ICMCI Board Liaisons

CMC - GLOBAL

Date: 17. 2. 2020

Version: 1.4

Background

Upon the instating of the current ICMCI board of directors in Noordwijk, it was agreed that board members of ICMCI will also act as liaisons to a specific number of IMCs allocated to them based on region, expected support, and the benefit to the network of ICMCI, as enhancing communication within our network was one of the main interests of the current board.

Purpose and Scope of the Liaisons

Main purpose:

Liaisons were assigned in order to enhance communication, understanding of IMCs to the workings of ICMCI, and understanding of ICMCI board of needs and requirements of IMCs.

Supporting purposes and scope:

The Liaisons are accountable for enhancing and maintaining good communication with the assigned IMCs, in order to accomplish this, the liaisons will:

- Communicate on a regular basis with the delegates and chairs of the assigned IMCs, the regularity of those communications are expected to be not less than once every two months to cover updates on ICMCI board meetings.
- Ensure proper understanding of our strategy and main goals and provide feedback to the ICMCI Board.
- Facilitate the proper involvement of the assigned IMCs in the discussions preceding the annual meeting of delegates based on proper understanding of all propositions under the umbrella of our strategy and vision.
- Report to ICMCI board with feedback, the main points of discussions, and any recommendations from the institutes on issues that need to be addressed by the board.
- Ongoing development of the relationship between the Liaison and assigned IMCs.
- Create synergies among the ICMCI members and highlight opportunities for cooperation and exchange.
- Monitor the implementation of the resolutions, products, and services of ICMCI.

Reporting

The Liaisons shall:

- Report progress to the Board via the Secretariat in advance of each Board meeting.

Transparency and confidentiality

- All communication conclusions are to be documented in the form of feedback and recommendations to the Board.
- All liaisons must act with discretion and maintain confidentiality of board discussions except as documented in the summary MOMs.

Duration of appointment

Liaisons shall continue the role during their service as a board member on the ICMCI board.

Current list of Board Members and assigned IMCs:

Board Members - IMCs Liaisons										
No.	Countries	Dwight	Yanyan	Gergana	Robert	Kyeong	Jehona	Jan Willem	Jeremy	Sorin
1	Algeria							1		
2	Armenia						1			
3	Australia								1	
4	Austria			1						
5	Bangladesh					1				
6	Brazil							1		
7	Bulgaria				1					
8	CMC -GI	1								
9	Canada								1	
10	Caribbean							1		
11	China					1				
12	Chinese Taipei					1				
13	Croatia				1					
14	Cyprus			1						
15	Finland				1					
16	Germany			1						
17	Hong Kong					1				
18	Hungary			1						
19	India		1							
20	Iran		1							
21	Ireland							1		
22	Israel				1					
23	Italy							1		
24	Japan					1				
25	Jordan							1		
26	Kazakhstan						1			
27	Korea		1							
28	Kosovo				1					
29	Lebanon								1	
30	Lithuania						1			

Board Members - IMCs Liaisons										
No.	Countries	Dwight	Yanyan	Gergana	Robert	Kyeong	Jehona	Jan Willem	Jeremy	Sorin
31	Macedonia			1						
32	Mongolia		1							
33	Netherlands								1	
34	New Zealand								1	
35	Nigeria		1							
36	Philippines					1				
37	Serbia			1						
38	Romania						1			
39	Russia						1			
40	Singapore		1							
41	South Africa								1	
42	Sweden				1					
43	Switzerland						1			
44	Thailand					1				
45	Turkey							1		
46	Ukraine				1					
47	United Kingdom						1			
48	United States			1						
49	Zimbabwe								1	
	Totals	1	6	7	7	7	7	7	7	0