



Supranational Relations Subcommittee

Terms of Reference

1. Membership

The Subcommittee chair and vice-chair and members are selected by the Executive Committee. The membership will consist of:

- Chair – Brendan Counsell
- Vice Chair – Marika Guralnik
- Designated Officer as an ex officio member - Mike Lombardi
- EC Liaison – Ed Pudlowski
- 3 Members who have experience working with the IAA on Supra matters – Assia Billig, Rodrigo Ibarra-Jarrin and Alexander Dollhopf
- Designated Secretariat Staff Member – Supranational Relations Officer (Irfan Yar)

2. Purpose

The purpose of the Supranational Relations Subcommittee (SRS) is to manage and provide oversight on expanding IAA Supranational relationships. The SRS will monitor the activities and performance of the supranational relationship teams, and report to the Executive Committee.

3. Role

Its responsibilities include:

- Review and implementation of the IAA's strategic objectives regarding its supranational relationships
- Annual review of the tiering structure for Supras
- Decisions regarding the introduction of new Supras and international entities into the tiering structure
- Seek to establish MoUs with Tier 1 supranational organizations (Supras), though this is not mandatory¹
- Assisting relationship management teams with the strengthening relationships with key Supras
- Preparing in advance and monitoring an annual calendar for IAA representation at key Supra events. This includes recommendations for attendance at such events.
- Ensuring that the IAA has Effective Relationship Management Teams:
 - Review of annual work plans that are provided by Supra relationship management teams.
 - Review of the vision statements provided by Supra relationship management teams to ensure that they are aligned with the IAA's strategic objectives
 - Ensuring that relationship management teams are diverse and are sufficiently staffed
 - Ensuring that the relationship management teams are aware of the work done within the IAA so that this can be promoted

¹ This clause amended based on the SRS meeting recommendation held on 16 April 2025

- Note: officio member - Mike Lombardi updated in Jan 2026

- Ensuring that the IAA has Effective Relationship Management Teams:
 - Succession planning including managing the appointment of Relationship Managers, Deputy Relationship Managers and Delegates taking into consideration the IAA's policies with respect to term limits
 - Ensuring that relationship management teams are completing their work plans and are operating efficiently

The Subcommittee will not be carrying out the work of the relationship management teams.

- Work with the Secretariat to establish a budget for Supra activities within the Secretariat's budgeting cycle.
- Report to Executive Committee on its activities

4. Decision-making authority

The Subcommittee operates within the IAA Statutes and Internal Regulations and makes recommendations for consideration by the Executive Committee.

5. Operational Matters

Frequency of Meetings:

The SRS will meet with the Relationship Management Teams twice a year (hybrid meetings) in conjunction with the IAA Council and Committee meetings. The SRS will operate by means of email and virtual meetings in the interim period as needed.

Agendas and papers:

All meetings will have an agenda agreed by the Chairperson which must generally be distributed, along with required papers, within a reasonable time before each meeting.

Meeting notes:

Brief meeting notes capturing mainly the decisions and action items will be prepared and distributed as soon as practicable after each meeting.

Reporting on Committee Activities:

The Chairperson will prepare a report for the Executive Committee on the activities of the SRS at intervals to be determined by the Executive Committee.

IAA Liaisons:

The SRS will liaise with other IAA Committees, Forums, Task Forces, and Sections as required to carry out its role and activities.

External Liaisons:

The SRS will liaise with external stakeholders as required to undertake its role and activities, subject to any requirements or processes of the IAA Statutes and Internal Regulations.

Other operational matters:

The SRS will share information regarding developments and initiatives in relation to its work with other relevant IAA entities via news briefs, online community tools, IAA meetings and the IAA website.

6. Entities Reporting to the SRS

All Supranational Relationship Management teams will report to the SRS.