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## **TRAINING SUB-COMMITTEE**

### TERMS OF REFERENCE

#### **1. Training Sub-Committee**

- 1.1. There shall be a Training Sub-Committee, which will be a sub-committee of the Executive Committee.
- 1.2. The purpose of the Training Sub-Committee is to contribute to the IAP's programme of training and capacity building, ensuring that is globally and/or regionally accessible and developed in accordance with the aims and objectives of the Global Training Academy and the IAP Objects, through partnerships with international and regional organisations, national authorities, and the private sector.
- 1.3. The Sub-Committee shall act in accordance with these Training Sub-Committee Terms of Reference (the Terms) that regulate the authority and work of the Sub-Committee.

#### **2. Membership**

- 2.1. The Sub-Committee shall consist of at least five members, of which at least three must be members of the Executive Committee.
- 2.2. Members of the Sub-Committee shall be appointed by the Executive Committee. The General Counsel should also be a member of the Sub-Committee.
- 2.3. Members of the Sub-Committee may be members of the Executive Committee, the Senate, the Secretariat or other members within the meaning of Article 19 of the IAP Constitution. Any IAP member who wishes to be considered for membership of the Sub-Committee should notify the Secretary-General in writing, and their interest will be notified to the Executive Committee.
- 2.4. The members of the Sub-Committee shall appoint one of their number as Chair, who shall serve for a term of three years, subject to subsection 2.5 below. The term of office as Chair is renewable without limitation.
- 2.5. A member shall serve for a term of three years. Members shall be eligible for reappointment without limitation.
- 2.6. A member may resign from the Sub-Committee by providing notice in writing to the Secretary-General.
- 2.7. A member of the Sub-Committee may be dismissed by the Executive Committee if, after due enquiry, the Executive Committee decides by a majority that the member is unable or unwilling to perform their duties as required by these Terms, or has acted in such a way which is inconsistent with their continued membership of the Sub-Committee.

- 2.8. No member may remain on the Sub-Committee if that member ceases to be a member of the IAP.
- 2.9. Sub-Committee members shall disclose any conflict of interest relating to the work of the Sub-Committee to the Chair of the Committee. If requested to do so by the Chair, the member shall withdraw from the Sub-Committee or from any part of the Sub-Committee meeting or activity as is deemed appropriate by the Chair.

### **3. Roles and responsibilities of the Sub-Committee**

- 3.1. The Sub-Committee shall be responsible for:
  - i. Identifying and building strong relationships with international, regional and national organisations and associations, and with the private sector;
  - ii. Leveraging those partnerships in the development and execution of training materials and programmes;
  - iii. Assessing potential partnerships and training products and making recommendations to the Executive Committee;
  - iv. Setting the objectives and strategies for the Global Training Academy;
  - v. Assessing resources required for accomplishing the objectives under the Global Training Academy and making recommendations to the Fundraising Sub-Committee and Executive Committee;
  - vi. Implementing the Global Training Academy strategy with the support of the Secretariat;
  - vii. Regular review of the objectives of the Global Training Academy;
  - viii. Management and regular review of the operational performance and outputs of the Global Training Academy;
  - ix. Optimisation and allocation of Global Training Academy resources.
- 3.2. The General Counsel, assisted by the Sub-Committee, shall be responsible for arranging Memoranda of Understanding, Letters of Agreement, and other such formalities with partner organisations as required for approval by the Executive Committee.
- 3.3. The Sub-Committee shall prioritise partnerships and products that provide the Global Training Academy with support and resources for training prosecutors in the fields of:
  - i. Universal professional standards which transcend national perspectives;
  - ii. Universal human rights and their application to the role of the prosecutor and the wider criminal justice system; and
  - iii. International co-operation, cross-border crime and other specialist areas that require expertise not ordinarily available to national training institutes.
- 3.4. The Sub-Committee shall take appropriate measures to enable the Global Training Academy to bring together prosecutors from different jurisdictions and legal systems to build professional cross-border relationships, exchange knowledge and experience and share best practice.

#### **4. Procedure**

- 4.1. The Sub-Committee will meet at least twice a year. Meetings can be in-person, online, or in a hybrid format.
- 4.2. The quorum for any meeting shall be a simple majority of the Sub-Committee's membership.
- 4.3. The Sub-Committee should aim for consensus on all decisions. If consensus cannot be reached, the Sub-Committee shall make its decisions by a simple majority of members present and voting. In those circumstances, majority and minority positions shall be noted in the minutes of the meeting and shall be reported to the Executive Committee.
- 4.4. The Sub-Committee shall make a report of its actions and conclusions for each Executive Committee meeting and for the General Meeting.
- 4.5. Any recommendations of the Sub-Committee are not binding on the Executive Committee.

#### **5. Rules of procedure**

- 5.1. The Sub-Committee may make and vary its own rules of procedure, including these Terms.

#### **6. Record keeping**

- 6.1. A record should be kept of each Sub-Committee meeting and of any actions that take place pursuant to conclusions reached at a Sub-Committee meeting. The record of the meeting should be sent to the IAP Secretariat for storage in the IAP archives.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.  
In force with immediate effect.

