

IAP MEMBERSHIP REVIEW COMMITTEE 2026-2028 – terms of reference

1. Purpose

- To review membership applications and recommend to the IAP Board acceptance or rejection of applications for membership into IAP
- To review applications from young academies and recommend to the IAP Board acceptance or rejection of young affiliate applications
- To provide recommendations to the IAP Board on observer entities.

2. Committee Membership

- Nine member participants, including the chair (ideally a Board member), serving a three-year term. Membership should include at least two members from each IAP region and also taking into account, high income countries (HIC) and low- and middle- income countries (LMIC) and gender representation;
- Selected by the IAP Board following a call for expressions of interest issued to the Advisory Committee and the Programme and Development Committees to serve on the Membership Committee.
- Decisions are made by consensus whenever possible, or by majority vote when consensus cannot be reached.

The Committee will operate for three years from March 2026 until the next IAP General Assembly.

3. Roles and Responsibilities

The Committee will:

- To review membership applications and recommend to the IAP Board whether they should be accepted or rejected; applications approved by the Board will then move forward for endorsement by the IAP General Assembly.
- To review young affiliate applications and recommend to the IAP Board whether they should be accepted or rejected; applications approved by the Board do not require endorsement by the IAP General Assembly.
- To assess prospective observer entities and provide recommendations to the IAP Board regarding their suitability.

4. Committees operations

- Committee members are expected to attend the online Committee meetings and dedicate an average of 2 hours per month to their responsibilities.
- The Committee will carry out its work primarily through virtual meetings and electronic communications.
- The Secretariat will circulate the application materials and a synthesis of comments in advance of each meeting.

5. Compliance and Responsibilities

- Committee members are expected to adhere to the IAP Conflict of Interest Policy and IAP Code of Conduct. Consistent lack of participation may result in a request to step down from the Committee.

6. IAP Secretariat support

The IAP Secretariat will provide administrative and logistical support to the Committee, including:

- Organizing and coordinating virtual meetings
- Circulating applications and material for evaluation by the Committee members
- Facilitating communication between the Committee and the IAP Board
- Maintaining records of discussions, decisions, and documents

7. Reporting

- The Committee Chair provides annual reporting to the IAP Board on key decisions and issues.

Review of ToR

- Every 3 years.