



Policy for Attendance at IAIS Committee and Subcommittee Meetings

Principles of meeting attendance

The following principles apply to attendance at meetings:

Committee and Working Group meetings

- Committee/Working Group meetings are generally open to all Members but may be restricted to Committee/Working Group members at the discretion of the Chair or if so agreed by a majority of the Committee/Working Group (see principles for closing a meeting below). Closed sessions should be announced in advance in the draft agenda; however, if a closed session is requested during a meeting, such advance notice may not be feasible.
- Representatives of Members may follow and contribute to a Committee without being a member of that Committee.

Task Force meetings

- Permitted attendance at Task Force meetings shall be specified in the mandate of a Task Force based on the subject matter(s) the Task Force will address and any relevant needs to restrict attendance among Task Force members, Members and invited guests.

Principles for closing a meeting

Situations in which it would be appropriate to close a meeting to Committee/Working Group members only include:

- Administrative or internal matters, including budget, personnel and contractual matters;
- Discussions on confidential or highly sensitive data or information;
- Voting on election of Chairs or Vice Chairs;
- Potential or pending litigation or investigations; or
- Any matter required to be kept confidential under any agreement, law or order.

Principles for inviting guests

The Chair of a Committee or Subcommittee has the discretion to invite and admit Members to all or part of a meeting that has been restricted to Committee/Subcommittee members. For example, the Chair of the Executive Committee may invite the Chair of a Subcommittee to participate in a member only discussion at the Executive Committee.

The Chair of a Committee or Subcommittee also has the discretion to invite and admit guests (i.e. non-Members) to a meeting subject to the conditions set forth below. The purpose of inviting guests is to provide additional perspective or input into matters being developed at the Committee/Subcommittee and to ensure that all relevant substantive views

are being considered. Guests may be invited when there is a specifically identifiable need for input but not simply to keep stakeholders informed of work in progress.

In inviting guests, the Chair should:

- Consult with the Vice Chair, Secretariat and Committee/Subcommittee members on who to invite and exercise his or her discretion in an objective and transparent manner.
- Consider requests or offers to attend from Committee/Subcommittee members, non-members of the Committee/Subcommittee, the Secretariat and stakeholders.
- Avoid the perception that any one individual or group is favoured over another by utilising a transparent process, which could include the use of an open invitation for appropriate technical experts willing to provide targeted input (from which, if necessary, the Chair and Vice Chair should choose a balanced representation of interests).
- Invite guests only to the part(s) of a meeting where his or her specific input is required.
- Provide members of the Committee or Subcommittee with sufficient opportunity to discuss issues amongst themselves.

Situations in which it would be appropriate to invite a guest include:

- When specific, technical input is required on an issue.
- To solicit targeted feedback on an issue or proposal.
- To receive an explanation of practices and developments within the industry or certain regions or jurisdictions.
- To receive targeted input from specific types of stakeholders, such as consumer groups, on relevant issues.

Any individual or group who accepts an invitation to a meeting shall be identified on the agenda, which should also indicate the items the individual or group will be invited to attend.