



## Mandate for a VICH SC Task Force to elaborate proposals for updated VICH structures

### Background

A special teleconference of the VICH Steering Committee (SC) was convened on 25 February 2021 to discuss the request from Switzerland for VICH Observer membership and the Creation of a Task Force (TF) to discuss the future organisation of the VICH SC and VICH Outreach Forum (VOF). The SC agreed that a draft mandate for the TF should be prepared by the coordinators to clarify what will be expected from this exercise. The SC also decided that another SC virtual meeting will take place on 21 June 2021 to agree the mandate and launch the TF.

It was recommended that the starting point for discussions on the VICH structure must be the objectives of VICH and how to deliver those in the new global environment.

### Objectives of VICH

The objectives of VICH are laid down in the [Organisational Charter](#) of VICH.

### Objectives of the restructuring

The task force is mandated to propose a restructuring of the VICH structures to meet the following objectives:

1. The VICH structures must more efficiently meet the primary purpose of VICH, which is to develop, implement and maintain harmonised technical guidelines, of relevance to all the VICH participants.
2. The VICH must be able to continue to function efficiently.
3. The VICH decision-making process must continue to function efficiently.
4. The VICH process should become more inclusive and transparent.
5. The VICH structures must maintain the equal partnership and dialogue between regulators and industry.
6. The VICH SC structures must maintain a reasonably balanced geographic spread of members.
7. The restructuring should allow closer involvement of those countries that actively contribute to the VICH process and those that make all reasonable effort to fully implement the VICH guidelines.
8. The TF proposal should include descriptions of any proposed membership categories, and for each category, the criteria for membership, the roles, the rights, the commitments, and responsibilities for VICH members including the VOF Members. It should also include information on flexibility for the different membership categories.

### Composition of the task force

Each delegation of the full members of the steering committee may appoint one representative to the task force (6 members). The VICH secretariat shall provide administrative support to the TF.

## Observer Input

Current Observers are invited to provide feedback through an observer subgroup. The purpose of the subgroup would be for the observer members to discuss their thoughts on observer status, including requirements to become an observer. The subgroup will create by early September 2021 a recommendation document to be shared with the Task Force and used in the deliberations by the Task Force.

## Timescale of the work of the task force

Following adoption of the mandate of the TF by the VICH SC, the task force shall make its best endeavour to submit proposals for restructuring of VICH to the VICH SC within 4 months.

The aim should be to discuss the proposals at the 40<sup>th</sup> VICH SC meeting in November 2021.