

## HOW TO ORGANISE AAE ANSWERS TO CONSULTATIONS?

The problem today is that

- we get generally too little activity from Member Associations, leaving too much of the work to Committee chairpersons,
- when we get MA input it usually comes only when the consultation answer should be nearly finalized, making the workload of Committee chairpersons still more heavy, and
- when final drafting is delayed towards the end of the consultation period there is too little time for the Board (two members of the Board need to be agreed to do this) to perform its quality<sup>1</sup> check.

It is difficult to create an exact one-size-fits-all solution for the preparation of AAE answers. This results from the fact that the consultations are very diverse. Some of them are short while others are extensive. Some have a very short consultation period while others give months of time to answer.

In the group consisting of Malcolm Kemp, Tony O’Riordan and Esko Kivisaari we propose the following to be obeyed in answering consultations:

- when a consultation is issued, the Board decides, usually on the initiative of a Committee chairperson,
  - o that the AAE should participate in the consultation,
  - o the Committee to which the responsibility should be allocated, and
  - o the two persons in the Board who will do the final review.
- the Secretariat on behalf of the relevant Committee chair sends a message to Membres Titulaires indicating:
  - o the name of the consultation,
  - o the individual in the Committee or one of its Working Groups who will take responsibility for preparing the submission and taking it through the governance process,
  - o the due date of the consultation,
  - o request for the MA to provide input though its member in the respective Committee before a given date (only input received no later than this date will be taken into account when preparing the answer), and
  - o the date when a draft answer will be sent to the Board for final review.
- The responsible individual identifies individual(s) who can support in preparation of response, collates all responses including those from MAs and others, submits to Board for approval, makes required changes and ensures on time submission. If no or very limited responses are received from MAs, the Board should be informed and a decision taken whether or not to submit a response with limited inputs available. Where the Board decides not to submit a response to a particular consultation because of limited input, Membres Titulaires should be informed of this decision and the reason why.
- The responsible individual will also provide a summary of the response containing the main message. This will be included in the draft response to be reviewed by the Board.

**Commented [MS1]:** This is done, but results in 0 response.

It seems best to approach a committee directly. I would suggest to think of another approach: publish outstanding consultations on the website with deadline for response if a delegate wishes to participate in drafting the response.

**Commented [MS2]:** This has never been done. But only because it was considered in earlier stages by the Board not to submit a response.

<sup>1</sup> The word “quality” is used here on purpose: consultations need to be answered with direct representativeness from the Mas – the role of the Board should be to see that the answer doesn’t contradict previous AAE positions and the answer otherwise fulfils appropriate quality requirements.

- the Board performs the quality check after which the answer to the consultation will be sent and also usually posted on our website.
- The Board reviewers will also assess the summary and will provide a recommendation whether the summary can serve as a Press Release.