

## Survey Results of Chairs and Vice-Chairs for 2013

Q#		2012	2013 (N/A)
<b>A</b>	<b>Questions for Chairs (Committees, Working Groups)</b>		
4	Terms of reference updated and reflective of strategic plan	85%	100%
5	Implemented a plan of action and stayed focused	83%	90%
6	<b>Conducted effective meetings</b>		
a	Provided adequate notice of meeting schedules	86%	100.0%
b	Provided effective working agendas that were circulated in advance	86%	89.5%
c	Managed the meetings by facilitating and not dominating	100%	100.0%
d	Encouraged the participation of all members	100%	94.7%
e	Facilitated participation by telephone by ensuring all material circulated in advance	<b>50%</b>	57.9% (26.3%)
f	Utilized and informed Secretariat	100%	94.7% (5.3%)
g	Submitted an activity report	<b>79%</b>	63.2% (26.3%)
h	Produced minutes on time	<b>71%</b>	88.9% (5.6%)
i	Ensured that decisions reflect consensus	83%	73.7% (26.3%)
j	Made effective use of the Vice-chair	<b>77%</b>	<b>63.2% (15.8%)</b>
k	Attended the The Hague Council meeting	76%	47.4% (26.3%)
l	Attended the Singapore Council meeting		42.1% (21.1%)
7	Submitted budget	<b>75%</b>	<b>63.2%</b>
8	Submitted workplan		<b>50.0%</b>
9	Secretariat support is adequate		89.5%
10	<b>Effective integration of new committee members:</b>		
a	Welcomed them	100%	89.5% (10.5%)
b	Explained usual functions of committee (TORs)	82%	<b>68.4% (10.5%)</b>
c	Provided background information/material	<b>64%</b>	73.7% (15.8%)
d	Informed of NNE paper	<b>55%</b>	<b>44.4% (11.1%)</b>
11	Considered succession planning issues, informed NC/EC as appropriate	<b>74%</b>	63.2% (26.3%)
12	Ensured coordination with other committees and Sections as appropriate	<b>79%</b>	89.5% (10.5%)
13	Considered subcommittee leadership succession planning	<b>78%</b>	50% (44.4%)
14	Reviewed subcommittee TORs to ensure continued relevance to committee mandate	<b>78%</b>	42.1% (52.5%)
15 to 25	<b>see EC survey results</b>		

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<b>B Question for subcommittee chairs</b>			
26	Ensured TORs are clear and within scope of parent committee's mandate	86%	100.0%
27	<b>Conducted effective meetings</b>		
a	Provided adequate notice/meeting schedules	88%	97.1% (8.3%)
b	Provided effective working agendas	81%	83.3% (8.3%)
c	Managed the meetings by coaching and not dominating	69%	91.7% (8.3%)
d	Encouraged participation of all members	88%	83.3% (8.3%)
e	Facilitated participation by telephone by ensuring all material circulated in advance	81%	83.3% (16.7%)
g	Utilized and informed Secretariat	81%	91.7% (8.3%)
h	Produced minutes of meeting	69%	75% (8.3%)
i	Ensured that decisions reflect consensus		75.0%
j	Made effective use of Vice-chairs	79%	66.7% (25%)
28	<b>Effective integration of new members:</b>		
a	Welcomed them	93%	75% (25%)
b	Explained usual functions of committee (TORs)	79%	83.3% (16.7%)
c	Provided background information/material	79%	66.7% (25%)
d	Informed of NNE paper	50%	50% (25%)
29	Coordinated with other committees/subcommittees/working groups/Sections as appropriate	87%	83.3% (16.7%)
30	Submitted activity reports to parent committee	69%	90.9% (9.1%)
31	Has a good communication with the parent committee	81%	91.7% (8.3%)
<b>C Question for Section chairs</b>			
32	Ensured Section's purpose is clear and reflects IAA SOs	91%	100%
33	Ensured Section rule changes consistent with IAA Statutes and Internal Regulations	94%	80% (20%)
34	Ensured Section follows IAA goals and implements plan of action	89%	100%
35	Submitted budget	91%	80%
36	Attended Council meeting in The Hague as voting Section Delegate	94%	60%
37	Attended Council meeting in Singapore as voting Section Delegate		60%
38	Reported to Council on activities and finances	94%	100%
39	Coordinated with committee chairs as appropriate	89%	100%
40 to 46	<b>see EC survey results</b>		

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<b>B Questions for vice-chairs</b>			
47 Assisted Chair		84%	95.5%
48 Assumed interim chairmanship in absence of Chair		83%	40.9% (36.4%)
<b>E General (for all)</b>			
49 Was questionnaire useful		77%	65%

### COMMENTS

Q49 **Was questionnaire useful?**

- I think it was unnecessary to get vice chairs to look at this to answer only 2 minor questions above,
- Hard to answer this question. Useful to whom?
- It helps me understand the relationship between the EC and the Committee.
- asseses administrative and process, not as effective for vision and accomplishment
- We have had a very productive talk in Hague. The ideas and necessities were discussed and well received from EC.
- The e-mail indicated that section B is leading for Vice-Chairs. That was not clear for me, and I'm still somewhat confused.
- Only two questions are asked.
- at least in highlighting areas for self-improvement
- Slightly useful, as I was only appointed at the end of the final Working Group meeting of 2013. Good, however, to hear that the secretariat is taking an interest in effectiveness
- It was not structured as clearly as in previous years. Seemed to jump between self-evaluation and evaluation of the IAA.
- Only two questions are directed to vice-chairs.
- The right answer would be "maybe". Some questions may be useful to me as a committee chair, however most of the questions are useful as a feedback to other parties.
- If I read instructions correctly, I only had three questions to hunt for an answer.
- Confusing and unclear. There are asterisks at the start, but it does not say what they refer to. I was not sure if "name" was my name or the name of the committee (except I eventually worked out it must be my name.) I not sure if this was supposed to be an anonymous survey on Chair performance - but not if you need to include your name. This may mean responses are less honest. The email says "B" is for working group sub chairs, though the survey says "D" is for working group sub chairs. How do you answer the question "27 Conducted effective meetings as required to meet the plan:" as it is not a question? For the subpoints, I am not sure if this was supposed to be the subcommittee chair saying they did these things, or that the chair did these things. Questions need to be asked as questions, or else an introductory statement added, such as "please mark all that apply".
- Seems poorly organized and badly drafted questions
- Questionnaire does not really add to what is already known and previously communicated.
- On question 6, I have responded to not having attended the Council meetings in The Hague and Singapore. As known, for the last decade I
- Remind one of core activities and objectives

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**Q50 Indicate what type of support, if any, would be useful in carrying out your role**

- Current support is satisfactory
- Consistent secretariat staffing for the committee would be a huge improvement over the constantly shifting assignments.
- The support of the secretariat is really good, thank you
- some small funding
- Especially Supra is based on the availability of persons to be able to travel and to explore international relationships. That is a challenging task as it requires time & means to be successful.
- More structured requirements for work plans, budgets, outputs, and reporting to the EC - not heavy, but enough to enhance focus and demonstrate progress
- IT support from Christian Levac and team will remain essential for progress, as one of our key aims is to communicate to members and others through the website.
- Our Secretariat support person (Amali) has been very helpful to us.
- Better understanding of role, clear terms of reference and objectives set and more effective means of communicating with the full Committee.
- More direction from the EC as to what they expect from the MWG. Better communication with other Committees. Not sure if EC or Secretariat or the MWG must facilitate this.
- Facilitate Phone call Meetings Scheduled extra meeting time for the Subcommittee at during Committee and Council Meetings
- Existing arrangements are fine and should continue