

ICC Policy Commissions: Remit and Governance

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Enhancing governance/functions of ICC Policy Commissions

This document sets out Terms of Reference to strengthen the functioning and governance of ICC Commissions. In doing so, it seeks to:

- provide a clear overall remit for Commissions and ensure that their work is embedded within ICC's broader objectives
- ensure all Commissions are “joined-up” as regards selection of projects and production of outputs
- provide clarity as regards the remits of Commission officers and chairs
- introduce corresponding responsibilities for ICC staff members charged with overseeing Commission work
- support the development of high-quality policy outputs aligned with ICC's strategic objectives

Remit of ICC Policy Commissions

ICC Policy Commissions provide platforms to address the key business issues which require collaborative action to advance ICC's mission to "enable business worldwide to secure peace, prosperity and opportunity for all. Commissions act as thematically-focused forums to enable expertise from companies engaged with ICC to be channeled in areas that can have the highest possible impact.

The key functions of the Commissions are to:

- ensure extensive engagement from companies affiliated with ICC in the development and implementation of ICC policy projects;
- provide platforms to build consensus on global policy issues amongst companies from all regions and industries;
- channel business expertise to inform the development of ICC policy outputs and initiatives;
- allow for peer-exchange and intelligence sharing to maintain the relevance and timeliness of ICC's policy work;
- support the development of high-quality policy outputs aligned with ICC's strategic objectives;
- uphold the principles set out in ICC's Centenary Declaration and the objectives of the United Nations Sustainable Development Goals.

Role/Responsibilities of Commission Officers (Chairs and Vice Chairs)

Officers provide guidance and oversight for the work of Commissions. In this, their main roles are to:

- provide strategic support and insight for the work of a Commission, propose priorities and advance activities in conjunction with the ICC Secretariat – in accordance with guidance set out by ICC's Executive Board;
- contribute to the the delivery of Commission outputs to achieve ICC's strategic priorities;
- in collaboration with the ICC Secretariat, drive consensus to develop policy positions and key messages within the scope of the respective Commission;
- based on practical market needs, contribute to the articulation of potential new projects, for approval by the ICC Executive Board's Policy Commissions Committee;
- promote effective collaboration with other ICC Commissions and alignment with ICC's mission and strategic priorities;
- in partnership with the ICC Secretariat, support the engagement of corporates and national committees on key topics within the remit of the Commission;
- Provide insights which allow the ICC Secretariat to respond rapidly to emerging changes in the global policy landscape and ensure that the Commission enables ICC to take a proactive approach to external engagement
- review core Commission outputs, control quality of deliverables and evaluate progress
- act as a specialist representative for ICC at external events, under approval from the ICC Secretariat
- encourage collaboration and partnerships with appropriate third-party organizations

Additional responsibilities of Commission Chairs

The Commission Chairs' role is to:

- chair Commission meetings (normally 2 per year) and regularly engage with staff members of the ICC Secretariat;
- provide quality assurance on content and format of outputs based on guidance set out by the ICC Executive Board and the practical needs of relevant stakeholders;
- support advocacy, including taking the lead as spokesperson upon the request of the ICC Secretariat at events/engagements, as appropriate;
- act as a champion for ICC with external stakeholders and within their organizations, in particular by ensuring their institutional engagement across ICC's policy portfolio;
- provide strategic support for corporate and government engagement to maximize impact of policy outputs;
- provide strategic advice to the development of Commission work programs, ensuring full alignment of activities with ICC's mission and strategic priorities outlined by the ICC Executive Board/Secretary General;
- recommend the establishment of new Commission working groups or initiatives based on the interest of Commission members and market needs, for final approval by the ICC Secretariat/Executive Board as appropriate
- review papers/reports/outputs produced by the Commission, for publication approval by the ICC Secretariat/Executive Board as appropriate
- Contribute to a written report on Commission activities to ICC Executive Board's Policy Commissions Committee, as requested and at least once at the end of each calendar year.

Role/Responsibilities of the ICC Secretariat

Each Commission is assigned a “Policy Lead” to oversee the daily management of the activities and agenda setting for all Projects within that Commission. Specifically, the Policy Lead is responsible for:

- organizing and carrying out the work of the Commission, in alignment with ICC’s strategic objectives, the interests of Commission members and through the development of engagement plans where ICC has a unique value-add vs. opportunities to work in partnership;
- delivering, in collaboration with relevant colleagues, projects within remit of the Commission under their supervision;
- in partnership with National Committees and the Global Partnership and Development team, driving corporate engagement in Commission initiatives and projects, including by identifying synergies between projects within the Commission and other ICC initiatives;
- maintaining Commission leadership groups – ensuring officers are fully engaged and aligned with all key decisions and embedding regional and sectoral representation in the Commission’s composition and leadership structure;
- in accordance with the guidance set out by the ICC Executive Board transparency, good governance and consensus building in all aspects of the Commission’s work;
- maintaining project objectivity and integrity to sustain support from a wide range of stakeholders while responding to market needs;
- driving the delivery of high-quality external engagement activity and communications/website content, with appropriate internal approvals;
- ensuring an effective and efficient process towards the timely delivery of project results;
- organizing meetings of Commission officers, open meetings of the Commission and any necessary working groups;
- reporting on financial costs and budgets to the ICC Policy Director/Chief Financial Officer on a regular basis;
- ensuring alignment of activities with strategic initiatives implemented by the Secretary General/Executive Board

Selection and Appointment of Commission Officers

Profile

All officers of ICC Commissions shall be:

- Employed by a company with an active affiliation to the ICC national committee where the officer is based;
- Hold a position of sufficient seniority to command respect from Commission members and key external stakeholders;
- Possess specialist knowledge of the respective Commission's domain – as well as recognized standing in that area;
- In good standing within their company and industry, without any ongoing legal or disciplinary proceedings underway.
- Ideally employed by a corporate rather than an advisory or private-practice law firm – or be operating as an independent consultant.

Identification of candidates

The nomination of candidates to assume officer positions will be:

- Vested with ICC national committees
- Subject to an open and transparent process, with no fewer than six weeks provided to receive nominations

Selection of officers

Officers will be appointed in compliance with the criteria set out above by the ICC Secretary General, having regard to:

- The need to ensure diversity in appointments
- Maintaining an effective mix of sectoral, industry and geographical expertise within the leadership of Commissions

Appointments

Selected candidates will be appointed for:

- A three-year term, subject to annual review by PCCOM, and renewable once
- Total terms shall not exceed six-years for any officers in individual roles