

# Guidance: When Approval for External Communications is Needed from the IRAC Executive

IRAC International (including its working groups) external communications require approval from the Executive Committee before these are released, published, or placed on the IRAC website. Some notes, clarification and caveats on this procedure are given below:

- “External Communications” means documents, manuscripts, presentations, and other media, developed by or on behalf of IRAC, that describe IRAC’s data, information, policies or positions, and are intended to be released to audiences outside IRAC (including IRAC’s partners and consultants), CropLife International, and their member companies.
- Communications that clearly relate to routine administrative matters do not need approval.
- Information or documents etc. that have been approved or made public previously, or are already published on the IRAC website do not need approval again. This includes selected parts or individual slides from existing publications or presentations etc. Existing IRAC documents/statements should not be modified for external use without consultation with the Steering Team.
- All communications to be approved by the Executive must be passed by a vote of the whole committee. For a decision to be approved at least two-thirds of votes cast by the Executive must be in favour of the decision. Members should be given 14 days notice of items requiring approval to ensure they or their representative has the opportunity to cast a vote.
- In cases where approval is considered unnecessary, working groups are still encouraged to circulate documents to the Executive making it clear that this is for information purposes only. This gives members of the Executive the opportunity to make comments.
- If in doubt as to whether approval is required from the Executive, please consult with the Steering Team directly or via Alan Porter.

# Guidance: When Approval for a Decision is Needed from the IRAC Executive

IRAC International (including its working groups) decisions relating to financial and operational matters require approval from the Executive Committee before these are finalized. Also. Some notes, clarification and caveats on this procedure are given below:

- Any decision or proposal by IRAC International (including its working groups) that would potentially impact the Constitution, the financial basis of IRAC's funding or expenditure, or the scope of IRAC activities, should be presented to the Executive and a proposal made for approval.
- Working Groups can vote on discussion items or areas relating to their particular expertise as well as selecting their own team leader and deputy, but any proposals that will significantly impact or change the work of the group, their output, or that will require funding, needs approval from the Executive.
- All approvals by the Executive must be passed by a vote of the whole committee. For a decision to be approved, at least two-thirds of votes cast by the Executive must be in favour of the decision. Members should be given 14 days notice of items requiring to ensure they or their representative has the opportunity to cast a vote.
- In cases where approval is considered unnecessary, working groups are still encouraged to circulate details to the Executive making it clear that this is for information purposes only. This gives members of the Executive the opportunity to make comments.
- If in doubt as to whether approval is required from the Executive, please consult with the Steering Team directly or via Alan Porter.