# AIIC SCIENCE HUB - MANDAT

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# AIIC SCIENCE HUB – TERMS OF REFERENCE

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| **Article 1 Mandate**<br>The AIIC Science Hub is a group established by the Executive Committee (ExCo), tasked by the latter to represent interpreter interests on the issues covered by its five separate but interconnecting workstreams and to provide guidance.<br><br>**Article 2 Structure**<br>The AIIC Science Hub comprises five workstreams- Artificial Intelligence (AI), Distance Interpreting (DI), Health, Research and Technical-, the competences of which are defined, inter alia, as follows:<br><br>i.    **Artificial Intelligence (AI)**<br>    Map the emerging AI-in-interpreting landscape and keep members informed;<br><br>    Produce guidance for interpreters and conference organisers on the use of AI in conference settings;<br><br>    Identify opportunities for AIIC's involvement in the AI debate and ensure its representation; and<br><br>    Liaise with developers of AI-assisted interpreting solutions with a view to providing input.<br><br>ii.    **Distance Interpreting (DI)**<br>    Draft and update official AIIC DI documentation and guidelines to promote optimum working conditions in DI;<br><br>    Keep membership informed of the latest DI developments;<br><br>    Advocate for AIIC's principles, vision and values through active participation in relevant events;<br><br>    Conduct or propose surveys on DI matters in cooperation with other relevant workstreams or AIIC bodies, subject to the Research workstream's approval and in coordination with the other relevant workstreams where necessary; and<br><br>    Support delegations involved in negotiating DI working conditions for interpreters.<br><br>iii.    **Health**<br>    Provide information, assistance and support, and make recommendations in the health field for AIIC members and its bodies; | |

Propose, undertake and implement any relevant and innovative health-related studies, projects and activities for the purpose of providing conference interpreters with optimum working conditions, subject to the Research workstream's approval and in coordination with other relevant workstreams where necessary;

Identify physical and mental health issues affecting interpreters;

Raise awareness of such issues, including contact-building with external medical experts; and

Inform members about potential issues affecting their health and how best to protect it, and draft best practices.

iv. **Research**

Oversee AIIC's internal and external research endeavours in a consultative role, rather than designing, conducting or implementing research projects itself;

Administer the AIIC Research Grant;

Review AIIC commissioned research;

Strive to facilitate access to research-based knowledge about the way our profession is evolving and share relevant research findings with all appropriate stakeholders within AIIC and with users of interpreting services;

Engage and collaborate with other entities representing the research community; and Liaise with academics and entities engaged in interpreting studies.

v. **Technical**

Provide information, assistance and support, and make recommendations in the technical field for AIIC members and its bodies;

Propose, undertake and implement any relevant and innovative technology-related studies, projects and activities for the purpose of providing conference interpreters with optimum working conditions, subject to the Research workstream's approval and in coordination with other relevant workstreams where necessary;

Support the ISO Group in providing input to the development of relevant standards at ISO;

Test equipment available on the market, and monitor current developments for compliance

with the main features of relevant ISO standards; and

Commission and/or coordinate expert studies, surveys and reports as required, subject to the availability of a budget and ExCo's approval.

**Article 3 Composition**
- Each workstream shall be composed of a maximum of five members, who may belong to only one.

- Each workstream shall elect a Convener from among its members.

- An overarching Steering Committee (StC) composed of the Conveners from the five workstreams will coordinate the Hub's activity. The StC shall elect one of its members as Coordinator, who will represent the Hub on the Advisory Board.

**Article 4 Membership**
Any vacant position will be filled following an AIIC-wide call for volunteers issued by the StC, which will then submit its proposal to ExCo for approval.

**Article 5 Term of Office**
The term of office of all members of the AIIC Science Hub shall be concomitant with that of ExCo until the next ordinary Assembly. Members may be reappointed.

The Conveners of the five workstreams and the Coordinator of the StC may serve for a maximum of two consecutive three-year terms in order to ensure rotation.

The above two provisions shall apply as of the 2025 Assembly.

**Article 6 Working Method**
Each workstream is responsible for dealing with issues falling directly within its competence. Where competence overlaps two or more workstreams, the StC will be responsible for appointing a lead workstream, to which the other competent workstreams may submit a reasoned opinion. The lead workstream will duly consider this opinion and coordinate with the other workstreams to ensure the issues are dealt with comprehensively.

**Article 7 Meetings and Reports**
- The StC and the five workstreams individually shall meet at least once a year, and otherwise as required. The StC will notify the AB of

upcoming meetings to ensure that all relevant stakeholders are informed.

- Each workstream will be encouraged to send an observer to the meetings of the others in order to ensure transparency and the free flow of information. To the same end, the ISO Group, SCAS, PriMS and other interested stakeholders will also be encouraged to send an observer to the meetings.

- *Ad-hoc* working groups on specific issues, such as interdisciplinary research projects, may be set up as appropriate.

- Minutes of all meetings will be recorded and shared with all members of the Hub and sent to the Secretariat for archiving.

- The Coordinator shall submit an annual report covering the work of all five workstreams to ExCo.

**Article 8 Budget**
The AIIC Science Hub will operate within the budget framework approved by each ordinary Assembly, amended annually by the Executive Committee in accordance with the Financial Regulations.

**Article 9 Approval and amendment**
The AIIC Science Hub shall approve and/or amend these ToR, by a two-thirds majority of the StC, subject to final ExCo approval.

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