

Thema International Steering Committee

Terms of Reference

20th September 2013

1. The **Thema International Steering Committee** (TISC) shall be made up of one representative from each Thema National Group which is recognised by EDiTEUR, one representative of Nielsen and one representative of EDiTEUR. If for any reason BIC is not a member of the TISC as the representative of the UK National Group then BIC shall be entitled to appoint a representative as a member of the TISC.
2. Members of staff of EDiTEUR, consultants to EDiTEUR, other representatives of Thema National Groups, and other parties by invitation of the TISC or EDiTEUR may also attend and speak at meetings, but may not participate in decision making.
3. The members of the TISC shall elect a Chair from among the representatives of the Thema National Groups. (For the avoidance of doubt, the EDiTEUR representative on the TISC shall not be eligible to be the Chair.) The Chair shall be elected for a term of three years, and thereafter shall not be eligible for re-election for a further three years. In the event an elected Chair is unable to complete a term for any reason, a new Chair shall be elected for a new term of three years.
4. The role of the Chair is to liaise with EDiTEUR over the business of the meetings of the TISC, and to preside at the meetings of the TISC.
5. Secretariat support for the business and meetings of the TISC shall be provided by EDiTEUR.
6. The TISC shall meet face-to-face no less than twice annually, at the London Book Fair and the Frankfurt Book Fair. Other face-to-face and virtual meetings may be called at the joint discretion of the EDiTEUR Executive Director and the Chair of the TISC. Any meeting – whether face-to-face or virtual – should be considered quorate if at least half of the National Groups are represented. In the event the Chair is unable to attend a meeting for any reason, a temporary Chair for the meeting shall be elected from among those representatives of the Thema National Groups present.
7. The TISC shall have the following responsibilities:
 - a. To establish policies, procedures and priorities for the maintenance, support, promotion and development of the Thema Subject Classification Scheme, and to monitor their execution;
 - b. To resolve any disagreements arising during the agreed processes of development and review of new releases of the Thema Subject Classification Scheme; and to approve the issue of new releases of the Scheme after the development and review procedures have been successfully completed;
 - c. To approve new Thema National Groups which shall be recognised by EDiTEUR.
8. So far as is possible, the TISC shall make decisions on the basis of consensus (defined as “lack of sustained opposition”). In the event of a failure to achieve consensus within a reasonable time, at the discretion of the Chair, a formal vote will be taken among members of the committee present, with decisions made on the basis of simple majority; in the event of a tied vote, the chair shall have the casting vote.