

Vienna International Centre

Joint Advisory Committee on the Child Care Centre (JAC-CCC)

Terms of Reference

Authority

1. Pursuant to the Memorandum of Understanding of 31 March 1977 concerning the allocation of Common Services at Donaupark City in Vienna, the Terms of Reference of the Committee on Common Services (CCS) of 24 October 2006 and the decision of the CCS of 22 October 2010, the Joint Advisory Committee on the Child Care Centre (JAC-CCC) is established as successor to the previous Advisory Committee on the Child Care Centre.

Mandate

2. The JAC-CCC shall serve as a forum for discussion and to provide advice on all matters concerning the operation of the Child Care Centre. Consistent with this purpose, the mandate of the JAC-CCC shall be to make recommendations to the CCS and to the Executive Head of the VIC-based organization (VBO) responsible for the operation of the Child Care Centre.
3. The Chairperson of the JAC-CCC shall liaise with the Municipality of Vienna and the management of the Child Care Centre on all matters of common concern pertaining to the Child Care Centre;
4. Each of the four Participating Organizations shall designate one member of the JAC-CCC to be responsible for place allocation and maintenance of registration and waiting lists for his/her respective organization;
5. The basis for the distribution of child care places is the number of staff per organization at the VIC, with a minimum continuous service of at least six months as of 31 December of each year, as described in the Eligibility and Priority Criteria. Places may be loaned, to the extent available, to other Participating Organizations for the period of one academic year.
6. The JAC-CCC shall respect the authority of the Executive Head of the Organization who bears final responsibility for the management and operation of the Child Care Centre.

Membership

7. The JAC-CCC shall be composed as follows:
 - (a) One representative of the Administration nominated for two calendar years by each of the four Participating Organizations;
 - (b) One representative of the staff nominated for two calendar years by each of the Staff Councils of the four Participating Organizations;
 - (c) The Manager of the Child Care Centre, ex officio, without a right to vote;

- (d) The Director in charge or the designated representative of the responsible VBO, ex officio, without a right to vote; and
 - (e) Two parents' representatives, one representing the crèche groups and one representing the kindergarten groups, nominated for two calendar years by the Child Care Centre Parents' Volunteer Group.
8. There shall be up to two alternates for each member, designated according to the same procedure set forth in paragraph 7(a), (b) and (e), who may attend all JAC-CCC meetings, but who shall only have the right to vote in the absence of the member for whom he/she is acting.
9. Staff members designated under paragraph 7(a), (b) and (e) and paragraph 8, shall not be staff members exercising management responsibilities in relation to the Child Care Centre.
10. The Chairperson of the JAC-CCC shall be elected by the JAC-CCC from among from the representatives of the organization managing the Child Care Centre. The Vice Chairperson shall be elected by the JAC-CCC from among the members of the organizations not managing the Child Care Centre.

Procedural matters

11. The following procedures shall apply:
- (a) The JAC-CCC shall meet at least once per year and/or when a majority of members so request;
 - (b) The dates and times of meetings shall be decided by the Chairperson in consultation with other members and agenda items and related documentation, including the minutes of relevant meetings of the CCS, should be communicated in advance;
 - (c) The provisional agenda for each meeting shall include an item on the adoption of the agenda; an item on the adoption of the summary records of the last meeting; items proposed by any JAC-CCC member; and an item for any other business;
 - (d) The provisional agenda, as well as the date, time and place of the meeting and, as far as possible, all relevant documentation, should be communicated at least five working days in advance of the meeting to JAC-CCC members and alternates;
 - (e) The presence of at least six members or their alternates, representing three of the administrations and three of the Staff Associations of the Participating Organizations shall constitute a quorum;
 - (f) Participants in JAC-CCC meetings shall treat all confidential matters and information before the JAC-CCC with discretion; and
 - (g) The JAC-CCC shall normally adopt its recommendations by consensus. If no consensus can be reached, the JAC-CCC may adopt a recommendation by a majority of members (or in their absence, their alternate) present and voting. In the event the votes are evenly divided, the vote of the Chairperson or alternate Chairperson shall be decisive. When a matter is decided by voting, the views of each member shall be noted in the record of the meeting.
 - (h) The JAC-CCC shall determine its own working methods, bearing in mind the need for efficiency and effectiveness;

Records

12. Summary records of meetings, highlighting the advice and recommendations of the JAC-CCC shall be the responsibility of the Chairperson and circulated soon after each meeting to the participants for acceptance. Final minutes shall be submitted to the CCS and the Executive Head of the responsible VBO for decision. Copies of the final minutes shall be provided by the CCS to the Staff Associations of the Participating Organizations provided that such minutes do not contain confidential, sensitive or deliberative information.

Amendments

13. The JAC-CCC, CCS, the Executive Head of the responsible VBO and the Staff Associations of the Participating Organizations shall have the right to initiate amendments to these Terms of Reference and be consulted on any proposed amendment prior to a decision being taken by the CCS.

Entry into force

14. These terms of reference entered into effect on 22 October 2010.