



Irish Centre for European Law

Irish Centre for European Law (“ICEL”) Annual Review Committee

Terms of Reference

The Annual Review Committee of ICEL (“the Committee”) is established by the Board under Articles 64 and Article 65 of the Constitution of ICEL.

1. Purpose of the Committee

The Committee is established with the purpose of planning for and overseeing the organisation of –

- (a) an Annual Review event or events relating to EU or ECHR law,
- (b) any events relating to the anniversaries of Ireland and the United Kingdom’s accession to the EU,
- (c) any events relating to the anniversaries of the Court of Justice,
- (d) any events relating to the anniversaries of the ECHR Act 2003,
- (e) any events relating to the anniversaries of the Human Rights Act 1998,
- (f) any related publications (including co-publication with or publication by other bodies, and including one-off books),
- (g) any related aspects which might honour individuals or bodies.

including making recommendations to the Board in respect thereof, including as to budget.

2. Scope of the Committee

(a) The Committee shall meet in order to advise the Board and the Chief Executive with regard to planning and oversight of the events mentioned, and to prepare documentation relating thereto.

(b) The Committee shall be subject to the Board of ICEL and the scope of its function and responsibilities may be narrowed or broadened by the Board.

3. Membership of the Committee

(a) (i) The Committee shall such persons as the Board or the Officers' Committee may from time to time appoint (who need not be members of the Centre).

(ii) The Committee has the authority to co-opt additional members (who need not be members of the Centre).

(iii) The Committee must have amongst its members a majority who are members of the Centre.

(b) The quorum shall be two members.

(c) (i) In the event that only two members are present, the Committee shall act by unanimity.

(ii) At all other times, the Committee shall act by majority, and the chairperson shall have a casting vote.

(d) The Board or the Officers' Committee shall appoint the Chairperson. The Committee shall appoint its own secretary.

(e) Neither the Chief Executive Officer nor the Administrator nor any member of staff of the Centre shall be a member of the Committee.

4. Meeting arrangements

Meetings of the Committee shall take place no less than two times each year.

5. Reporting

(a) The Committee shall report to the Board after every meeting of the Committee.

(b) The Chief Executive shall draft all documents and prepare all recommendations at the direction of the Annual Review Committee.

6. Powers

(a) The Committee shall exercise no delegated power of the Board other than where specified herein or conferred by decision of the Board and save where provided herein shall make no decision pertaining to the management or administration of the Centre and shall exercise no authority over staff or volunteers of the Centre.

(b) The Committee shall, upon reasonable request, be entitled to require the attendance before it of any member of the Board or Committee or any member of the Centre's staff.

7. Sub-committees

The Committee may at its discretion establish and delegate responsibility to sub-committees. Such sub-committee shall also be governed by these Terms of Reference.

8. Term of office

The Committee's term of office ends at the next Annual General Meeting of the ICCEL.

**By Order of the Board
7 April 2025**