



INTERNATIONAL ASSOCIATION OF LANGUAGE COMMISSIONERS

## **Membership Application Form**

### **International Association of Language Commissioners (IALC)**

Please read the following before completing the application form below.

Membership is confined to...

Any language commissioner represented at the inaugural meeting of the Association in Dublin, Ireland on 24 May 2013. It is also confined to any institution, organisation or individual which receives and investigates complaints from the public regarding language rights, is of a non-profit nature, contributes to adherence to the rule of law and effective democracy, and is open and accountable.

All members shall:

- Be independent of any public authority under whose jurisdiction it operates and should not receive any direction from any public authority which would compromise its independence.
- Perform its functions independently of any public authority under whose jurisdiction it operates.
- Have the power to make recommendations in order to remedy or prevent any breach of language rights and, where appropriate, to propose administrative or legislative reforms for better governance.
- Be held accountable by reporting publicly to a Legislature, or other elected body, and by the publication of an annual or other periodic report.
- Comply with the established norms and principles of good governance in fulfilling their functions and in line with their legislative mandate.
- Only be dismissed by a Legislature or other elected body, or with its approval, for cause as provided by the relevant legislation or Constitution.

Membership is not reserved exclusively for those whose title includes the words 'Language Commissioner' and the Association does not exclude from membership any ombudsman or similar offices which have language related complaint handling or compliance services as an important part of their mandate or where a distinct element of the work of that service is focussed on issues of language rights.

Membership shall be determined according to the present Rules and the Association's criteria for the Recognition of Language Commissioners Offices. Please see the attached Guidance Principles.

Applications for membership shall be lodged to the secretariat of the IALC and will be discussed by the executive body of the organisation. The Association shall decide on applications for membership by majority vote of the full membership of the organisation.

Membership will be afforded to office holders rather than individuals and afforded to one member from each jurisdiction.

If applicants are not satisfied with the decision, an appeal may be lodged to members. The members may then convene a meeting of external experts to re-evaluate the proposal and their decision will in turn be discussed by the full membership.

## **Application Form**

### **A. Applicant details:**

<b>Name of Applicant Institution</b>	
<b>Country</b>	
<b>Official working languages of the institution</b>	
<b>Postal Address</b>	
<b>E-mail address</b>	
<b>Telephone number of applicant (including international dialling code)</b>	
<b>Website</b>	
<b>Present incumbent</b>	
<b>Date of first appointment of present incumbent</b>	
<b>Expiry date of current term</b>	
<b>Legal foundation (please attach a copy of the legislation)</b>	

### **B: Description of how the applicant institution was established:**

<b>Please provide a brief history describing the establishment of the institution.</b>

**C. Guiding Principles for Membership (please provide examples and/or case studies where applicable)**

Please describe the role of the institution as ombudsman, its compliance or advisory services on language rights and how it receives and investigates complaints from the public against the administrative practices of public authorities or public undertakings. Please advise over what authorities the applicant institution has jurisdiction. Please provide complaint statistics if applicable.

Please advise if it is of a non-profit nature, how it contributes to adherence to the rule of law and effective democracy, and how it is **accountable**. To whom is the institution accountable, who is accountable to the institution? Is the applicant institution obligated by law to report on its activities? How is this done? Please demonstrate how the organisation is **accountable** by reporting publicly to a Legislature, or other elected body, and by the publication of an annual or other periodic report.

(Please provide examples of Annual Reports etc. Please also refer to the Association's Mission, Vision, Values and Objectives document. You may include hyperlinks to specific documentation relating to your work.)

Please describe the structure and mechanisms that guarantee the **independence** of the institution. Demonstrate how the organisation is independent of any public authority under whose jurisdiction it operates and does not receive any direction from any public authority which would compromise its independence.

Please describe the ability of the applicant institution to act on its own initiative to investigate matters under its competence. Provide examples of the organisation's power to make recommendations in order to remedy or prevent any breach of language rights and, where appropriate, to propose administrative or legislative reforms for better governance. Please describe the recommendation process and the obligations of the applicant institution as well as the government. Does the applicant institution submit special reports? If so, to whom?

(Please attach a copy of a recent special report if applicable.)

Demonstrate how the organisation complies with the established norms and principles of good governance in fulfilling its functions and in line with its legislative mandate. Please describe how the institution is dedicated to ensuring **fairness** and how the institution practises **openness** and **transparency** in operations and communications.

Provide documentation of how the organisation can only be dismissed by a Legislature or other elected body or with its approval for cause as provided by the relevant legislation or Constitution.

#### **D. Organisational Structure**

Please provide an organisational chart of the applicant institution.