



## Susan Waltz papers16943866

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## Table of Contents

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Summary Information .....	3
Content Description .....	3
Scope and Contents .....	3
Administrative Information .....	4
Controlled Access Headings .....	4
Collection Inventory .....	5
Series I: IEC Meeting papers .....	5
Subseries I.1: Before 1993 – Dec 1994 .....	5
Subseries I.2: IEC Meetings 1995 .....	7
Subseries I.3: IEC Meetings 1996 .....	9
Subseries I.4: IEC Meetings 1997 .....	11
Subseries I.5: IEC Meetings 1998 .....	12
Subseries I.6: IEC Meetings 1999 and 2009-2012 .....	14
Series II: Papers related to IEC Standing Committees .....	16
Background Materials related to IEC Standing Committees .....	16
Series III: International Council Meeting Papers, 1979-1995 .....	18
International Council Meeting Papers, 1979-1995 .....	18
International Council Meeting Papers, 1997-1999; 2009-2013 .....	18
Series IV: International Planning and Finances .....	19
International Planning .....	19
Financial Matters .....	20
Series V: Papers related to International Secretariat and International Executive Committee .....	21
Subseries V.1 IEC/International Secretariat .....	21
Series VI: Development of AI Sections and Structures .....	22
Subseries VI.1: AI's Movement Growth Strategy and Support for Smaller Sections .....	22
Series VII: Section Matters .....	24
Subseries VII.1: Country .....	24
Section Matters, special projects .....	25
Series VIII: Policy Issues and Positions Internal to Amnesty International .....	26
Subseries VIII. 1: Policy Issues and Positions Internal to Amnesty International .....	27
AI Policy related to Human Rights Concerns: .....	28
Glossary of Terms and Acronymns .....	30

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Waltz, Susan Eileen
<b>Title:</b>	Susan Waltz papers
<b>ID:</b>	16943866
<b>ID:</b>	HR#0026
<b>Date:</b>	1979-2013 [Bulk 1993-1999]
<b>Physical Description:</b>	14 Linear Feet 34 document boxes
<b>Language of the Material:</b>	English .

[^ Return to Table of Contents](#)

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## Content Description

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Susan Waltz is a Professor Emerita of Public Policy at the Ford School of the University of Michigan. Waltz served on Amnesty International's Executive Committee (IEC) from 1993-1999. As a member of AIUSA, she has been active in local groups in Oakland, CA and Miami, FL and served on the AIUSA Board from 2009-2012. Waltz also served on AIUSA's Committee on International Development and on the Military, Security and Police Transfers Co-Group. She has been active in AI's international work to promote an Arms Trade Treaty.

[^ Return to Table of Contents](#)

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## Scope and Contents

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This collection of papers documents the work of Amnesty International's IEC, IEC Standing Committees, International Council Meetings, materials related to international planning and finances, and papers concerning AI policies and country priorities. Thematic areas of focus include research coverage in AI, crisis response (including Rwanda), impunity and the International Criminal Court, and economic, social and cultural rights.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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### Revision Description

Expired restrictions lifted (Subseries I.1; Box 31, folder 21). kws 2025-01-14

### Conditions Governing Access

There are numerous restrictions on access to this collection. Please see the restrictions note in the finding aid (in red). [unprocessed -- for flag only]

### Processing Information

Processed by Susan Waltz and Patrick Lawlor

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- Human rights
- Arms control
- Amnesty International

## Collection Inventory

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### Series I: IEC Meeting papers

#### Scope and Contents

During my years of service in the 1990s, the IEC typically met 4 times a year. Meetings were highly structured, and the agenda packets sent by international mail to all IEC members were quite hefty. Meetings were usually held at or near the International Secretariat; they usually convened on a Friday afternoon and concluded early afternoon on Sunday. On Friday morning, prior to the formal meeting, the IEC Finance Subcommittee and the IEC Employers' Subcommittee held separate meetings, and items of business from these sub-committee meetings were typically addressed toward the end of the main meeting. The IEC's 9 members included 7 members and a treasurer (all elected by ICM delegates), plus one staff member elected by staff at the International Secretariat. The main IEC meetings were attended by these 9 IEC members, all members of the Senior Management Team (SMT), the IEC assistant, and occasionally by IS program managers or invited staff. [Section personnel were categorically excluded from attending IEC meetings, in part so as not to provide the UK section special privilege due to its location.] Meeting papers typically included a main agenda document and numerous items for information or action. Following the meeting, several documents were distributed to AI sections worldwide as part of the Weekly Mailing, although the practice varied over time: an IEC Bulletin written by the IEC Chair, which typically served as a cover note for attached documents (a practice inaugurated in 1993) and eventually included a narrative about main issues discussed in the meeting. This document sometimes included a list of decisions taken during the meeting, in tabular form and without commentary. A "Report" of the meeting, containing a summary of discussions and recorded decisions of IEC meetings.

### Subseries I.1: Before 1993 – Dec 1994

#### Scope and Contents

The IEC meeting cycle was punctuated every two years by an International Council Meeting, which voted on resolutions and elected new members to the IEC. The meeting following an ICM was typically planned as a combination of business and induction (orientation for new members). In non-ICM years the September meeting involved a short meeting and retreat sessions. Meeting papers in these boxes are arranged to include in each Pocket: A single folder containing the relevant IEC Bulletin and summary list of decisions taken at the meeting; and when available, the subsequent "Report of the IEC Meeting" containing approved minutes. Agenda and papers from the meeting. Note that Agenda papers for a given meeting typically included draft Minutes from the previous IEC meeting. An IEC Bulletin written by the IEC Chair, which typically served as a cover note for attached documents (a practice inaugurated in 1993) and eventually included a narrative about main issues discussed in the meeting. This document sometimes included a list of decisions taken during the meeting, in tabular form and without commentary.

Title/Description	Instances	
Detailed Guide to the Waltz Collection of Amnesty International papers	box 1	folder 1

**Scope and Contents**

A "Report" of the meeting, containing a summary of discussions and recorded decisions of IEC meetings.

IEC papers pre-September 1993:

**Scope and Contents**

The IEC meeting cycle was punctuated every two years by an International Council Meeting, which voted on resolutions and elected new members to the IEC. The meeting following an ICM was typically planned as a combination of business and induction (orientation for new members). In non-ICM years the September meeting involved a short meeting and retreat sessions.

IEC papers, pre-September 1993	box 1	folder 2
IEC Information Bulletin No. 3, ORG 70/06/93	box 1	folder 3
Assorted papers from IEC Retreat and post-Retreat formal business meeting	box 1	folder 4

**Scope and Contents**

(Waltz was elected to the International Executive Committee at the 1993 International Council Meeting in Boston and this retreat/meeting was her first IEC meeting apart from a brief gathering of newly elected IEC members attending the ICM)

December 1993 IEC Meeting:

IEC Information Bulletin No. 4, ORG 70/07/93 (15 December 1993) and the Report of the IEC Meeting, ORG 72/01/94 (issued 16 May 1994).	box 1	folder 5
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**Scope and Contents**

(The agenda document and several meeting papers are missing. The summary of topics discussed is primarily derived from ORG 72/01/94, included in Folder 4)

Agenda papers from the December 1993 IEC meeting	box 1	folder 6
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April (March) 1994 IEC Meeting:

IEC Information Bulletin No. 5, ORG 70/01/94 (10 April 1994) and the Report of the IEC Meeting, ORG 72/02/94 (issued 26 July 1994).	box 1	folder 7
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Agenda papers from the April 1994 IEC meeting	box 1	folder 8
---	-------	----------

June 1994 IEC Meeting:

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IEC Information Bulletin No. 6, ORG 70/02/94 (26 July 1994) and the Report of the IEC Meeting, 23-26 June 1994, ORG 72/03/94 (issued 2 August 1994)	box 1	folder 9
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**Scope and Contents**

(Also included is a memo from RD (IEC Chair) to Section Directors, 24 July 1994 and an informal list of decisions taken at the June 1994 IEC meeting)

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Agenda papers from the June 1994 IEC meeting	box 1	folder 10
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September 1994 IEC Meeting:

**Scope and Contents**

This was a somewhat unusual meeting, organized as a retreat. The IEC met in Madrid and had dinner/reception with the Board of AI Spain. The IEC's formal meeting took place on Thursday. The remainder of the meeting was devoted to work being done via the Standing Committees, and we were joined by Standing Committee chairs. As indicated, the papers from the retreat with Standing Committees are in a separate folder

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Information Bulletin No. 7 (ORG 70/04/94, 16 November 1994) and Report of IEC Meeting held Sept 1994 (ORG 72/04/94, 16 November 1994)	box 2	folder 1
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Practical arrangements for meeting in Madrid; brief agenda for Thursday meeting; table of IEC agenda items; agenda papers	box 2	folder 2
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Notes from the IEC Retreat with SC chairs; Action points from that meeting	box 2	folder 3
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IEC Retreat Agenda Papers	box 2	folder 4
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December 1994 IEC Meeting:

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IEC Bulletin No. 8 (ORG 70/05/94)	box 2	folder 5
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**Scope and Contents**

(Report of the IEC Meeting Held 1-4 December 1994 (72/05/94) – both issued December 6, 1994)

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Meeting Agenda and agenda papers	box 2	folder 6 & 6.1
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**Scope and Contents**

(Including (toward the end) reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)

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**Subseries I.2: IEC Meetings 1995**

Conditions Governing Access:  
**Conditions Governing Access**

Closed until January 2026

Title/Description	Instances	
March 1995 IEC Meeting:		
IEC Bulletin No. 9 (ORG 70/02/95)	box 2	folder 7
<b>Scope and Contents</b>		
(With Chair's report, summary of decisions, and international policy schedule. Report of the meeting of the IEC Meeting, March 1995 (ORG 72/01/95), issued June 1995)		
Meeting Agenda and agenda papers	box 3	folder 1 & 1.1
<b>Scope and Contents</b>		
(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)		
June 1995 IEC Meeting (Held at London Trust, near Russell Square):		
IEC Bulletin No. 10 (ORG 70/03/95)	box 3	folder 2
<b>Scope and Contents</b>		
(With Chair's report, report from the Treasurer, report from the Section Development Committee, and summary of decisions; Report of the meeting of the IEC Meeting, March 1995 (ORG 72/02/95), issued August 1995)		
Meeting Agenda and agenda papers	box 3	folder 3 & 3.1
<b>Scope and Contents</b>		
(including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)		
August 1995. Short IEC meeting, in Ljubljana before opening of ICM:		
<b>Scope and Contents</b>		
(Other papers related to the Ljubljana Council are included in Box 20, International Council Meetings.)		
IEC Bulletin No. 11 (ORG 70/04/95)	box 4	folder 1

**Scope and Contents**

(With brief cover note from the IEC Chair and a summary chart of decisions; Report of IEC meetings that took place over the course of the ICM)

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Meeting Agenda and agenda papers

box 4

folder 2

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September 1995 IEC Retreat (Orientation meeting), Hertfordshire UK.:

**Scope and Contents**

(The IEC retreat took place outside of London and included 4 new members of the IEC elected in Ljubljana)

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IEC Bulletin No. 12 (ORG 70/05/95)

box 4

folder 3

**Scope and Contents**

(More comprehensive than usual, with a lengthy letter from the chair and several accompanying documents, including materials on role of the IEC. Report of IEC business conducted at the September 1995 Retreat (ORG 72/01/96) –not circulated until January 1996)

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Papers related to planning the retreat; Meeting Agenda; and agenda papers.

box 4

folder 4

**Scope and Contents**

(Also included is a standing document, "Code of Conduct of the International Executive Committee.")

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December 1995 IEC Meeting:

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IEC Bulletin No. 13 (ORG 70/01/96)

box 4

folder 5

**Scope and Contents**

(Report of the meeting of the IEC Meeting, December 1995 (ORG 72/02/96), issued April 1996)

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Meeting agenda and agenda papers

box 4

folder 6 &  
6.1

**Subseries I.3: IEC Meetings 1996**

Conditions Governing Access:

**Conditions Governing Access**

Closed until 2027

Title/Description	Instances	
April 1996 IEC meeting:		
IEC Bulletin No. 14 (ORG 72/03/96), issued May 1996	box 5	folder 1
<b>Scope and Contents</b>		
(Includes decisions of the IEC meeting, no longer issued as a separate document. This bulletin also contains a letter from RD to sections, with a chronology of events that led to a strike by unionized staff at the Secretariat. [Additional related papers are in Boxes 23 and 24, "Papers related to International Secretariat and International Executive Committee."])		
Meeting agenda and agenda papers	box 5	folder 2 - 2.2
June 1996 IEC Meeting:		
IEC Bulletin No. 15 (ORG 72/04/96), issued July 1996	box 5	folder 3
Meeting agenda and agenda papers	box 5	folder 4 & 4.1
September 1996, Retreat with SC Chairs and IEC Meeting:		
<b>Scope and Contents</b>		
This meeting took place in the lengthening shadow of labor dispute at the Secretariat. The IEC and Standing Committees met jointly in a "retreat" for two days, followed by an IEC business meeting		
IEC Bulletin No. 16	box 6	folder 1
<b>Scope and Contents</b>		
(Also see Box 23, folders 8 and 9; Box 24, folder 1)		
IEC Agenda and Agenda Papers (one day meeting)	box 6	folder 2
Retreat papers	box 6	folder 3
December 1996 IEC Meeting:		
EC Information Bulletin 17 (ORG 72/01/97)	box 6	folder 4
<b>Scope and Contents</b>		
(Issued January 1997. Includes letters from the IEC Chairperson and IEC Treasurer as well as		

minutes and decisions from the December 1996  
IEC meeting)

IEC Agenda and Agenda Papers	box 6	folder 5 & 6
<p><b>Subseries I.4: IEC Meetings 1997</b></p> <p><u>Conditions Governing Access:</u> <b>Conditions Governing Access</b></p> <p>Closed until January 2028</p>		
<b>Title/Description</b>	<b>Instances</b>	
March 1997 IEC Meeting:		
IEC Bulletin No. 18 (ORG 72/02/97)	box 7	folder 1
<p><b>Scope and Contents</b></p> <p>(With Chair's report, letter from the Treasurer, and minutes/decisions from the IEC meeting)</p>		
Meeting Agenda and agenda papers	box 7	folder 2 & 3
<p><b>Scope and Contents</b></p> <p>(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)</p>		
June 1997 IEC Meeting:		
Bulletin No. 19 (ORG 72/03/97)	box 7	folder 4
<p><b>Scope and Contents</b></p> <p>(With Chair's report, letter from the Treasurer, and minutes/decisions from the IEC meeting. (Chair's letter provides update on resolution of labor dispute and other matters.)</p>		
Meeting Agenda and agenda papers	box 7	folder 5-7
<p><b>Scope and Contents</b></p> <p>(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)</p>		
September 1997 IEC Meeting:		
IEC Bulletin No. 20 (ORG 72/04/97)	box 8	folder 1

**Scope and Contents**

(With Chair's letter, letter from the Treasurer, and minutes/decisions from the IEC meeting)

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Meeting Agenda and agenda papers	box 8	folder 2-4
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**Scope and Contents**

(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)

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December 1997 IEC Meeting:

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IEC Bulletin No. 21 (ORG 72/01/98), January 1998	box 8	folder 5
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**Scope and Contents**

(With Chair's letter, issued shortly after close of the Capetown ICM)

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Meeting Agenda and agenda papers.	box 8	folder 6 & 7
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**Subseries I.5: IEC Meetings 1998**

Conditions Governing Access:  
**Conditions Governing Access**

Closed until January 2029

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**Title/Description**

**Instances**

January 1998 IEC Meeting

**Scope and Contents**

This abbreviated retreat meeting served as an induction for new IEC members and also as an important opportunity to digest outcomes of the Cape Town ICM (held the previous December) and plot a forward course. This was in many regards a pivotal moment for AI, exploring expansion into work on economic, social, and cultural rights and potential far-reaching amendments to AI's "mandate"; anticipating an overhaul of AI's international decision-making processes; and preparation for AI's second Integrated Strategic Plan. Related ICM papers are included in Boxes 17, 18, 19

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IEC Bulletin No. 22 (ORG 72/02/98), February 1998	box 9	folder 1
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**Scope and Contents**

( with Chair's letter and "Messages from Cape Town" along with an overview of major policy-related projects leading to 1999. This Bulletin also

includes annotated guidance on the role of the IEC)

IEC Retreat Agenda papers, January 1998	box 9	folder 2
March 1998 IEC Meeting:		
IEC Bulletin No. 23 (ORG 72/03/98), March 1998	box 9	folder 3
<b>Scope and Contents</b>		
(With the Chair's letter and minutes/decisions of the meeting)		
IEC Meeting Agenda and agenda papers, March 1998	box 9	folder 4-6
<b>Scope and Contents</b>		
(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)		
June 1998 IEC Meeting:		
IEC Bulletin No. 24 (ORG 72/04/98), June 1998	box 9	folder 7
<b>Scope and Contents</b>		
(With Chair's letter (including informal account of ICC campaigning in Rome, during World Cup along with highlights of the meeting) together with minutes and decisions)		
IEC Meeting Agenda and agenda papers, June 1998	box 9	folder 8-10
<b>Scope and Contents</b>		
(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)		
September 1998 IEC Meeting:		
<b>Scope and Contents</b>		
This meeting was held in Oxford (off site) and was structured partially as a retreat and partially as a regular business meeting. Beginning Thursday afternoon, the IEC and SMT met in retreat session to discuss internal arrangements. On Friday the IEC met with SMT in regular meeting format. On Saturday the retreat format was expanded to include Standing Committee chairs. The IEC also met in closed session to elect new officers and discuss internal divisions of labor		
IEC Bulletin No. 25 (ORG 72/05/98), September 1998	box 10	folder 1

**Scope and Contents**

(With Chair's letter, including commentary on the 50th Anniversary of the UDHR, along with Treasurer's letter, summary of decisions, and international policy schedule)

IEC Meeting Agenda and agenda papers, September 1998	box 10	folder 2
Retreat with SMT and Standing Committee Chairs, September 1998	box 10	folder 3

December 1998 IEC Meeting:

**Scope and Contents**

This meeting, SW's final meeting as chair, was relatively short, as it was immediately followed by Human Rights Defenders Summit at Palais de Chaillot, Paris and the UDHR Anniversary concert

IEC Bulletin No. 26 (ORG 72/01/99), December 1998	box 10	folder 4
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**Scope and Contents**

(With letter from incoming and outgoing IEC Chair, with notes on the recently concluded UDHR 50th anniversary observance in Paris. Also includes a summary of minutes and decisions along with a letter from the Chair re Human Rights Education funding)

IEC Meeting Agenda and agenda papers, December 1998	box 10	folder 5 & 6
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**Scope and Contents**

(Including reports and papers from meetings of the IEC Finance Sub-committee and IEC Employers Sub-committee)

**Subseries I.6: IEC Meetings 1999 and 2009-2012**

Conditions Governing Access:

**Conditions Governing Access**

Closed until January 2030

Papers from 2009-2012 are only subject to a 10-year restriction

Title/Description	Instances
March 1999 IEC Meeting:	
IEC Bulletin No. 27 (ORG 72/02/99), March 1999	box 10 folder 7

**Scope and Contents**

(With letters from the Chair and Treasurer;  
detailed outline of decisions from the March IEC  
meeting)

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IEC Meeting Agenda and agenda papers, March 1999      box 11      folder 1 & 2

**Scope and Contents**

(Including reports and papers from meetings of  
the IEC Finance Sub-committee and IEC Employers  
Sub-committee)

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June 1999 IEC Meeting:

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IEC Bulletin No. 28 (ORG 72/03/99 – ORG  
72/003/1999 AIDAN), June 1999      box 11      folder 3

**Scope and Contents**

(With letters from IEC Chair, Treasurer and  
Standing Committee reports, along with minutes  
and decisions from the June 1999 IEC meeting.  
Also appended is a letter from COC re youth and  
students and a calendar of international meetings/  
dates for 1999)

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IEC Agenda papers, June 1999      box 11      folder 4

**Scope and Contents**

(Including reports and papers from meetings of  
the IEC Finance Sub-committee and IEC Employers  
Sub-committee) (Agenda is missing)

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IEC Agenda papers, June 1999      box 12      folder 1

**Scope and Contents**

(Including reports and papers from meetings of  
the IEC Finance Sub-committee and IEC Employers  
Sub-committee) (Agenda is missing)

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August 1999 IEC meeting held in Troia, Portugal, in  
advance of ICM:

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IEC Information Bulletin No. 29, September 1999      box 12      folder 2

**Scope and Contents**

(With letters from the IEC Chair and Treasurer  
along with minutes/decisions from the brief IEC  
meeting)

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IEC Meeting Agenda and agenda papers, August 1999      box 12      folder 3

IEC Bulletins issued after September 1999: (This folder contains several IEC Bulletins issued after my term on the IEC ended):, 1999-2012

IEC Bulletin No. 30 (ORG 72/05/99), October 1999	box 12	folder 4
IEC Bulletin No. 31 (ORG 72/06/99), December 1999	box 12	folder 4
IEC Bulletin No. 32 (ORG 72/01/00), October 1999	box 12	folder 4
IEC Bulletin No. 70 (ORG 72/003/2009), April 2009	box 12	folder 4
IEC Bulletin No. 72 (ORG 72/008/2009), October 2009	box 12	folder 4
IEC Bulletin No. 76 (ORG 72/007/2010), December 2010	box 12	folder 4
IEC Bulletin No. 81 (ORG 72/001/2012), April 2012	box 12	folder 4

[^ Return to Table of Contents](#)

## Series II: Papers related to IEC Standing Committees

### Scope and Contents

During my years on the IEC, the IEC's four permanent standing committees were an integral part of the IEC's decision-making process. Authorized by Decision 63 of the 1991 ICM and comprised of leaders and specialists from AI sections around the world, the Standing Committee on the Mandate (SCM), the Standing Committee on Research and Action (SCRA), the Standing Committee on Organizational Development (SCOD), and the Standing Committee on Human Information and Financial Matters (SCHIFM) were intended to assist and advise the IEC. In the 1990s, nearly every study mandated by an ICM decision was referred by the IEC to one or another of the standing committees.

### Conditions Governing Access:

#### **Conditions Governing Access**

Closed until January 2030

## Background Materials related to IEC Standing Committees

Title/Description	Instances	
Participian Summary, May 1991 and full report by the Participian group to the 1991 ICM, May 1991	box 12	folder 5
"A Study of Decision-Making in Amnesty International" (ORG 20/05/91), 1991	box 12	folder 6
"A Report on Challenges and Possible Trends for the Future of Amnesty International," prepared by Ahmed Othmani for AI's Committee for the Systematic Evaluation of Techniques (SYSTEC), (ACT 11/03/92), February 1992	box 12	folder 7
Terms of Reference for IEC Standing Committees , updated in 1998	box 12	folder 8

Overview of IEC Standing Committee Work, 1995

Papers from October 1995 meeting of Standing Committee Chairs and IEC Vice Chair.	box 13	folder 1
<b>Scope and Contents</b>		
(The IEC Vice Chair had responsibility to ensure that studies mandated by ICM decisions were moving along and early results were shared with AI structures worldwide in advance of the next ICM. A planning meeting in October set this process in motion)		
Stansing Committee on the Mandate (SCM):		
Papers, 1991-1994	box 13	folder 2
Papers, 1995	box 13	folder 3
Papers, 1996	box 13	folder 4
Papers related to the Mandate Review, 1997-2001	box 13	folder 5
Standing Committee on Research and Action (SCRA)		
Papers, 1992-1993	box 13	folder 6
Papers, 1994	box 13	folder 7
Papers, 1995-1997	box 13	folder 8
Action File study, 1993	box 13	folder 9
Standing Committee on Organization and Development (SCOD)		
Papers, 1993	box 13	folder 10
Papers, 1994	box 13	folder 11
Papers from Rome meeting, 1994	box 14	folder 1
Papers (general), 1998-1999	box 14	folder 2
Papers for SCOD in relation to other committees, 1993-1994	box 14	folder 3
SCOD Projects (1993-1997)		
Multilingualism	box 14	folder 4
Evaluation of Hong Kong office (ICM Decision 56)	box 14	folder 5
Groupings	box 14	folder 6
Work on Own Country (WOOC)	box 14	folder 7
SCOD Projects (1993-1999)		
Section Status	box 14	folder 8
Regional Sections	box 14	folder 9
Periodic Review of Sections		

	box 14	folder 10
Membership Database project	box 14	folder 11
Accountability	box 14	folder 12
DAWG (Democracy and Accountability Working Group)	box 15	folder 1
IEC Standing Committee on Human, Information and Financial Matters (SCHIFM)		
International Reserves Policy	box 15	folder 2
Integrated Financial Planning	box 15	folder 3
Board-Staff Relations	box 15	folder 4
Health Audit for AI Sections	box 15	folder 5

[^ Return to Table of Contents](#)

### Series III: International Council Meeting Papers, 1979-1995

#### International Council Meeting Papers, 1979-1995

Conditions Governing Access:

**Conditions Governing Access**

Closed until January 2026

Title/Description	Instances	
ICM Decisions, Leuven, 1979	box 15	folder 6
ICM Decisions, Helsinki, 1985	box 15	folder 7
ICM Decisions, Aguas de Lindoia, Brazil, 1987	box 15	folder 8
ICM Papers, Aguas de Lindoia, Brazil, 1987	box 15	folder 9 & 10
ICM Papers, Aguas de Lindoia, Brazil (cont.), 1987	box 16	folder 1
ICM Decisions, Dublin, 1989	box 16	folder 2
ICM Decisions, Yokohama, 1991	box 16	folder 3
ICM Decisions, Boston, 1993	box 16	folder 4
ICM Papers, Boston, 1993	box 16	folder 5-7
ICM Key Messages, Boston, 1993	box 16	folder 8
ICM Decisions, Ljubljana, Slovenia, 1995	box 16	folder 9
ICM Circulars and Resolutions, Ljubljana, Slovenia, 1995	box 17	folder 1-4

#### International Council Meeting Papers, 1997-1999; 2009-2013

<b>Title/Description</b>	<b>Instances</b>	
ICM Decisions, Cape Town, 1997	box 17	folder 5-7
ICM Circulars, 1997	box 18	folder 1-2
IEC-ICM at Capetown, 1997	box 18	folder 3
ICM General Circulars, Troia, Portugal, 1999	box 18	folder 4-5
ICM Resolutions and Working Party papers, 1999	box 18	folder 6-7
ICM Papers and Decisions, Dakar, 2001	box 19	folder 1
ICM Decisions and Report, Turkey, 2009	box 19	folder 2
ICM Papers, 2011-2013:		
ICM Circulars, Netherlands, 2011	box 19	folder 3
ICM Resolutions, Netherlands, 2011	box 19	folder 4
ICM Circular 10, 2013	box 19	folder 5

[^ Return to Table of Contents](#)

## Series IV: International Planning and Finances

### International Planning

#### Scope and Contents

Additional papers related to planning and finances, including reports and financial accounts, etc., may be found with IEC meeting documents

#### Conditions Governing Access:

#### **Conditions Governing Access**

Closed until January 2030

<b>Title/Description</b>	<b>Instances</b>	
Plans before 1995:		
Plans from the 1980s	box 19	folder 6
Addendum to Draft Two Year Plan, 1990-1991	box 20	folder 1
Draft Two Year Plan; Introduction/Guide for ICM Discussion; and an Addendum to Draft Plan, 1992-1993	box 20	folder 2
1993-1994 Interim Planning Efforts		
Transitional Operational Plan (TOP), 1994-1995	box 20	folder 3-4

**Scope and Contents**

(Based on IEC understandings of 1993 ICM)

Implementation Report from IS Programs, 1994-1995	box 20	folder 5
First Integrated Strategic Plan:		
Preparations for first 4-year ISP (Ljubljana Action Plan, LAP)	box 20	folder 6
Ljubljana Action Plan, 1996-1999	box 20	folder 7
Operational Plan for International Secretariat, 1996-1998	box 20	folder 8
Operational Plan for International Secretariat, 1998-2000	box 20	folder 9
Second Integrated Strategic Plan:		
Preparations for second ISP (Troia Action Plan, TAP), 2000-2004/6	box 21	folder 1
Troia Action Plan, 2000-2004	box 21	folder 2
Planning documents after 1999:		
Action Planning Bulletins, 2000	box 21	folder 3
Integrated Strategic Plan (2010-2016), 2009	box 21	folder 4
GPS (Global Priorities Statements), 2010	box 21	folder 5-6

**Financial Matters**Conditions Governing Access:**Conditions Governing Access**

Closed until January 2030

<b>Title/Description</b>	<b>Instances</b>	
Financial Policy documents, including reserve policy and standardized financial reports for AI sections., 1997-1999	box 21	folder 7
Financial reports and related materials, 1993-1995	box 22	folder 1
Financial reports and related materials, 1996	box 22	folder 2
Financial reports and related materials, 1997	box 22	folder 3
Financial reports and related materials, 1998	box 22	folder 4
International Finance Meeting, 1996	box 22	folder 5
International Finance Meeting papers, 1998, 1998	box 22	folder 6
Reports from AI's Finance Control Committee and related IEC correspondence	box 22	folder 7

Fundraising:

AI policies and correspondence about fundraising	box 22	folder 8
AI concerts and Fundraising (Chile 1990-UDHR 1998)	box 22	folder 9
Materials related to AI Ltd and AI Charity	box 22	folder 10

[^ Return to Table of Contents](#)

## Series V: Papers related to International Secretariat and International Executive Committee

### Subseries V.1 IEC/International Secretariat

Conditions Governing Access:

#### Conditions Governing Access

Closed until January 2030

Title/Description	Instances	
Internal IEC Matters:		
IEC policies and arrangements.	box 23	folder 1
IEC expense report forms, insurance provisions	box 23	folder 2
Internal IEC communications (mainly email exchanges)	box 23	folder 3
IEC Correspondence:		
Communications with AI sections (Also see BOX 12, Pocket 3.)	box 23	folder 4
IEC – miscellaneous external correspondence and communications, 1995-1997	box 23	folder 5
IS Senior Management:		
Folder 1: IEC-SG relations Senior Management.	box 23	folder 6
Folder 2: Secretary General (Pierre Sane) Trip Reports, 1997-1998.	box 23	folder 7
<b>Scope and Contents</b>		
(Includes interesting reports on several trips by the SG, including to Davos, the Vatican and to numerous countries)		
Matters related to the International Secretariat (IS):		
Weekly Mailings from the IS (sample)	box 23	folder 8
Restructuring the Secretariat, 1992-1996	box 23	folder 9
"Industrial relations." Papers related to the industrial action over 2 issues, 1996-1998: (a) disestablishment of posts – ie, layoffs and redeployment and (b)	box 24	folder 1

deconcentration resulting in disestablishment of posts at IS.

<b>Decentralization and Deconcentration:</b>		
1990s discussion of deconcentration and decentralization., 1990s	box 24	folder 2
"Closer to the Ground" (the 2011-2013 initiative to establish several international "hubs")	box 24	folder 3
<b>Scope and Contents</b>		
(Numerous other documents are included with IEC Agenda papers)		
<b>AI Section Directors:</b>		
Folder 1: Annual Meetings of Section Directors	box 24	folder 4
<b>AI's Global Governance structures:</b>		
Proposals for reform of various aspects of AI's governance structures, 2010-2012	box 24	folder 5

[^ Return to Table of Contents](#)

## Series VI: Development of AI Sections and Structures

### Subseries VI.1: AI's Movement Growth Strategy and Support for Smaller Sections

Conditions Governing Access:

**Conditions Governing Access**

Closed until January 2030

Title/Description	Instances	
General Materials related to "Development" (see glossary):		
AI materials on Development prior to 1993 (1980s)	box 24	folder 6
AI policy documents on Development, 1993	box 24	folder 7
Senior Management views, circa 1993, 1994	box 25	folder 1
<b>Scope and Contents</b>		
(For related papers, also see Box 22, folders 8-10)		
MIOR (Minimum Adequate Organizational Resources)	box 25	folder 2
<b>Scope and Contents</b>		
[See MIOR policy statement and application forms, Box 25, folders 11 and 12]		

1993 Regional Briefings, AI Development:

Middle East and Maghreb	box 25	folder 3
Americas and Caribbean.	box 25	folder 4
Asia Pacific	box 25	folder 5
Europe	box 25	folder 6
Africa	box 25	folder 7

### Scope and Contents

(Also see notes on Africa development project, IEC papers in Box 1)

### AI Development Initiatives, early-mid 1990s:

#### Scope and Contents

Papers related to the initiation and roll out of AI's High Priority Country initiative (HPCs) are found in BOXES 2-6, as IEC Agenda papers. Also see related papers from SCOD in Boxes 12-15

Review of Development, 1995	box 25	folder 8
Criteria for Identifying Development Priorities	box 25	folder 9
Membership Statistics, 1995	box 25	folder 10

### AI Development, mid 1990s:

Development discussions (post 1995 Development Review)	box 25	folder 11 & 12
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### AI Development, late 1990s:

#### Scope and Contents

Contains some strategy papers associated with the High Priority Countries initiative of the late 1990s, but most are included with IEC meeting files in Boxes 7 and 8

Africa, 1995-1999	box 25	folder 13
Middle East	box 25	folder 14
Latin America. Add paper from Sergio on LA here	box 26	folder 1
HPC Evaluation 2001, 2001	box 26	folder 2
Growth Strategy 2004-2010, 2004-2010	box 26	folder 3

### Section Development Committee:

SDC, Policy and Procedures	box 26	folder 4
Miscellaneous papers related to SDC-SCOD relationship	box 26	folder 5
SDC- ICM Presentation Notes, 1995	box 26	folder 6

SDC Review and Related Issues, 1998	box 26	folder 7
<b>Scope and Contents</b>		
(See related documents among IEC agenda papers, Boxes 9-12 and MIOR folder in Box 25, folder 2)		
SDC Development Cooperation Bulletins (Issues No. 2-9, with grant decisions)	box 26	folder 8
Section Development Committee Meetings:		
SDC, 1993	box 26	folder 9
SDC, June 1994	box 26	folder 10
SDC, November 1994	box 26	folder 11
SDC, 1995	box 26	folder 12

[^ Return to Table of Contents](#)

## Series VII: Section Matters

### Subseries VII.1: Country

Conditions Governing Access:  
**Conditions Governing Access**

Closed until January 2030

Title/Description	Instances	
Argentina	box 27	folder 1
Australia	box 27	folder 2
Bangladesh	box 27	folder 3
Brazil	box 27	folder 4
Canada ES and FS	box 27	folder 5
Chile	box 27	folder 6
Colombia	box 27	folder 7
Costa Rica	box 27	folder 8
Ecuador	box 27	folder 9
Egypt	box 27	folder 10
France	box 27	folder 11
Hong Kong	box 27	folder 12
Iceland	box 27	folder 13

India	box 27	folder 14
Israel	box 27	folder 15
Japan	box 28	folder 1
Mexico	box 28	folder 2
Morocco	box 28	folder 3
Nepal	box 28	folder 4
New Zealand	box 28	folder 5
Nigeria	box 28	folder 6
Norway	box 28	folder 7
Pakistan	box 28	folder 8
Peru	box 28	folder 9
Philippines	box 28	folder 10
Portugal	box 28	folder 11
Russia	box 28	folder 12
Senegal	box 28	folder 13
Spain	box 28	folder 14
South Africa	box 28	folder 15
Sweden	box 28	folder 16
Taiwan	box 28	folder 17
Tanzania	box 28	folder 18
Togo	box 28	folder 19
Tunisia	box 28	folder 20
Turkey	box 28	folder 21
USA	box 28	folder 22
Venezuela	box 28	folder 23

### Section Matters, special projects

Conditions Governing Access:  
**Conditions Governing Access**

Closed until January 2030

Title/Description	Instances
AI Regional Groupings	

**Scope and Contents**

See Glossary and Box 13, folder 10 to Box 14, folder 12

General matters, 1995-1996	box 29	folder 1
Grouping 5 (AI structures from Canada and Caribbean), 1994-1995	box 29	folder 2
AI Regional Groupings		
<b>Scope and Contents</b>		
(See Glossary and Box 13, folder 10 to Box 14, folder 12)		
Grouping 4 (AI structures from Latin America and US, joined by Canada and Caribbean), 1996-	box 29	folder 3
OAS Working Group	box 29	folder 4
Caribbean Country Structures:		
Barbados	box 29	folder 5
Bermuda	box 29	folder 6
Curacao	box 29	folder 7
Guyana	box 29	folder 8
Jamaica	box 29	folder 9
Caribbean Regional Office		
Caribbean Regional Office	box 29	folder 10
Folder 2: Strategic Planning for AI in the Caribbean, 1999-2001	box 29	folder 11
Morocco		
ICM Inquiry, 1999	box 30	folder 1
Periodic Review of Section, 2005	box 30	folder 2
Yemen		
2002	box 30	folder 3
Tunisia		
2011	box 30	folder 4

[^ Return to Table of Contents](#)

**Subseries VIII. 1: Policy Issues and Positions Internal to Amnesty International**Conditions Governing Access:**Conditions Governing Access**

Open for use except for materials marked as Closed

<b>Title/Description</b>	<b>Instances</b>	
Amnesty Members		
AI Handbook	box 30	folder 5
Materials for Local Groups	box 30	folder 6
Internal Policy Issues, A-I		
Action Files	box 30	folder 7
Active Participation	box 30	folder 8
Archive Policy	box 30	folder 9
Arms Trade Treaty:		
Borderline Cases	box 30	folder 10
Campaigning	box 30	folder 11
Company Approaches	box 30	folder 12
Country Linking	box 30	folder 13
Crisis Response	box 30	folder 14
Diversity and Gender	box 30	folder 15
Individuals at Risk	box 30	folder 16
Impartiality and Balance	box 31	folder 1
Information Technology	box 31	folder 2
International Human Rights Law and Policy	box 31	folder 3
Investigation Cases	box 31	folder 4
Issues J-Z		
Mandate Review, 1991	box 31	folder 5
Media	box 31	folder 6
Missions	box 31	folder 7
Multiculturalism	box 31	folder 8
NGO Collaboration and Partner Organizations	box 31	folder 9
Political Prisoners	box 31	folder 10
Relief	box 31	folder 11

Sexual Harassment Policy	box 31	folder 12
Specialization	box 31	folder 13
Strategic Coverage	box 31	folder 14
Reviewing Strategic Coverage, 2008	box 31	folder 15
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> Closed until 2038		
UN Treaty Bodies and Special Procedures	box 31	folder 16
Women	box 31	folder 17
Correspondence re. AI's work on Women, Norway, January 1997	box 31	folder 18
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> Closed until 2027		
Work on Own Country	box 31	folder 19
Youth	box 31	folder 20
Youth Activities, May 1995	box 31	folder 21

### AI Policy related to Human Rights Concerns:

Conditions Governing Access:  
**Conditions Governing Access**

Open for use except for materials marked as Closed

Title/Description	Instances	
Issues A-C		
Armed Groups, 18 July 2007	box 31	folder 22
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b> Closed until 2037		
Arms Trade Treaty Annual Meeting, January 2003	box 34	folder 1
Code of Conduct on Arms Transfers, 1997	box 34	folder 2
Convention on International Arms Transfers, January 2002	box 34	folder 3
Arms Transfers - Legal Issues, 2002	box 34	folder 4
Civil Disobedience	box 32	folder 1
Climate Change	box 32	folder 2

Crimes against Humanity	box 32	folder 3
Cruel, Inhuman and Degrading Treatment	box 32	folder 4
Issues D-G		
Death Penalty	box 32	folder 5
Development Assistance	box 32	folder 6
Economic, Social and Cultural Rights (Demand Dignity)	box 32	folder 7
Extra Judicial Executions	box 32	folder 8
Forcible Relocation	box 32	folder 9
Female Genital Mutilation	box 32	folder 10
Government Inaction	box 32	folder 11
Issues H-I (Intergovernmental Organizations)		
House Destruction	box 32	folder 12
Human Rights Defenders	box 32	folder 13
Human Rights Education	box 32	folder 14
Hunger Strikes	box 32	folder 15
Indivisibility	box 32	folder 16
Intergovernmental Organizations	box 32	folder 17
International Criminal Court (ICC)		
International Criminal Court (I)	box 32	folder 18-20
International Criminal Court (II)	box 32	folder 21-22
Issues J-P		
Landmines	box 33	folder 1
Military Intervention	box 33	folder 2
Military Intervention (internal)	box 33	folder 3
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>		
Closed until June 2024		
Military Transfers	box 33	folder 4
Non-State Actors	box 33	folder 5
Peacekeeping and Human Rights	box 33	folder 6
Pinochet (Impunity)	box 33	folder 7
Email exchanges about Pinochet case (IS senior management & IEC), October 1998-March 1999	box 33	folder 8

Conditions Governing Access:**Conditions Governing Access**

Closed until March 2029

Evaluation of AI's Management of work on the Pinochet case prepared by D.O., 2001	box 33	folder 9
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Conditions Governing Access:**Conditions Governing Access**

Closed until January 2031

Pinochet Law Lords case	box 33	folder 10
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## Issues R-Z

Regional Treaties related to Human Rights	box 33	folder 11
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Refugee Campaign, 1997	box 33	folder 12
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**Scope and Contents**

(Policy on Asylum Claims)

Rwanda	box 33	folder 13
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Sexual Orientation	box 33	folder 14
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Torturers	box 33	folder 15
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Violence	box 33	folder 16
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World Conference on Human Rights	box 33	folder 17
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[^ Return to Table of Contents](#)**Glossary of Terms and Acronymns****Title/Description****Instances**

Action Plans (including LAP-Ljubljana Action Plan, TAP-Troia Action Plan, MAP-Morocco Action Plan)

**Scope and Contents**

The phrase used to identify 4-year strategic plans once they had been approved by the Council meeting. These action plans encompassed work to be carried out by Amnesty sections and structures as well as the Secretariat. They were typically named after the location of the Council meeting where they were approved

DAWG (Democracy and Accountability Working Group)

### **Scope and Contents**

Group named in 1998 to make recommendations for restructuring AI's international decision-making processes.

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### Decentralization (and deconcentration)

#### **Scope and Contents**

The process of shrinking the role of the London-based International Secretariat, by devolving certain functions to Amnesty sections or structures. The creation of quasi-independent translation units is an example of decentralization See Deconcentration

---

### Development

#### **Scope and Contents**

Term used within Amnesty International to refer to the expansion of membership structures. (Not to be confused with fundraising)

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### FCC (Financial Control Committee)

#### **Scope and Contents**

Amnesty's internal audit mechanism, with members elected by the ICM

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### Grouping(s)

#### **Scope and Contents**

An effort in the 1990s to enhance section-to-section communications by convening a meeting of representatives from AI sections/structures in a given region (ie, a grouping) to discuss AI policy questions.

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### HPCs (High Priority Countries)

#### **Scope and Contents**

A 1990s initiative to select a relatively small number of countries for concerted effort to cultivate Amnesty membership and develop Amnesty structures

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### ICC (International Criminal Court)

#### **Scope and Contents**

A permanent international court established in 2002 to prosecute perpetrators of the most serious crimes of concern to the international community, including genocide, war crimes, and crimes against humanity

---

### ICM (International Council Meeting--also simply Council Meeting)

### **Scope and Contents**

AI's highest organizational decisionmaking body. Held every two years, during the 1990s the ICM brought together approximately 500 members and staff for the purposes of planning and reviewing the direction of Amnesty International's human rights work. The ICM also elected the International Executive Committee (IEC).

---

IEC (International Executive Committee)

### **Scope and Contents**

A nine-person elected body that served as the organization's international governing board (since renamed International Board)

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IGO (Inter-governmental organization)

### **Scope and Contents**

Organizations whose members are nation states—such as the United Nations, the European Union, and the Organization of American States

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IS (International Secretariat)

### **Scope and Contents**

Based in London, UK, it is responsible for the majority of the organization's research and campaigning work. Around 2013 some of its work was redistributed to hubs around the world in an initiative known as "Closer to the Ground," so that the footprint in London is smaller today than it was in the 1990s

---

Integrated Agreements

### **Scope and Contents**

An initiative in the 1990s intended to bring together an A1 section's leadership, relevant IS staff, and the IEC to review performance indicators and set common expectations about a wide range of activities and international support for the Amnesty section

---

Intersection meetings

### **Scope and Contents**

Meetings attended by representatives of A1 sections and a select number of international staff, often convened on an ad hoc basis (and hosted by a large section) to discuss an emerging issue. Although they had no decision-making authority, such meetings often clarified concerns and offered advice

## LAP

### **Scope and Contents**

1995 Ljubljana Action Plan. See Action Plans

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## Mandate

### **Scope and Contents**

For many years, an internal "mandate" limited Amnesty International's work to a relatively small number of issues, including the release of prisoners of conscience, fair trials for political prisoners, opposition to torture, disappearances and the death penalty. The mandate was amended several times and was ultimately replaced in 2002 with a broader mission statement linking AI's work to the full spectrum of rights enshrined in the UDHR

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## MAC (Membership Appeals Committee)

### **Scope and Contents**

A statutory body allowing AI sections to appeal decisions of the IEC. Activated for the first time in 1998

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## MAC (Minimum Adequate Coverage)

### **Scope and Contents**

See also "strategic coverage"

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## MAP

### **Scope and Contents**

1999 Morocco action plan, replaced by TAP

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## MIOR (Minimum Adequate Organizational Resources)

### **Scope and Contents**

A decision of the 1993 ICM to cover the basic annual operational costs of small sections from the central budget, effectively redistributing income (assessment fees) from the larger AI sections

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## Multiculturalism

### **Scope and Contents**

The term used by AI in the 1990s to refer to ethnic and other identity diversity. It was applied to both employment (cultural diversity among staff) and to AI sections (acknowledging cultural differences within AI's diverse membership, including linguistic diversity)

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## Multilingualism

### **Scope and Contents**

Refers to AI's policy discussions regarding in-house interpretation and translation of AI materials

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## OP (Operational Plan)

### **Scope and Contents**

By contrast to strategic plans, operational plans contained more precise performance targets, were for a shorter duration and in general applied only to work carried out by the International Secretariat

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## Secretary General

### **Scope and Contents**

AI's executive director of worldwide operations and head of the International Secretariat

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## SCHIFM (Standing Committee on Human Information and Financial Matters)

### **Scope and Contents**

See Standing Committees

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## SCM (Standing Committee on the Mandate. See Standing Committees)

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## SCOD (Standing Committee on Organizational Development)

### **Scope and Contents**

See Standing Committees

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## SCRA (Standing Committee on Research and Action. See Standing Committees)

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## Sections and Structures

### **Scope and Contents**

A term collectively referring to AI's membership. Sections, according to the Statute, were registered with the Secretariat as national or territorial entities that had demonstrated their ability to organize and carry out basic Amnesty activities. AI groups active in countries without a full-fledged AI section were referred to as "structures."

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## SDC (Section Development Committee)

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### **Scope and Contents**

A committee charged to allocate funds from the central budget to small sections. The committee reported to the IEC (through SCOD) and its members were drawn from AI sections worldwide

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#### Standing committees

### **Scope and Contents**

From 1991, four standing committees with members drawn from AI sections worldwide, worked to assist and advise the IEC. See SCHIFM, SCM, SCOD, and SCRA

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#### Strategic Coverage

### **Scope and Contents**

General term for policy (and discussion) regarding the extent of AI's research and reporting on given countries and issues

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#### SMT (Senior Management Team)

### **Scope and Contents**

AI's senior leadership at the IS, including the Secretary General and deputies

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#### TAP (1999 Troia Action Plan)

### **Scope and Contents**

See Action Plans

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#### TOP (Transitional Operational Plan)

### **Scope and Contents**

Refers to the operational plan put in place in 1994, immediately following adoption of the first integrated strategic plan in 1993

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#### WOOC (Work on Own Country)

### **Scope and Contents**

Effectively the "No work on own country rule," an internal rule that for many years generally prohibited AI members from working for the release of prisoners of conscience in their own countries. The rule was modified in 1995

[^ Return to Table of Contents](#)