POLICIES AND PROCEDURES MANUAL
Updated 6 November 2023

ARTICLE XIII (of the Bylaws of IAGP) – POLICIES AND PROCEDURES MANUAL (P&P)
"In order to support and carry into real effect the IAGP Bylaws, the Board of Directors has the responsibility to: a. Ensure that any and all appropriate directives and policies and procedures are in place and directly accessible to all IAGP member, as stated in the Bylaws.
b. Ensure that such directives and policies are reviewed regularly and are kept relevant for the work of the organization, its officers and members.

Board decisions in the form of policies, directives and procedures shall be kept together in a Policies and Procedures Manual (P&P). Specifically:
1-It is the responsibility of the G&B Committee to ensure that each P&P is coherent with the overall spirit of the Bylaws of IAGP and that includes reference to the relevant Articles it refers to.
2-It is the responsibility of the Vice President to ensure that new additions or revisions approved by the Board are included in the Manual and that are available for all IAGP members.

Proposals for new and revised P&P can be prepared and formulated either by any individual, Board member or working group (Committees, Sections, Task Forces) within IAGP. The G&BC must ensure that they comply with the Bylaws before being presented to the Board for final discussion and vote."
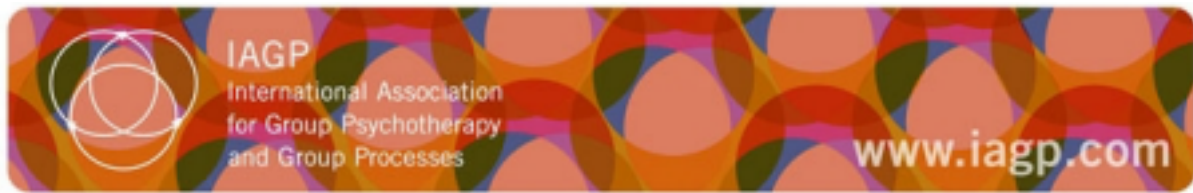
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PREAMBLE

The following Policies and Procedures (from now on indicated as P&P or P&Ps) replace any existing P&Ps, that have been approved by past Boards. Therefore, any previous P&P still being referenced from previous Board's decisions must be considered null and void and substituted by those in this Manual that refer to the same subject.

This Manual is conceived as a user-friendly, easy to consult document, where P&Ps are grouped under categories that can be found in the Table of Contents. The Manual is composed of two parts

Part 1 is a collection of policies and procedures either derived from the Bylaws' articles or approved by the Board to regulate and support the management of the IAGP. Part 1 consists of binding rules that govern the everyday life of the institution. P&Ps of Part 1 can be amended, updated, and/or removed only if at least two thirds of the majority of all Board members, eligible to vote in a regularly summoned meeting, approve the change. Some P&P are an absolute must, some others are a should where some exceptions can apply.

Part 2 consists of different kind of materials: some are recommendations to help officers take up their role in committees, task forces and working groups; some are templates that can be used to speed up procedures and/or comply with binding rules; some others are just reports on how things were processed and assessed by previous officers, to function as an inspiration for new or old tasks and new teams. P&Ps of Part 2 can be amended, updated, and/or removed by simple majority of the members present in a regularly summoned Board meeting.

This Manual represents an ongoing process of IAGP to organise and develop its governance in a sustainable manner and within a sustainable vision. This Manual will be made visible and accessible to all members, through the IAGP website. Whenever a new P&P is added, or one is changed/integrated/removed, it is a duty of the IAGP Vice President to ensure that the Secretary or another designated member publish on the website the revised Manual, with a note on the relevant changes, within two months from the approved change.

The version of the P&P Manual updated on 6 November 2023 contains revisions/additions in the following areas:
- FOYT becoming a Task Force led by the Young Professionals Section's Chair (page 8 and 21)
- Checks and Balances (page 9)
- Resignations and Appointments (page 10)
- Chairs' Consultants (page 21)
- Review of the ORIENTING ON THE ROLE policy, about becoming an IAGP officer (page 39)

PART 1

MEMBERSHIP

IAGP offers annual or multiannual membership to individuals involved in the fields of group psychotherapy and/or group processes. When membership expires, after two reminders, failure to renew results in termination of membership.
Individual IAGP membership provides face-to-face and virtual networking opportunities to professionals working within the fields of group psychotherapy and/or group processes throughout the world.

– *Student individual membership* is available to people enrolled in qualified training programs in group psychotherapy and/or group processes

– *Young Professionals/Retired Professionals,* individual membership and Retired individual membership are available to people who satisfy these professional criteria

- *Affiliate IAGP membership* offers representatives of organizations working within the fields of group psychotherapy and/or group processes a framework to discuss and implement areas of organizational cooperation with the leadership of IAGP and representatives of other IAGP affiliate organizations. Affiliate organizations that have had a lapse of membership of more than two terms must submit a new membership application. In addition, Affiliate organizations must notify IAGP of any changes to their Bylaws, goals or organizational structure. If the Membership Committee determines that these changes/ amendments alter the original accepted application for membership in a significant way, a new membership application will be required. Affiliates representatives do not benefit of the individual benefits, unless they are also registered as an individual.

- *Life membership* is available to individual members who pay their dues by means of a lump sum determined by the Board of Directors in order to cover future life membership. No annual renewal is required for individuals who have paid their Life Membership fee.

- *FOYT: Free One Year Trial membership program*

The one-year free membership program of IAGP aims to invite group professionals, Affiliates' individual members and young professionals to join as a trial without membership cost. During their first year of membership, the program will offer them the experience of being a member of IAGP and allows them to take part in intervision groups, regional group discussions, webinars, training opportunities, and receive copies of Globeletter magazine and Forum publications. Discounted fees to attend the International Congress are also offered. It is hoped that full membership will be taken up after twelve months of free membership. Who can join? Membership is open to trained group psychotherapists, consultants and group leaders who are sponsored by a professional who is familiar with their work with groups. Student memberships are welcome from students enrolled in institutional training programs or university studies in group psychotherapy or group processes. FOYT is open only to individuals who have never been individual members of IAGP. For twelve months without paying any fee, FOYT members enjoy the same benefits as regular individual members, except voting rights. In fact, voting rights are withheld until full membership is taken.

GENERAL ASSEMBLY (GA)

General Assemblies convene to report to the membership the governance of the organization, and to ratify the elections of the new Administration. The GA meets every three years, if possible, usually in conjunction with the IAGP International Congresses. The membership of the GA can also meet, physically or virtually, when determined and called for by the Board of Directors; or by 20 % or more of the membership with voting rights. At the triennial GA there shall be reports to the membership from the President, the Treasurer, the Auditor and the Committees.

GENERAL ASSEMBLY ELECTIONS

Members must be informed a minimum of four weeks prior to General Assemblies and before decisions and elections that involve the general membership. It is the EMG that convenes the General Assembly during the Congress. Such convocation must be sent to all eligible members (those who comply with fee payments) at least 4 weeks before the date of the meeting. The convocation must clearly state the agenda, with all the points to be discussed and/or be voted on. Possibility of proxy vote must be granted and clearly explained in the same letter. Attendance online must be always granted.

Quorum of the meetings specifically:
a) In a General Assembly a quorum is reached when there is participation of no less than 33% of all the members (both individual and Affiliates) with the right to vote.
b) In a Board of Directors' meeting a quorum is reached when there is participation of no less than 33% of its membership with the right to vote.
c) In the Executive Management Group, a quorum is reached when at least three EMG members participate in the vote.
d) In Sections and in Committees a quorum is reached when there is participation of no less than 33% of its membership with the right to vote.

CHECK AND BALANCES

The Board of Directors has a mandate to ensure that all divisions of IAGP adhere and comply to the guidelines re roles and responsibilities as set forth in the IAGP By-laws and the Policies and Procedure Manual. The Board can appoint an ad-hoc committee to investigate issues of

non-compliance as reported by Board members or IAGP general members. A majority of Board members are needed to vote on any resolution.

Issues of non-compliance may or may not also be an ethical issue. Ethical concerns pertain more to issues of morality – what is right or wrong.

BOARD

The IAGP Board is composed of the Executive Management Group (EMG), the General Board members, the CAOA Chair, and the Sections' Chairs.

The Board consists of volunteers that need to be supported by a paid administrator: somebody who can support the members with IT issues, (i.e. fees, applications, lists to sign on, etc.); who can support the Chairs with research on archives of names, rules, projects etc.; who can digitalize and collate all IAGP's activities into one accessible archive etc.

Here only provisions that are not already mentioned in the Bylaws are stated about specific roles, whose specifics are to be found in the relevant articles of the Bylaws.

The EMG

For all the specifics of the EMG roles, please see the Bylaws article VI, and this Manual in Part 2 and the Annex 1.

Due to a bylaw change voted by the General Assembly in May 2022, the EMG consists of the President, the Vice-President, the Secretary, the Treasurer, and the Chair of the Consultative Assembly of Organizational Affiliates (CAOA).

Transitional P&P: In the term 2022-2025, the EMG consists of the President, the Vice-President, the Secretary, the Treasurer, the Senior Member and the Chair of the Young Professionals.

The *Senior Officer* provides every new Board member and committee/list leader with a copy of the roles and guidelines of a general Board members section chair or taskforce chair. The Senior Officer finds new list leaders when there is a vacancy. As the liaison with the EMG she/he produces reports about list activities for Board meetings. He/she also leads discussion channels for list leaders (currently the List Leaders discussion list and a WhatsApp group for fast brief communications)

President's consultants

The President can appoint one or more consultants to assist her/him in specific tasks. In the first Board meeting after the appointment, the Board must be informed of the presence of such consultant/s and of their scope and boundaries of task and role (the President must submit to the Board a clear document with the specifics of tasks, limitations and duration of the appointment). Consultants only report to the President

and can act upon her/his mandate to implement specific tasks that the President has defined and the Board has approved.

The Treasurer
The Treasurer shall manage IAGP funds in banks chosen by the Board of Directors. By resolution, the Board shall determine in addition to the Treasurer, additional signatories and other conditions for disbursements of IAGP monies.
The Treasurer may be required to give bond for faithful discharge of duties in such amount and with such securities as the Board of Directors may require. As specified in Article VI, he/she should present at the regular General Assembly meetings a report containing accounts approved by one Auditor. The Treasurer is also responsible to assure that the Board appoints a bookkeeper, an accountant and audits in agreement with demands in Swiss Civil Code Article 69 b.

THE AUDITOR

This Policy applies from the term that starts in 2025. The Auditor does not have to be a professional accountant, but must be sufficiently competent to be able to check the accounts objectively. Above a certain size of budget, as determined by Swiss law, the appointment of a professional, or even a trustee, to perform the checking of the accounts, is legally required.

GENERAL BOARD RULES

There needs to be at least two Board meetings per year, either in person or online. To remain in office, a Board member must attend at least one Board meeting per year. Exceptions can be discussed and approved by the Board, upon presentation of the specific case by the EMG.
When online, the Board meetings can last several days but no more than 4 hours each day. It is the EMG that convenes the Board's meetings, schedules the number and calendar of such meetings and informs the Board members at the end of each meeting about the date of the next one. 50% of Board members can summon a Board meeting, when extenuating circumstances, not agreed by the EMG, are felt relevant.

Privacy Rules
Confidentiality shall be applied in the following circumstances:
   a) Facts and information about on-going, sensitive negotiations or work in progress are kept confidential, until the process is concluded. This point concerns economic, scientific, ethical and a variety of other material to be specified, in the last instance, by the Board of Directors and/or the General Assembly.
   b) Personal data is covered by IAGP privacy policy, as approved by the Board and published in the appropriate channels for all members to read/access.
   c) At times, and with the knowledge and consent of, facts and information about personal circumstances are made available related to IAGP processes and appointments, including interviews performed by the Nominating Committee prior to making decisions for official lists of candidates, fellowship, Interim and replacements' roles, and others.
   d) Confidentiality will also cover sensitive information regarding cases of complaints

about maltreatment and malpractice brought to the knowledge of the Ethics Committee and the Board, during the processing of the material, before official recommendations for action are made. In circumstances where the reputation of IAGP has been or is at risk because of an individual or of an organisation, it may be reasonable to publish relevant and necessary information to protect IAGP. This would almost certainly require legal advice. All personal information revealed in experiential training and workshops is confidential, according to the context and consents of the event and its legal obligations. All IAGP events or sponsored events must announce these guidelines and their implications in accordance with IAGP policy and local legal obligations.

Conflict of Interest
A potential conflict of interest might mainly be
-Financial
-Business
-Professional

Legal consultation may be considered in potential cases of conflict of interest before taking part in debates and decision-making. It is everybody's personal responsibility to keep this in mind, especially for those chairing decision making meetings. (Such rule does not concern election campaigning for one's own candidacy for posts in the organization's administration, nor does it concern voting by ballot for one's own candidacy in elections). The Board can decide by a majority vote to call on a legal consultation.

INFORMATION AND COMMUNICATION

Following the "Less is more" principle in the new Bylaws, IAGP must strive to ensure that each member can easily access, understand and question:
a) The organization's structure, functioning and personnel
b) his/her rights, benefits and obligations
c) changes to the above.

Website and Information Policy
    1. DATA COLLECTED BY OR BEHALF OF IAGP IN THE PAST
        a. IAGP should ensure that it is handled in accordance with legal requirements b. All non-members from which we have data not included in the IAGP website must be contacted in order to ask them if they agree on receiving information about IAGP activities without being members, they can go to the website and register. All non-members registered must accept the terms that follow the European recommendations for data protection. They will be in a list only for information about IAGP events or what we decide that they can receive.

    2. STORAGE OF DIFFERENT TYPES OF DATA
        a. Members and non-members who provide data, must voluntarily accept

terms and conditions and can ask at any moment that their data be deleted. We have in the website different levels in Membership part where personal data is collected:

    i. Registered members: They haven't access to the private part of the website and receive information about IAGP events.

    ii. Members, divided by country bands and situation (regular and retired/young professional/student)

    iii. Free from the FOYT program.

    iv. Old members must be asked if they want that IAGP continue storing their data, (only if they agree they will stay in that list).

3. RECORDED MATERIAL:

a. Work meetings recordings: The recordings will be stored long enough to do the minutes and answer questions raised by the participants. Once the minutes have been approved, the recording will be deleted. To record the work meeting all participants must agree.

b. Educational events: They can be recorded only if all participants accept. 4. PRACTICALITIES

a. All data must be stored together or with clear, preferably automated procedures connecting them. Now we have lists in different places that have to be collated. Once we have all the data in the same place, it must be updated regularly. Personal data should be processed automatically through the website.

b. Board members and other members that have access to data should inform about the data they keep in their computer and be sure that their computer is secure.

c. The W&IDMT should work on:

    i. What arrangements are reasonable for Board members and others to share and delete data

    ii. What should be the obligations of board members and others for IAGP data in their possession of personal data when they leave the Board or their participation in Committees and task forces.

d. All board members and other that have access to personal data should sign a document accepting not to use the personal data for other purposes than those of IAGP.

Use of IAGP Logo

Members are not allowed to use the IAGP logo on their personal cards. A member can certainly say that he/she is a member of IAGP on his/her card and on his vitae and add the IAGP website address. When authorized by the EMG to use the IAGP logo in formal communication, members and partners should use the Manual of Visual Identity always available for consultation at the IAGP central office (office@iagp.com).

On the contrary, Affiliates can use the IAGP logo as much as they want, stating their partnership and supporting IAGP by marketing its logo and website in their networks.

Sections' Lists

The Chairs and Coordinating Committees (CC) of each Section are responsible to ensure that their Section's lists are active and dynamic, by posting communications at least once a week, and sharing reflections and questions on different topics, situations, and processes. A list is also to share professional news, a good book or a link if related. It is to announce or report news about IAGP events and congresses, Panel/Workshops offered in the IAGP Congresses or webinars. They are responsible for maintaining and managing the Forums in the Website. They can upload references, articles, presentations, videos, etc., related with the topic of the Forum.

List leaders can be chosen among the members of the CC, or members of the CC can take turns to be active and committed to the livelihood of the list. When necessary, they will politely stop aggressive/heated exchanges.

Reports at Board's Meetings

All reports must include:

1. What has been achieved since the last report, in the field of the mandate of the Committee/Section/Task Force/Role of the officer.
2. Any specific challenge and/or opportunity faced by the officer/team and how it was solved or what learnings it originated.
3. Specific provisions to be discussed and voted by the Board, possibly written in the form of motions to be approved or recommendations.
4. Any financial or budget information relevant to the decision

All Board members are expected to have read the relevant reports prior to the Board meeting. Therefore, it is paramount that the reports are sent to the Secretary at least fifteen days before the Board meeting.

COMMITTEES

Committees can be Standing or Ad Hoc (specific purpose) committees. Standing committees are mandatory in the Bylaws and are amended only by GA vote. Ad Hoc committees are as permanent as the Standing ones but they only need a qualified majority of the Board to be amended.

The Chairs of all Committees may or may not be Board members. To appoint a non-member or to allow a non-member to remain Chair is a strategy of the Board to promote continuity, (e.g. when one Chair cannot be reelected in the following term, or when the task requires some experience of the IAGP administrations that cannot be found within the current Board members). Standing committees must ideally be composed of Board members and non-Board members, except for the Ethics Committee, where all members are from outside the Board.

All Committees composition (including their Chairs) should represent continuity and innovation, by confirming members of the previous Administration and recruiting new members.

Standing committees
If vacancies of Chairpersons of the Nominating Committee (NC), the Government and Bylaws Committee (G&B), the Ethics and Professional Standards Committee (EthC), occur between GA meetings, they will be filled with new Chairs upon suggestions from that Committee in agreement with EMG/NC, appointed by the Board, and will be reported to the GA membership within four weeks.

Nominations and Appointments Committee (NC)
Before starting its mandate, all the members of the NC are required to meet with the G&BC to discuss the Bylaws and the approved P&Ps that affect the nominating process and to propose applications for the upcoming election.
The NC is responsible to elucidate clear policies for the nominating process; and make them available to the GA, at least one month before the deadline of the nominating period.

Governance and Bylaws Committee (G&B)
The G&B Chairperson, or a Board member who is on the committee, may supervise rules of order of discussions and voting at Board meetings as described in the policies for conducting Board meetings.
The G&BC oversees that nominating procedures and policies set up by NC comply with the Bylaws and the present Manual.

Ethics Committee (EthC)
The tasks of the Ethics and Professional Standards Committee are:
▪ To apply the IAGP Ethical Guidelines and Professional Practices for Group Psychotherapy (EGPP)
▪ To submit to the approval of the Board of Directors and to the vote of the membership changes in the EGPP Guidelines, in order to keep them up-to-date with current thinking in the professional communities.
▪ To develop and keep updated materials about ethical standards in the field. ▪ To develop further Guidelines to assess and process ethical issues that might be brought to the Committee's attention.
▪ To consider complaints and ethical issues brought to its attention by individual or Affiliate members. To process them and to respond asap to the claimants. ▪ To recommend statements and other actions to the EMG/Board ▪ To sanction individuals or Affiliates that do not comply with IAGP's ethics and quality guidelines.
The EPSC can add more members with special competence – be they legal, methodological or cultural etcetera – relating to needs arising from the case being evaluated.

Consultative assembly of Organizational Affiliates (CAOA)
The Chair of CAOA collaborates closely with the Membership Committee's Chair, to promote, enhance, integrate new and current members. In the EMG, the CAOA Chair brings the most relevant issues related both to individual and Affiliate members. If the Chair becomes unavailable during the term, an Interim is proposed by the NC and voted on by the Board.

Ad-Hoc Committees (Specific Purpose Committees)
All Ad Hoc Committees are stable units of the IAGP organization.
If vacancies among the Chairpersons of the Ad-hoc Committees occur between meetings of the Board, they will be filled upon suggestions from the President, and by appointment by the EMG, informing the Board within four weeks. In the next Board meeting, such appointments must be discussed and approved by the Board, after having heard the coordinating committee that existed before the new Chair was appointed.

CONGRESS ORGANIZING COMMITTEE (COC)
This committee consists of the EMG plus five members from the country where the IAGP International Congress is to be held. Presiding officials for the Pre-congress and Congress will also be members of the COC.
The COC will be responsible for:

- establishing a Local Organizing Committee, partnering with (or choosing, if this had not been contracted with during the site selection process) the Professional Congress Organizer (PCO),

- overseeing the overall conditions for the Congress, with special regard to national law and other relevant conditions,

- supporting the Congress and PreCongress co-chairs in setting up a Scientific Program Committee and other needed structures.

SITE SELECTION COMMITTEE (SSC)
The Committee has a main task of finding a site for the next International IAGP Congress with the best conditions for serving the varied interests and frames of reference among the IAGP membership and in accordance with its overriding aims. The Vice President is the chairperson of the committee. The Vice President shall appoint other members of this committee with the approval of the EMG.
Transitional P&P: For the term 2022-25 the Site Selection Committee is Co-chaired with the former Vice President. Current and former Board Members residing from 4 different continents join and shape the Site Selection committee, together with non-Board members.
The task of the SSC is to ensure that Board Meetings and the International Congress take place in sites with optimal facilities and low total costs. Likewise, IAGP protects the local committee from financial traumas resulting from missed revenues. Therefore, the collaboration between the SSC with the IAGP Treasurer and the financial and organizing Committee is very important.
The airfares of the travels of the Chair of the Site Selection Committee must be included in IAGP budget, after approval of the Board.

MEMBERSHIP COMMITTEE (MC)
The Committee shall submit to the Board of Directors any measure facilitating the

development of the membership and implement them after approval. Together with the CAOA Chair (or its delegates) the Membership committee shall review both individual and organizational membership application. Board's approval is needed for those applications that the MC together with the CAOA Chair define as problematic. The Chairperson will be appointed by the Board. The Chairperson will select committee members from the Sections, from Affiliate organizations and the individual membership; the number to be at the discretion of the Chairperson and the committee shall, as much as possible, be diverse and representative of the membership composition. The Chairs of the MC and of the CAOA confer with each other as needed and meet online every month, and in person at IAGP events. They are supported by:
Firstly, the Membership Boosting Team: (Board and non-Board individual members plus Affiliate representatives). The team meets online as needed and at IAGP events. Their task is to support the MC and the Affiliate Representatives to create shared projects (research, training, grants, etc.) and market/disseminate them to the general membership, to boost active participation in IAGP.
Secondly, the Young Volunteers (young professionals): assist in answering questions asked by members and brainstorm new ideas adding to the cultural exchange of IAGP. They liaise with the FOYT committee toward increasing and expanding IAGP's membership, ensuring gender, cultural, race, and professional diversity.
A professional administrator should support individual and affiliate members administrative issues.

FINANCE COMMITTEE (FC)
The Finance Committee is responsible for assisting the Treasurer with managing the finances of IAGP, in accordance with the goals of the organization and in accordance with its non profit status under the Swiss Civil Code.
The Finance Committee is to help develop and monitor the budget established by the Treasurer and the Executive and approved by the Board. It also assists the Treasurer, the Board and the EMG with making decisions about investment and other matters to do with the financial concerns of the organization.
The Finance Committee recommends candidates for the Auditor position to the NC. It also assists the Treasurer in assuring that the EMG and Board take initiative to appoint the Accountant and the Bookkeeper to ensure that the organization maintains financial policies and recordings in accordance with its goals, non-profit status and Swiss Civil Code. The Finance Committee consists of a minimum of three members, preferably, but not limited to, a former Treasurer and a former Finance Committee member. Members should be able to show an ability to engage with issues of managing finances. Among them they appoint a Chair, who will convene the Committee and liaise with the Treasurer. All members of the FC, including its Chair, must be approved by the Board.
The focus of the FC is to ensure that the administration of IAGP income and investments fulfills the action plan for the term by overseeing reports and the approved budget. The FC reviews the Treasurer's report of the activities, the budget proposal and the annual balance sheet to be presented at every Board Meeting.
The committee reviews the book-keeping service income, expenditures and investments presented on the Treasurer's report. It ensures that the auditor has prepared the yearly account to submit to the Canton tax authorities.

In a system of check and balances both the Auditor and the members of the FC control the Treasurer.

EDUCATION COMMITTEE (EC)

IAGP sponsors projects and workshops in countries or areas where educational facilities and training in group processes and concepts are underprovided or lacking. The Education Committee is an umbrella committee that ensures consistent standards for workshops and projects offered by IAGP in cooperation with the local group and the IAGP Section, Task Force or Committee. It is responsible for coordinating and developing curricula and appointing the staff team for each project run by or sponsored by IAGP. It designs and develops educational projects, both in-person and online, targeted to specific groups of beneficiaries, coherently with their educational/training needs and with the competences and scopes of the IAGP.

New EC project must be presented in the EC Report and approved by the Board if they imply IAGP financial support.

At least once a year the EC holds a meeting with a multitask group, composed of the Chairs of the Sections, Task Forces and Committees. The Team has the aim to design, coordinate and plan educational projects and webinars, and cross-fertilize the different activities/events that each IAGP unit organizes. EC work also implies the follow-up and quality assurance and finalization of the different EC projects.

Within the IAGP, EC is the entity responsible for educational and training processes in IAGP. It should sit at an umbrella working table once a trimester (only the chairs or their delegates) to coordinate activities/events with committee and sections chairs and Trauma Disaster and Regional Task Force Chairs.

EC is responsible for coordinating and developing curricula and appointing the staff team for each project run or sponsored by IAGP.

The EC is co-chaired by two Chairs selected by the EMG after hearing the previous EC suggestions, and approved by the Board. Among the two co-chairs, at least one must be a board member, the other can be an IAGP member. The two co-Chairs select members from the Board and the IAGP members to be part of the Committee. The final composition must be approved by the Board.

FELLOWSHIP & AWARD COMMITTEE (F&AC)

The Fellowship & Award Committee establishes criteria, vets nominations, and recommends to the EMG for distinction the names of potential Fellows and Distinguished Fellows of IAGP. The Fellowship Committee has a Chairperson or Co-chairpersons, appointed by the Board of Directors and invites committee members according to the discretion of the leadership of the committee.

The shared objective of the Committee is to stimulate IAGP members´ participation in the institutional process of proponing Honorary Titles.

To implement members´ sense of belonging to a community through acknowledging the contribution to the institutional life of a member or an Affiliate Organizations. To implement participation of IAGP members and Affiliate Organizations in funding IAGP values and ethical principles, by creating new awards, and financially support those awards.

The Committee has an independent and confidential task in checking the honorary titles proposals and recommend them to the President, the EMG, and finally to the Board members for voting (approving by 2/3 majority).

In the annex 2, the F&AC specifies all the criteria/requirements/steps necessary to the IAGP's Fellow Award, the Distinguished Fellow Award and the Peace Award.

RESEARCH COMMITTEE (RC)

The Research Committee's mandate is to create a global network in collaboration with other Disciplines for exchange of information and knowledge on research, in Group Psychotherapy and Group Processes by promoting the use of applied clinical research at IAGP Congresses; by promoting best practices stemming from the different techniques of Group Psychotherapy and Group Processes in many research related fields, and organizing International Research Congresses.

Together with of the promotion of research symposia and congresses in IAGP and with IAGP members, the RC encourages the creation of research projects (funded by local and international institutions). Through lectures and workshops, publication of articles in International Journals and in books, it assists individual members of IAGP to get their scientific projects and clinical work disseminated and shared in an out of IAGP. It promotes the creation of a copyright policy for all materials published and shared through the IAGP channels and media.

In collaboration with the webinar committee, it supports the creation of a video library, made of scholars' training sessions and lectures

FUNDRAISING COMMITTEE (FundC)

The committee is composed of Board and non-Board members, and the IAGP Treasurer who is responsible for tracking all donations. The Treasurer and a sub-unit of the FundC will be in charge of allocation, preferably creating bursaries for Congress attendees. To solicit donations, the FundC in partnership with the Social Media manager posts fundraising requests on the IAGP lists and on social media. The committee also sponsors events, such as workshops with fees going to the scholarship fund and encourages members to reach out to others, within and outside IAGP to donate what they can. Additionally in cooperation with the webmaster, developing several user-friendly options to allow donations to be solicited from the website, including a specific Scholarship Fund. The committee is proposing the creation of a legacy fund, where people will make IAGP as beneficiary in their last will and testament., and is encouraging and supporting any bureaucratic/legal step to make IAGP eligible to receive donations from people who can use it as a tax deduction, not only as a business expense. For example, the registration of IAGP as a non-profit tax exempt organization in the United States. Such status will also allow IAGP to apply for grants from foundations.

FORUM EDITORIAL COMMITTEE (ForumC)

The Editors of Forum will introduce Open Journal Systems, instead of the current PDF format. They will work on having the journal indexed in Scopus and other scientifically recognized databases. A budget is needed for this project.

Each year two issues will be published, one being the Special Issue on Transcultural

themes, collected by the TCS, but peer-reviewed and scientifically processed by the ForumC.

TRAUMA AND DISASTER COMMITTEE (T&D)

IAGP responses to traumas around the world have become and will continue to be a central focus for all IAGP's members. Responding to traumas is a complex process, and incorporates many dimensions of the elements of IAGP, including but not limited to Webinars and Education Committee, Transcultural Section and all other Sections. The T&D Committee must work closely with those IAGP's units to propose and implement support groups, networking among professionals in dire straits, interventions in specific areas through counseling and /or education.

This committee will respond both on the internet via Zoom as well as on the ground to make the most effective responses to international disasters and traumas on behalf of IAGP. This committee is able to assist with the support and supervision of clinicians who are responding to disasters in a way that is timely, clinically sound and ethical. T/D Committee will provide 'care for the caregiver' for human beings around the world who are directly impacted by disasters, both natural or man made in origin.

Trauma and Disaster Committee has a Chairperson who is recommended by the IAGP Executive Management Group and then elected by the Board.

The Chairperson selects members of the Committee (minimum of 4 among Board and non Board members) to work with him/her, to submit to the Board for final approval. Prior to the official approval of the composition of our IAGP Trauma and Disaster Committee, the Board will ensure that:

- the diversity and representation of this committee is balanced fairly with respect to

    gender, race, theoretical background and geographical location. Expertise in working with disasters and traumas, as well as respect for and understanding of cultural dynamics, is a fundamental qualification for anyone to be considered for membership within the Trauma and Disaster Committee.

- That the Chair has a thorough understanding of the boundaries of her/his role and

    that can comply with the Confidentiality article IX of the Bylaws, when discussing interventions on specific target groups and/or individuals within the T&D Committee and in the reports to the Board.

WEBINAR COMMITTEE (WB)

The Chair of the Webinar Committee is appointed by the Board among Board and non-Board members. He/she composes a team to work with him/her, to submit to the Board for final approval.

The Committee's Function:

1. Improving and promoting dialogue in IAGP through clinical, theoretical and research experiences with IAGP zoom webinar platform;

2. Empowering the interconnections between Sections and Members promoting virtual specific meetings focus on scientific topics;

3. Be used as a tool or bridge for technical support with other Sections or Committee that organize IAGP online meetings.

FOYT COMMITTEE (FoytC)
Same as other committees, it has one Chair (or two co-chairs, with one being a past FOYT), one CC with Board and non-Board members to be approved by the Board.
Functions:
1. to advertise,
2. to recruit,
3. to implement and enhance the IT system,
4. to orient new members,
5. to encourage networking activities and events,
6. to publish data on characteristics of professionals,
7. to select and train sponsors.

SECTIONS & TASKFORCES

Sections are professional units established to enable individual members to network in their field. Task Forces are temporary units created to solve a particular problem and facilitate IAGP's operations. When a Task Force's goal becomes an ongoing priority of the IAGP, the Task Force should become an Ad Hoc Committee. To do so, the Chair of the Task Force can submit to the Board a report with a recommendation to approve the change of status. The Board discusses and after having ascertained the relevance of such request and its sustainability, it votes its approval.

Sections:
a) Creation initiated by at least 40 paid up members
b) Chair, elected by GA, becomes Board member
c) Chair must appoint a Coordinating committee, made of non-Board and Board members d) Tenure: regular 3 year term.
The Section Coordinating Committee will submit to the Board an annual report of membership, budget, and activities. Sections will initiate or implement activities (including virtual lists) that imply cost to IAGP only after agreement from the Board, upon consultation of the Treasurer. Any proposal for a new Section should submit evidence that it would significantly increase the membership of IAGP.
At least once per term, the Board should confirm the validity of the Sections in existence: in one specific meeting the Board should revise the activity and the relevance of each Section, and decide if one or more needs to be closed, as no more relevant to the life of the IAGP. Any action to dismiss a Section should be proposed to the Board by the Chair and/or its Coordinating Committee and/or at least 1/3 of the members of the Section's List.

The current Sections are:
- Family Therapy Section (FTS)
- Analytic Group Section (Formerly Group Analytic Section) (AGS)
- Organizational Consultancy Section (OCS)
- Psychodrama Section (PS)
- Young Professionals' Section (YPS)
- Transcultural Section (TCS)

Sections' Chair's Role

A major role of the Section chair is to engage people, who share the same group orientation and interests, and invite them to be part of the IAGP community. Reaching out to new and current members, via the Section Lists, in Regional Support Groups, in international workshops, webinars, and congresses, the Chair also engages in networking their IAGP Section's community to those of other Group Associations (AGPA, GASI, FEPSO, EATGA, Febrap etc.).

To achieve the above goals the Chair:

• Establishes a Coordinating committee (CC), to boost, facilitate, share, promote, expand the Section's activities

• Coordinates activities and meetings of the Section.

• Consults with coordinating committee members between meetings.

• Initiates and promotes activities of section's members with the IAGP membership.

• Coordinates the Section's list/s

• Coordinates and encourages workshops and presentations at the tri-annual congresses and other events.

• Contacts and builds connections between the Section's members and the IAGP Affiliates in the different geographical regions that share the same group orientation and interest. Promotes the FOYT membership program among the Affiliates' representatives, to attract their members to IAGP.

For more specifics, please see Annex 1 of this Manual.

Task forces (TF)

a) Established and initiated by the Board based on organizational need

b) the nature of a Task Force is temporary, not ongoing like an Ad Hoc Committee or a Section

c) Chair does NOT become a Board member (but may be chosen from Board members)

d) The Chair selects additional task force members. Members may be Board or non-Board members. The final composition of the TF must be approved by the Board. e) Board decides on its tenure: once the purpose of the Task Force is believed to be of paramount relevance for the IAGP, the Chair of the TF proposes the Board its conversion into an Ad Hoc Committee.

Currently there are five Regional Task Forces for development in:

Africa

Oceania/Asia

Russia

Latin America

Non-Latin American Spanish-speaking areas.

THE POLICIES & PROCEDURES MANUAL AND ITS UPDATE

Some P&P can include an expiration period/date for review by the Board, to consider if change or updating is required. It is the task of the Secretary to keep track of such deadlines and put in the agenda of Board meetings all P&Ps that need to be reviewed/updated, in time before they expire.

Any member or group can request a review or propose changes to the current P&P by writing to the Secretary, stating the reason for this with suggestions.

PART 2

RECOMMENDATIONS ON CONDUCTING IAGP BOARD MEETINGS

For many years the Board has used Robert's Rules and decisions made by majority vote. When considering what might work for our Board meetings and decision making on behalf of our membership there are a few fundamentals to be considered.
1. All decisions must be in line with our vision and bylaws
2. We have a primary responsibility to run the organization on behalf of members and to remain financially solvent
3. To ensure decisions are made without a conflict of interests. (as defined) 4. To make decisions in a prioritized and timely fashion for tasks to be completed.

Good decisions are based on having good information so the next step is to consider how and where we get information from when we are discussing a topic. Potentially we have information from a number of important sources:
1. The reports provided for meetings – this would include the context, the facts, how it relates to the vision and specific decisions to be made.
2. The voice of our membership – when particular topics have been discussed and explored with specific groups/ areas etc.
3. Board members themselves as we are all immersed in our different modalities, cultures and other contexts from which we draw rich and diverse information.

The meeting
Only relevant matters should be put in the agenda, priority should be given to issues that need to be discussed and approved. All the other items should be done via email exchanges and reports uploaded in a common archive (Dropbox, Google drive, or other), at least 5 working days before the date of the online meeting.
1. Items are prioritized before meeting by the execs/president
2. If priority is not clear then items that still require prioritizing is an early agenda item. E.g categorize as high, medium or low priority for the current meeting
3. The agenda is constructed prioritizing in the order "high, medium, low"
4. The structure of the meetings is the President's responsibility whose role it is to ensure the discussion is staying on task and on time. To facilitate his/her role during Board meetings, the President is supported by a Moderator that is chosen not to have conflicts with the specific issues/items discussed.
5. The Moderator has to facilitate discussion and exploration of all aspects of the topic (again ensuring contributions are on task). Part of the moderator's role is to ensure that all differences are given space and explored and to ensure all voices are heard (with an assumption that all voices have important information for the system and from systems they are connected to). Decisions are made either by consensus or by vote if consensus cannot be reached

The Moderator

It was previously known as the Parliamentarian role. In collaboration with the President:

1. Keeps inputs short and relevant

2. Avoids repeating what has already been said

3. Ensures points are understood and have been heard by reflecting or paraphrasing or summarizing

4. Builds on ideas first before going to opposing or different views

5. Checks if there is anything that has got missed particularly from members who have not spoken.

6. Makes sure that everybody who wants to has spoken before there is a second chance to speak. But sometimes allowing a 'reply' where people are allowed to give a short comment relevant to the subject.

Confidentiality and Boundary Policy

Confidentiality is essential if the Board and its leaders are to work cohesively and toward the good of all. To be an effective working group the interactions within the Board meetings need to remain within those boundaries. The ground rule for the work of the Board: what goes on in the Board stays in the Board unless otherwise agreed upon by the Exec and the Board Members. However, the committee recommends that the issue of what is confidential and what is not needs to be further clarified. For example: What Board content and processes can be discussed outside the meeting and with whom? A Board member needs to understand confidentiality and privacy of people in other IAGP roles. The Board member needs to be particularly mindful of preserving the anonymity and confidentiality of another member. The privacy policy, which would include how and what each member speaks about or any content of the entire Board including a summary within the Board meetings or caucuses. Often the Board meetings are stimulating, both exciting and discomfiting. Under these circumstances members need to be particularly mindful of not revealing material from the meetings to unauthorized persons. Board Members who did not attend a Board meeting will be informed about the meeting by the Secretary's notes of the meeting. The reflection group's content and process are never part of the Secretary's notes of the meeting. Questions from non-attending members are to be answered with both anonymity and confidentiality. How long the commitment for confidentiality lasts – indefinitely. Working together with trust, transparency, respect, and open communication occurs when boundaries and confidentiality are in place.

Reflections on Boundaries

Proper and secure boundaries relevant to the task protect and provide the space within which high quality work of the Board will take place. A fundamental condition for the Board to function properly is to have clear and secure boundaries. Modifications may be necessary for specific tasks, but it is the responsibility of each BOD member to maintain confidentiality so that full and meaningful exchange producing high quality work may take place within BOD and committee meetings. Clear boundaries are essential in that they protect the members' ability to speak openly and honestly in a

forum designed for such discussion. Without the "safety" of such boundaries, members might feel inhibited. good discussion and new ideas will not be forthcoming, and power will be concentrated in just a few. The function of the organization will be severely compromised. One boundary requiring protection is attendance at the BOD meeting and reflection groups. Elected and appointed Board Members and Section Chairs are expected to attend the Board meetings and the reflection groups. The only non-elected individuals who should be allowed to attend Board meetings are persons who hold important administrative positions that are important to the functioning of the entire organization. Such individuals should be approved in advance by the EMG, who should inform the Board before the meeting. Another group of individuals who might be invited would be those who have been commissioned for special tasks, such as a non-Board member who is chairing or representing an IAGP committee. They should understand that they will be permitted to attend ONLY during the period of their presentation and during the ensuing discussion. They would then be asked to leave. Exception to this policy, of allowing other visitors, which would include those who had previously served on the Board, should be decided by the Board in advance. The reflection group is group based and not role based. Its function is to provide a space for integration and it has the potential to be highly emotionally laden. If boundaries, structure, attendance and leadership are not clear, the space within the reflection group becomes unsafe. Role confusion can easily follow which might carry over to the work sessions. More collective thinking about the functions of these groups is needed. Decisions about change of boundaries in the reflection group are to be taken by the Board. Clear boundaries for all Board members regarding election/nomination/evaluation of their work are essential. Finally, boundaries are necessary for cohesion.

THE WEBSITE AND INFORMATION DATA MANAGEMENT TEAM (W&IDMT)

The Website & Information Data Management Team was created in order to ensure IAGP compliance with the European General Data Protection Regulation (GDPR). IAGP has information about personal data in different locations and it is important to collect and maintain all these data in a way that they are protected. There is no problem with the data stored in the Website, but there may be problems with data that some members have in their computers. IAGP also has many lists in Google Groups. Materials provided by members, trainers or other professionals like Webinars, Education programs, papers, lectures, etc. should be managed by IAGP and are on the Website. All members have free access to them, and non-members can buy them.
Materials and announcements put in Facebook, Instagram, LinkedIn, and others cannot include personal data.
The team has one Chair and three more members. The Chair is the Information Manager. This function can be part of the Secretary role or not.

    1. The team of the W&IDMT have the responsibility to:
        a. Ensure that all personal data that is the responsibility of IAGP is collected

and stored in compliance with European (GDPR)

    b. Develop the website and other social media channels to serve the members of IAGP in relation to its mission and purpose

    c. To ensure the website functions effectively by liaising with the technical experts who host the website

    d. As part of this function, to liaise with all other sections, groups, committees of IAGP to ensure information on the website or social media is appropriately presented according to IAGP mission and bylaws.

    e. Creating and revising W&IDP Policy

    f. Asking which members have personal data related with IAGP and try to collect them in order they are in a unique place.

    g. The team should know what board members or others are managing personal data. The members that can manage them are:

        i. President

        ii. Treasurer

        iii. Secretary

        iv. Membership Committee Chair

        v. CAOA Chair

        vi. Section Chairs

        vii. Regular Board members and other members managing or participating as members in IAGP committees or task forces can eventually have access to personal mails, (Nominating Committee, Fellowship Committee, Education Committee, etc.) as long as the Board approves.

        viii. Webmaster

        ix. Person in charge of the back office

    h. Taking care that the information included in social media does not include personal data.

2. The role of the Chair is:

    a. To ensure the purpose of the group is fulfilled

    b. To work with the group to ensure appropriate policies and procedures are in place to fulfill the role of the committee

    c. To ensure, facilitate undertake liaison with the website host according to what is required.

    d. Ensure that any decisions about role/policy or procedures of the group are approved by the Board.

Online Services in IAGP

In recent years and particularly during the pandemic, IAGP has become an organization which functions mostly online, with the experimental introduction of numerous online services and networking opportunities, but limited streamlining. IAGP is currently reviewing and restructuring its online activities, to ensure that its services, tools, support systems and policies best fulfill IAGP's mission in a user-friendly and cost effective way. They must be secure, easy to administer (automated where possible) and most important - should not overburden IAGP's members and supporters with too much data.

POLICY ON INCLUSION

The International Association for Group Psychotherapy and Group Processes, IAGP, is a non-political worldwide network of professionals involved in the development and study of group psychotherapy and group process as applied to clinical practice, consultancy, education, scientific studies and socio-cultural settings. Our network provides opportunities for meeting the others: professions, theories and cultures, who are exploring the applications of small, median and large group processes in clinical, organizational and political settings. IAGP is proud to organize and cooperate in events and activities in many parts of the world, including areas facing different types of conflict and discrimination. IAGP would ideally like to make participation available to any interested professional, regardless of nationality, ethnicity, faith, disability, gender and sexual orientation IAGP organizes, sponsors and supports many events, conferences, educational Programs and other activities that enable professionals from all backgrounds to come together and learn from each other. Part of IAGP's mission is to engage with and explore cultural, political and religious issues as well as the many different social and group models for understanding, working with and improving the human and world situation. Given the enormous challenge this is in our world, it is inevitable that the dynamics of the world we are part of will also be reflected in IAGP and the events we support in one way or another. The IAGP mission is to face and explore these challenges rather than turn away from them and accept the barriers the world puts between people and cultures. In all events that involve IAGP we strive as a priority to include all relevant professionals and to ensure as much as is in our power to reduce barriers to participation However, IAGP must also recognize its limitations and must balance safety with inclusion when planning or supporting events. We must also respect the laws of any country we are working with even when we do not agree with them.

Balancing safety and inclusion

When an event location has been selected, organizer should be asked to consider the safety guidelines and laws of the hosting country and of the area where the event is taking place. If event organizers have additional safety concerns specific to the event, they must share these with the Board in a transparent and timely manner, so that appropriate decisions can be made. The same applies if circumstances change after the venue has been decided. There should be information for all participants about the steps required to participate in the event. It is not possible to be prescriptive about this, but organizers should think about the steps needed for any appropriate participant to attend the event.

This might include:
- Registering for the event - clear steps and instructions - Economic considerations – e.g differential pricing and/or scholarships
- Visa requirements and process and the support that can be provided by the event LOC If there are difficulties to get a visa, the LOC (Local Organizing Committee) has to make all necessary action and efforts to support in the communication with official authorities and if needed ask for help from the Secretary or President of IAGP.
It is extremely important to gather information about actual or perceived exclusions. In

all cases, these should be reported in writing to the Board of IAGP for action and recommendations for the future. This should include as much information as possible about at which part of the process the exclusion has occurred.

Whilst striving to be as inclusive as possible IAGP recognizes that exclusions can occur for many reasons which are beyond our immediate capacity to change. For example, most countries operate border controls and strict limitations on who may enter or sometimes leave a country or regions. Whilst it is important that IAGP takes these into consideration when planning or considering supporting events it should not be a deciding factor when considering how to support professionals in any country to develop professional knowledge and intercultural learning. The risk being that IAGP then becomes an arbitrating body about which kinds of exclusions are acceptable and which not. Any potential participants also have a responsibility to assess for themselves the balance of risk in attending any event taking advice from their own government or other relevant sources. There should also be recognition that individuals may decide themselves not to go to a particular place for many reasons.
It is unrealistic to think IAGP can deal with all these, however we do commit to continually working to reduce barriers to professionals attending IAGP events, whatever the cause. IAGP aims at holding events in a variety of locations in the world. When IAGP considers cooperating with other bodies in organizing an event or program, it should take into account their ability and willingness to act in accordance with the above guidelines.

GUIDELINES FOR CONGRESSES AND CONFERENCES

The IAGP invites organizational affiliates to initiate regional conferences and to co-sponsor them with the IAGP. For the affiliate organization that are interested in co-sponsoring a conference with the IAGP:

1. The IAGP is interested in co-sponsoring regional conferences with partner organizations e.g. in the Mediterranean, the Pacific Rim, the Baltic and other areas of the world.
2. We invite organizations interested in co-sponsoring such conferences to send a letter of interest from the president of the organization three years before the proposed conference.
3. The letter of intent should be addressed to the President and Vice-President of the IAGP. They will look at the IAGP calendar for the suggested term and if the conference will fit into the IAGP schedule, they will take it to the IAGP Executive Committee and Board of Directors for discussion and decision.
4. If an individual organization can find co-sponsors from their region to support the conference organization and expense, they are encouraged to do so. Only after the approval of the Board of Directors can a Regional Conference be announced as an official IAGP event.

Suggested Guidelines for planning Regional Conferences with IAGP
The conference program and related materials/announcements must be available in English as well as the local language.

A. The IAGP takes no responsibility for the finances of regional conferences.

B. The IAGP does not make any financial profit from regional conferences.

C. Organizations planning regional conferences should estimate the attendance based on the number of participants who normally attend their local conferences.

D. The IAGP will no co-sponsor other events within the three months before and after an International Congress.

E. IAGP co-sponsored events will offer reduced fees to IAGP members.

F. Members of the IAGP Board of Directors and general membership will serve on the Scientific Program Committee of all co-sponsored conference.

G. The President of the IAGP or a designated representative will participate in the opening ceremony and will give a Keynote speech or be featured in a major symposium.

H. If possible, the IAGP will have an Executive Committee and Board of Directors meeting at the regional conference and the host organization will provide the meeting space.

I. The host organization will provide a display table or booth for the use of the IAGP. (To advertise IAGP activities and recruit members.)

Suggested Guidelines for Internet cooperation between IAGP and Congress From [date] until one month after the congress, IAGP will transfer management of the domain IAGPcongress.org to the Professional Congress Organizer (PCO), subject to the following conditions:

1. The domain will be hosted on the PCO's server. The PCO bears sole responsibility for the content, hosting and security of the domain.

2. The PCO should appoint a Congress Internet Liaison Person who will consult with the IAGP's Information Manager on an ongoing basis about all online congress activities.

3. The Congress Internet Liaison Person must ensure that information on the website about IAGP, its activities and its officers is accurate and up to date. The IAGP's Information Manager should be informed on a timely basis about all significant updates to the website and any relevant data received electronically by the congress organizers.

4. The Congress Internet Liaison Person should acknowledge receipt of all abstracts and registrations and respond to queries (via email and the website) within an agreed time frame of a week.

5. The Congress Internet Liaison Person may use any web and email addresses at www.IAGPcongress.org . Email addresses should be clearly unique to the congress e.g. abstracts2015@IAGPcongress.org , not abstracts@iagcongresss.org . [This is so that the organizers of the next congress don't inherit email addresses that are being spammed.]

6. The IAGP logo and a link to the IAGP website should appear on every page of the congress website, with branding to be decided in advance in consultation with the IAGP's Information Manager.

7. Each page of the website should also mention in the footer (or a different agreed location) that the site was set up and is run by [name of website company] on behalf of the IAGP

8. Wherever conference fees are mentioned, it should be clear that IAGP members receive a discount and there should be a link to the page where people can join or renew their IAGP membership, also through the FOYT program.

9. Any private information received by the PCO must be handled according to relevant legal and security standards. The PCO is authorized to use this data only for functions directly needed to run the Congress, as agreed with the IAGP.

10. The site must contain a facility for interested people to receive updates about IAGP activities, including the congress. The IAGP's Information Manager will liaise with the PCO about the technicalities.

11. Unless otherwise agreed in writing, responses to all solicitations for partnerships, sponsorship and donations should come directly to IAGP.

12. Any changes to the above and arrangements for additional Internet services prior to, during or after the Congress should be decided in consultation with the IAGP's Information Manager and must be confirmed in writing.

Unless otherwise agreed in writing, responses to all solicitations for partnerships, sponsorship and donations should come directly to IAGP.

ANNEX ONE
ON ROLES

GENERIC ROLE DESCRIPTION FOR THE CHAIR OF ANY IAGP GROUP
All IAGP Committees should guide themselves for operation according to the following general role description. This description includes areas that must be covered in a role description but does not preclude additional items as appropriate to the groups function and goals. See the relevant P&P to obtain further guidance related to the specifics and particularities of each committee that have been developed until now
NOTE: we have used the term "group" to mean any committee, task force, section ad hoc group

Role description of (name of the) group Chair
1. The Chair

• Coordinates the work of the group to ensure the completion of the specific tasks as set forth in the Bylaws and P&P manual.

• Reports at regularly intervals to the EMG and Board, the tasks and progress of the group's work.

2. Specific responsibilities of the Chair

• Convene and chair the group in relation to the responsibilities of the committee. Convene, set the agenda and chair or oversee the meetings

• Ensure that the focus, assigned tasks and proposed outcomes of the group are on target

• Coordinate the work of its members and ensure accountability.

• Advise about and maintain the number and optimal composition of the group so as to enable the completion of its duties.

• To ensure the work of the group is kept within any budgets

3. The role in relation to IAGP's mission

• To be knowledgeable of the IAGP mission and history and ensure that the work of the group is in alignment with IAGP's mission

4. Accountability in relation to the membership, Board and EMG and to other roles on the Board

• To be aware of the Board structure, key relationships, mandates and accountability channels that enable and coordinate with the work of other roles of the

organization in the fulfillment of their respective duties as described in the IAGP Bylaws And P&P manual.

• To be accountable to the Board via regular reports about the group's purposes, strategy and vision.

• To raise any concerns about the work of the group or its members with the EMG, Board or other appropriate body

5. Description of specific task focus and expected outcomes and key tasks of the role • To ensure proper records of meetings are kept.

• Production of reports for the Board, execs and others as agreed about the work of the group and identifying important issues for IAGP.

• Production of new P&P and revisions of existing ones in order to ensure that basic information about the mission, tasks and procedures of the group are clearly stated and explained at the IAGP P&P manual.

6. The range of time commitment needed to fulfill the tasks associated with the role. (E.G. hours per week/month)

• Concentrated work before Board meetings and for preparation of reports of other documents.

• Board meeting participation (if applicable)

• Group meetings (depending on the different projects that are undertaken at any given moment).

7. Other information to be provided in reports for IAGP Board meetings. The chair should present costed options for new initiatives for action plans in collaboration with the Treasurer.

SPECIFIC ROLE DESCRIPTION EXAMPLES

Enclosed you will find three attempts to organize the information that has been collided in the exchange of the members of the G&BL committee with the IAGP Chairs. They are attempted as examples that might guide the task of creating and fine refining clear and role descriptions for all the Chairs/working groups at the IAGP. The material we gathered was a very heterogenous miscellanea that gives evidence to the different understanding and knowledge Chairs have of their roles, the Committees they chair´s roles and our request.

Example 1:

In this example you will find the Role of the Committee Chair description with its specific tasks followed by the overall mission of the Committee as described by the G&BL.

Role of Finance Committee Chair

The Finance Committee Chair coordinates the work of the Committee to ensure it *assists the Treasurer and the EMG with managing the finances of IAGP in accordance with the goals of the organization and in accordance with its non-profit status under the Swiss Civil Code.* • Specific responsibilities related to the role

- o Review the Treasurer´s report of the activities, the budget proposal and the annual balance sheet to be presented at every Board Meeting.
- o Review the bookkeeping service and follow income, expenditures and investments presented on the Treasurer´s report.
- o Confirm that the auditor has prepared the yearly account to submit to the Canton tax authorities.

• The role in relation to IAGP´s mission

- o Enable the Treasurer to fulfill his/her role, being more effective on the administration of the budget and approved projects.

• Accountability key relationships of role in relation to the membership, Board and EMG and to other roles on the Board

- o The position of chair of the FC is developing. He/she will collaborate with the treasurer by doubling check schedule, budget and action plan of the term. The chair is also accountable to the Board for the recommendations and working to IAGP purposes, strategy and vision.

• Description of specific task focus and expected outcomes and key tasks of the role

- o The focus is on the best administration of IAGP income and investments to fulfill the action plan for the term through revision of reports and the approved budget.
- o To convene and coordinate the finance committee and ensure proper records of meetings are kept.

• The range of time commitment needed to fulfill the tasks associated with the role. (E.G. hours per week/month)

- o It is concentrated on 3 to 4 hours before the Board meeting.

• Other information to be provided in reports for IAGP Board meetings. o The chair of the FC should present options for new initiatives for IAGP action plan to collaborate for improving the Treasurer´s actions.

Example 2:

In this example you will find the Role of the Committee Chair description with its specific tasks.

Role of Transcultural Section Chair

- o Promoting IAGP transcultural aims and expanding IAGP as an International Association for professionals of Groups working with transcultural issues in group processes.
- o Managing the online IAGP transcultural Section list and promoting it as a vehicle to bring to awareness/discussion important transcultural themes, enhance communication and interaction among members on these matters.
- o Leading Transcultural events, Panel/Workshop or Conference, in the IAGP Congresses or webinars.
- o Reporting to the EMG and Board about the task and progress of the section at least twice a year.
- o Being part of the IAGP Conference Scientific Committee.

• Specific responsibilities related to the role

- o Stimulating Transcultural issues on the online IAGP Section: e-mail FORUM, Online Support groups, Webinars and publishing transcultural materials on it.
- o Stimulating participation on International or Regional Webinars and Congresses.
- o Promoting the Section and transcultural sharing at IAGP conferences. o Bringing to awareness \discussion important common issues connected to groups and communities: gender issues, human rights, health problems and more common topics beyond culture.
- o Enhancing interaction & communication among members , encouraging members to be active and share their own transcultural professional experiences within the IAGP umbrella, exchanging cross-cultural experiences between members on the list. Keeping the section dynamic when it is silent, at least once a week or so.
- o Sharing theoretical issues and group processes in social and therapeutic contexts; reflections and questions on intercultural situations and transcultural processes, professional news, books or reading (e.g. lists) recommendations.
- o Giving news of the IAGP events and congress, experiences and findings. o Promoting the use of ARTS in communication bias in groups- since arts are transcultural
- o Promoting the IAGP Transcultural Section in IAGP conferences and activities: research conference, SEPTG, Arca conference as well as a promoting the IAGP Transcultural Section at International and other Institutions´ conferences and activities such as AGPA, GASI, LOSS AND HOPE ORG., etc.
- o Encouraging people to be part of IAGP: at the mail Forum, at the Support Transcultural Groups at the International workshops and webinars on

transcultural topics and methods.

- o Promoting the use of ARTS (poetry, music, paintings…) as a media of transcultural connections between different cultures in our section. o Establishing a supportive and cooperative 'members container' so members connect to work together, exchange materials and help each other in hard times- as in the pandemic, nature disasters, etc.

- The role in relation to the IAGP mission
  - o Formal issues as voting, and helping in special situations connected to members, when being transcultural is essential
  - o Support and Collaboration in anything if required .

- Accountability key relationships of role in relation to the membership, Board and EMG and to other roles on the Board
  - o The Transcultural Section Chair regularly collaborates and relate with other IAGP sections and committees such as Webinar Committee (e.g. contributing to several webinars connected to transcultural issues); Education committee (e.g.: a special program in Brazil was created but postponed because of covid 19; Research Committee (e.g. transcultural presentations takes place at IAGP Research conferences); Trauma-Disaster Section: The Transcultural Section, together with T&D coordinates IAGP Support Groups during covid19 in Latin America and Middle East; for now, those groups will continue till June 2022.
  - o Sending regular reports about the section and its progress, its strategies, vision and plans.
  - o Sharing and raising awareness on transcultural issues with IAGP Board members.
  - o To raise any concern about transcultural matters with the EMG, boar or appropriate body.

- Description of specific task focus and expected outcomes and key tasks of the role
  - o Introducing each new member in the list giving some information as coordinator.
  - o Establishing a supportive and cooperative transcultural committee to work as a "thinking together " team and coordinate it.
  - o Giving continuous feedback on the list and making sure it does not stay silent.
  - o Production of new P&P, revision of existing ones and refining role description of the Chair Role and Committee´s role to ensure that basic information about the mission, task and procedures of the section stay clearly stated and explained at the IAGP P&P.
  - o Promoting one Book every term, that is a collection of different transcultural cases, reflections, and theories, from IAGP members and non-members. Such book can be published as a Special Issue of the Forum IAGP Journal.

• The range of time commitment needed to fulfill the tasks associated with the role (E.G. hours per week/month) Once a week 2-3 hours. It can be much more.

• Other information to be provided in reports for IAGP Board meetings. Important reflections on the future, which could be captured within the role responsibilities in a more general way .

Example 3:
In this example you will find that the focus is on the Committee´s role/tasks.

Role of the Research Committee
The creation a global network on Research for Group Psychotherapy and Group Processes that exchanges information, creates projects and provides knowledge on research, concerning all disciplines and methods of Group Psychotherapy and

Processes. • Specific responsibilities related to the role

  o A Retrospective evaluation and Future Estimation of the Research Activities "inside and outside" IAGP.
  o Development of the Research Spirit in the IAGP Field and in collaboration with other Disciplines - Use of Applied Clinical Research inside IAGP Congresses.
  o Organization of Research International Congresses.
  o Standardization of Research on Group Psychotherapy & Processes outcome, this has been achieved by the formation of a common form of application for Research Pilot Studies, projects and presentations, on which, new statistical data and results will emerge, based on what has been realized inside IAGP and in Collaboration of IAGP with other Organization.
  o Standardization of the different techniques of Group Psychotherapy and Group Processes in many research-related fields.

• The role in relation to the IAGP mission: TBD

• Accountability key relationships of role in relation to the membership, Board and EMG and to other roles on the Board: TBD

• Description of specific task focus and expected outcomes and key tasks of the role

  o Creation of Research Congresses in collaboration with IAGP, sections, committees, task forces and affiliate Organizations.
  o Formation of Proceeding Rules on the Research Area.
  o Collaboration of the Committee with: Research Institutes, Universities, Hospitals and Organizations by lectures, presentations, webinars, workshops.
  o Continuity of the IAGP International Congress on Research, Group Psychotherapy & Processes. Repetition every 3 years.

- Search for funds to promote research projects inside IAGP, congresses, webinars, other scientific activities including the contribution to FORUM, the scientific Journal of IAGP.
- The creation of research projects, representation, and participation at the Research Congresses by lectures and workshops, publication of articles in International Journals, participation in article's edition, update of those who are interested in Research.
- The creation of a list at the website is essential in order not only to announce new scientific activities, articles or Congresses, but also to share experience from different methods, even more during crisis, disasters, pandemic or other traumatic events.

- The range of time commitment needed to fulfill the tasks associated with the role (E.G. hours per week/month). Two to 10 hours per day.

- Other information to be provided in reports for IAGP Board meetings.

Example 4:
Role of the Treasurer

Overall definition of the role
1. To organize and present to the IAGP Board a report of the activities, budget proposals, and annual balance sheets for approval after discussing them with the Finance Committee.
2. To keep accounts of all IAGP assets (bank and other accounts and investments).
3. To pay invoices and reimbursements of authorized expenses.
4. To ensure that the IAGP Board sets its fees to meet its priorities and relates them to available income.
5. To ensure that the IAGP Board meets its priorities as far as possible with the funds available.
6. To ensure that the bookkeeping and auditor receive all the necessary documents for official annual auditing
7. To provide guidelines for the presentation of new projects that will need funds from IAGP.
8. To assist in writing and negotiating the contract and budget for the triennial congress in association with the rest of EMG.
9. To ensure all documents conform to IAGP Visual Identity.

Specific tasks related to that role
1. Immediately after the election results are known, start the transition process from past treasurer to the next to minimise disruption of payments to ensure that the bank account and payment system remain accessible. This process can take several months and many emails and phone calls. (Stripe.com, Paypal, SIX). See details in the appendix.
2. At the beginning of each term, and yearly after that ensure that the Board sets its

priorities for the associated budget as a joint exercise with the assistance of rest of EMG.

3. Facilitate strategic decisions about priorities related to the budget

4. Collect all paid invoices and a monthly report from the bank and payment systems for the bookkeeping.

5. Review the records one month before the Board meeting to prepare the Treasurer's Report with updated information about the financial capital.

6. From that prepare the Treasurer's Report setting out the financial situation with recommendations to the Board for setting the budget with priorities.

7. Specific implementation activities (examples):

   a. Accessing the bank account is through a contract number and password using a card and 'pin' machine. Follow the instructions on the pin machine.

   b. As well as UBS Business Current Account in US dollars, IAGP has an investment account that includes Bonds and Money Market Investments

   c. Ensure all payments are made on-line either through bank transfer or by Credit card through PayPal or Stripe. Since world money laundering legislation, IAGP cannot handle cash from any other country than Switzerland. Cash cannot be included in the accounts.

   d. Ensure all expenditure is approved before it is committed. There is a form, Appendix 1, for people to attach their receipts and to fill in their bank details. Ask everyone who needs payment for their IBAN Number, Home address and Bank address, and SWIFT CODE. The US is a special case where this information is not familiar and it is necessary to inform them to provide this information, as it makes the payment much easier to administer.

   e. Pay invoices after expenditure has been approved by the Board. Ensure all invoices are sent to the Treasurer for payment as this makes for less confusion and much easier accounting.

   f. Monitor expenditure and maintain records of income and expenditure, which means administering the bank accounts, PayPal, Stripe and SIX secure payment account and VISA Credit Card account. There are logins for all these.

   g. Brief the bookkeeper, Sally-Ann Feldman to prepare updated accounts for each Board meeting. This means downloading a pdf copy of the period to be reported. Also, a copy of all payment receipts and receipts or invoices submitted for payment. Contact details: Sally-Ann Feldman sally-ann@brianfeldman.co.uk

   h. Then send converted to pdf, to Secretary to be uploaded on to the IAGP Archives.
   i. First, brief bookkeeper Brian and Sally-Ann Feldman to prepare yearly accounts. This means ensuring they already has necessary payment statements and receipts, downloading Stripe, PayPal, and SIX payment printouts, VISA statements etc. Also send Bank Statements for the year downloaded from UBS website in pdf format. They will send a balance sheet version for checking before submitting to the Canton tax authorities. There will then be a small fee to pay.

   j. To maintain IAGP's charitable status, the accounts are audited yearly, 1 October to 30 September, by Elisabeth Schreier, who is German speaking but can manage English also but prefers not to. Contact details: Schreier Treuhand.

Bahnhofstrasse 33b. 8280 Kreuzlingen.
elisabeth.schreier@treuhand-schreier.ch www.treuhand-schreier.ch Telephone:
+41 71 511 73 00. When the whole process is completed, send all documents in
pdf form to the Secretary for uploading on to Archives.

k. In case IAGP continues service with SIX Payments (Saferpay), in March, fill in PCI
Compliance forms. They will send you an email to remind you and will talk the
process through with you on the phone.

Relationship of the role to the membership
Encourage the Board to go on thinking strategically about how to support members
from low-income countries. The Band system has supported people from countries with
poor economies in a way so that the high-income countries pay more for membership
and for congresses. There may be more creative ways of doing this that take account of
the very wide variations in income in some Band B and C countries.

ORIENTING ON THE ROLE: BECOMING A MEMBER OF THE GOVERNANCE

Purpose:
Being on the Board of IAGP is to assist the Board in furthering the objectives of IAGP,
which include adding your administrative and clinical knowledge to the Board. However,
it is not only specialized knowledge that is part of the role, but an ability to work and
share your knowledge in a productive fashion, so that the task of moving the
organization forward is accomplished in a timely, collegial manner.

Short term and long term goals:
The immediate goal is to familiarize oneself with the current issues confronting the BOD:
these may include organizational discussions of where and when to meet, changes in the
structure of committees, current tasks of the BOD, vision of the new leadership. The
longer term goals are to keep in mind the goals and ideals of IAGP and bring to the
Board new ideas that could further the overall efficiency and effectiveness of the
organization.

Preparing for your role: When you have accepted a position, you will need to spend
time with relevant officers/mentors to deepen your understanding of IAGP structures
and recent developments.
Mak sure that:
1. you receive clear information about whom you are expected to work with. 2. Have
access to and gain insight in relevant documents
3. understand your limitations of role (f.i when you need to get approval and from
whom)

Role expectations/responsibilities:
1. Expectancy to serve on committees, at least on one
3. Availability: Be available per email, answer emails within three days, advise when not
available, etc.

Passing the baton: from one Administration to the next one.
Six months before the end of the term, each Chair should hand to the EMG a report with the main challenges and learnings they face in their mandates. The EMG collects the reports and uses them to provide orientation to the Incoming Board. In fact, it is the role of the EMG, once the elections have resulted in incoming Board members, to provide the necessary orientation to the next Administration, related to role requirements, Bylaws and P&Ps.

To orient the new Board members, the EMG should ask the support of specific Committees' Chairs and/or delegate to experienced members (also non-Board) to support and/or lead orientation activities.
The G&BC must oversee that the orientation comprises the knowledge of the Bylaws and the navigation of the P&P Manual.
· The new officer must read, understand, and have in mind the Bylaws and be acquainted with the mandates and recommendations described in the P&P manual, particularly those relevant to his/her role.
· The new officer should read the final reports of all Chairs.
· Current officer can hold debrief meetings with the new officer to give context and keep him or her updated about:
    i. Relevant information about the latest developments and work in progress ii. To pass on relevant materials and documents
· The previous officer should be available for consultation with the new officer during his/her first trimester to clarify potential questions.

How to ensure continuity and take the time to revise, rethink, reshape.
    The Board should approve the compositions of the Committees and their Chairs within the first summoned meeting of each Administration: this allows each Administration to renovate the mandate of the existing Committees from the previous term, ensuring continuity in the first months of its work. Such approval may have a deadline, to allow the new Administration to thoroughly discuss changes and innovations in the governance of IAGP and propose new compositions/Chairs of Committees, according to the skills and interests of the officers in the Board and in the membership.

ANNEX TWO
ON AWARDS

A. <u>IAGP Fellowship Award.</u>
The title of "Fellow of the IAGP" can be awarded to members of IAGP who have fulfilled the criteria of *meritorious service and leadership* in IAGP and other related organizations.

<u>Qualifications, Criteria and Values:</u>
● Record of outstanding contribution to IAGP institutional life.
● Roles in international intervention promoting national and international humanitarian actions on behalf of IAGP and related organizations
● Encouraging IAGP intercultural, interdisciplinary, and intergenerational objectives.
● Promoting dialogue and mutual understanding between IAGP Sections, committees, and members.
● Enabling dialogue in situations of conflict for the benefit of all IAGP members and IAGP affiliate organizations.

<u>Who can propose nominations?</u>
● IAGP Institutional Officers: President and Executive or Fellowship Committee
● At least 5 Board members
● At least 15 members from IAGP community

<u>Necessary information about the proposed nominee:</u>
● Name of the proposed candidate.
● Home and email address, nationality, role in IAGP.
● Records of roles and dates of outstanding contribution and leadership to IAGP and Affiliate Organizations (A.O.)
● Curriculum Vitae, publications, awards
● Certificates of humanitarian actions and interventions on behalf of IAGP or A.O.
● Extensive description of events, criteria and values inspiring the candidate nomination.

<u>Necessary information about the proposer(s):</u>
● Name, home and email address, mobile telephone number, institutional belonging, and role of all proposers.
● In case of joint proposers, one should be elected as a referral who sends proposals to the Fellowship Committee.

<u>When and where to send proposals?</u>
        The proposals should be sent by e-mail to the Fellowship Committee chair by the end of November the year prior to the next triannual international congress.

Procedures:
- The proposals will be reviewed by the Fellowship Committee and recommendations made to the Executive.
- Voted and approved by 2/3 of the Board
- Ratified by the IAGP General Assembly

B. IAGP Distinguished Fellow Award.
The title of "Distinguished Fellow of the IAGP" can be awarded to members of IAGP who have offered *exceptionally outstanding service to IAGP and to the field of group psychotherapy and group processes.*

Qualifications, Criteria and Values:
● Record of roles demonstrating exceptional and outstanding contribution to IAGP, to related organizations, to the field of group psychotherapy and group processes.
● National and international honorary awards related to national and international group work practices.
● Acknowledgement of outstanding actions and interventions in humanitarian activities inspired by the value of collective social interest and development
● Roles in international intervention promoting national and international humanitarian actions on behalf of IAGP and related organizations
● Record of exceptionally outstanding contribution to the development of group work theories and practices in national and international organizations, political, diplomatic, humanitarian peacekeeping actions and interventions.

Who can propose nominations?
● IAGP Institutional Officers: President and Executive or Fellowship Committee
● At least 5 Board members
● At least 30 members from IAGP community

Necessary information about the proposed nominee:
● Name of the proposed candidate.
● Home and email address, nationality, role in IAGP.
● Records of roles and dates of exceptionally outstanding contribution and leadership to IAGP and A.O.
● Curriculum Vitae, publications, awards
● Certificates of humanitarian actions and interventions on behalf of IAGP or A.O. ● Extensive description of events, criteria and values inspiring the candidate nomination.

Necessary information about the proposer(s):
● Name, home and email address, mobile telephone number, institutional belonging, and role of all proposers.
● In case of joint proposers, one should be elected as a referral who sends proposals to the Fellowship Committee.
When and where to send proposals?
        The proposals should be sent by e-mail to the Fellowship Committee chair by the end of November the year prior to the next triannual international congress.

Procedures:
- The proposals will be reviewed by the Fellowship Committee and recommendations made to the Executive.
- Voted and approved unanimously by the IAGP Board, (abstentions will be considered like "NO" votes)
- Ratified by the IAGP General Assembly

C. IAGP Trauma & Disaster's Yaacov Naor Peace and Dialogue Award
This award is given annually to an individual who is creating distinguished work in communities all around the world, commemorating Yaacov Naor and his values to act for peace and dialogue. Selection is based on accomplishments of the following basics:
1.Record of outstanding contribution to IAGP institutional life.
2.Roles in international intervention promoting national and international humanitarian actions on behalf of IAGP and related organizations
3.Encouraging IAGP intercultural, interdisciplinary, and intergenerational objectives.
    4-People who are working in the field of Trauma and Disaster.
5-People who are creating peace and dialogue in communities and societies with conflicts all around the world.
6.People who create professional activities leading to the increasing utilization and awareness of group psychotherapy and group processes for peace and dialogue in trauma and disaster field.

Who can propose nominations?
It is the Trauma and Disaster Committee that proposes the nominees among those outstanding person/s undertaking the arduous and often dangerous work of providing healing services in circumstances of trauma and disaster; among those who call attention to such traumas directed against specific regions and communities; and who draw worldwide support for prevention of trauma.

Necessary information about the proposed nominee:
● Name of the proposed candidate.
● Home and email address, nationality, role in IAGP.
● Records of roles and dates of exceptionally outstanding contribution and leadership to IAGP and A.O.
● Curriculum Vitae, publications, awards
● Certificates of humanitarian actions and interventions on behalf of IAGP or A.O.
● Extensive description of events, criteria and values inspiring the candidate nomination.
When and where to send proposals?
        The proposals should be sent by e-mail to the Fellowship Committee Chair, at least 4 weeks before the Board in which the award should be approved.

<u>Procedures:</u>

- The proposals will be reviewed by the Fellowship Committee and recommendations made to the Executive.

- Voted and approved by 2/3 of the Board.

ANNEX THREE
ON NOMINATIONS AND ELECTIONS

NOMINATIONS
Creating the Nominations Committee
At least 18 months before the end of its mandate, the Board must appoint the NC. All members of the NC should be chosen among senior members of the General Membership, who are knowledgeable about the history and functioning of IAGP.

The Chair is elected by the Board upon EMG recommendation and must be approved by at least 2/3 of all eligible Board voters. The Chair then selects the four other members from experienced GA that can represent the diversity of IAGP (gender, race, age, profession, geography, theoretical frame of reference). The Board must approve the whole Committee by 2/3 majority, or propose another composition to the Chair.
No one in the NC is eligible to run as a candidate in the slot they prepare.

Informing and recruiting
It is the duty of the NC to inform the GA that the nomination process has started, the duration of it, the parameters of eligibility to vote and to be voted, the duration of the nominating period etc. G&BC oversees that duty of information is met, as per Article IX of the Bylaws: the G&BC does not substitute the NC in its role of informing the general membership, selecting the candidates, vetting them to make sure they are eligible, getting the formal approvals. The G&BC accompanies, when asked, the process and makes sure that the rights of the general membership are complied with.
Templates of Frequently Asked Questions can be used to inform the public and support the nominating process/period: please see Annex 6

Eligible Candidates of the Slot
An eligible candidate is any paid-up individual member of IAGP who agrees to attend a minimum of one congress and three Board meetings during his/her three years tenure. Each term of office shall be for three years. Amplification of the duties of a Section Chair are outlined in Article XII of the Bylaws and in Part 1 of this Manual. Each Section Chair will represent their constituents and have a vote at each Board Meeting (read Article VII of the Bylaws for details on eligibility that apply to recruit/select candidates). Affiliates representatives can run as Board officers only if they are also individual paid-up members. All candidates must have paid their fees at least until the date of the announcement of the election results: and they must plea to pay until the end of their 3-years mandate. It is the duty of the Secretary to provide the NC with a list of all updated eligible members, from which the NC can draw its slot of candidates.

How to submit one's candidacy to the NC
It is the role of the NC to scout for eligible candidates. They will be assisted by the Secretary/office to acquire the list of all eligible GA members (people who are ok with their fees and that comply with Article VII). G&BC can assist in case some candidates' position is not clear.

Any entitled candidate for any executive/Board/ethics position must send a curriculum vitae, and two letters of endorsement. If an entitled member proposes a candidate, he or she must send a detailed letter of endorsement and the candidate must send his/her CV and procure a second endorser. All documentation is to be sent to the Chair of the Nominating Committee. Each IAGP member may endorse no more than two nominations and NC cannot endorse any.

Composing the Shortlist to submit to Board's approval
Final Selection of candidates by the Nominating Committee will be based on known past competence and leadership and the willingness to loyally serve IAGP in the future, and to adhere to the philosophy and ethics of the organization. Specifically, the NC will look into:
1. Known competence in the field of group psychotherapy and group process from a variety of different disciplines, including clinical, academic, counseling and research orientations 2. Geographical and cultural diversities and 3. Age, gender, ethnicity
All proposals of candidates must be made in writing and sent to the NC: they will be held in all confidentiality by the NC. No proposal is to be seen as a final acceptance.
Proposals for Secretary and Treasurer will be reviewed with the nominees for President.

Before accepting nomination, each candidate MUST BE MADE AWARE OF*:*

1. What is involved in terms of potential cost, not only money, but time required and the nature of the workload likely to be required.
2. Understanding the role as a Board member and the IAGP organizational structure. 4. Good enough English to do their task
3. Computer skills with word-processing, accessing information through the Internet etc.
4. Being aware of the cultural area they represent.

The Nomination Committee collects the names of nominated candidates who fulfill the criteria described above, and submits these names for formal approval to the Board. Once the slot is approved the work of the NC has ended and the slot passes to the Election Manager for the elections process.

ELECTION PROCESS
IAGP elections for Governance and for other major General Assembly decisions (e.g. Bylaws changes) now take place exclusively online, using the SimplyVoting.com voting platform (http://www.simplyvoting.com) or other contractor.

Elections Team – Core members
As soon as possible after there has been a decision to hold an election, the Governance and Bylaws Committee should appoint at least three core members of the election team:

a) Election manager

This should normally be a member of the Governance and Bylaws Committee. He/she is responsible for making all decisions concerning the election. He/she liaises with the Executive Management Group and other bodies (such as the Nominating Committee and Ethics Committee) and consults the rest of the Governance and Bylaws Committee on policy matters.

The Election Manager has the final word on how to deal with issues that might arise during the elections process or about its results, in compliance with the Bylaws, including the possibility of extending the duration of the voting, beyond the announced dates, as a form of supplementary elections.

b) Election Administrators

They are responsible for implementing the decisions of the Election Manager and conveying them to voters, with the assistance of the Election Facilitator. They must have a good working knowledge of IAGP and data handling and have the privilege to access those data and manage them for all announcements/communications needed in the process. Their function can be taken by the professional secretary running the admin office of IAGP and the Secretary, who supervises and is accountable for the admin office.

c) Election Facilitator

Supports the Election Administrators in doing their job with the necessary resources (materials, technical setup, advice); at the end of the election collates/adapts materials and feedback for future elections. Moreover, he/she develops concrete procedures for handling sensitive election-related data and emails to minimize leakage of sensitive information and preventively informs the Election team of scenarios to be avoided. He/she must have a good working knowledge of IAGP and should preferably have experience with the online voting platform.

d) Translators and proofreaders

Translators and proofreaders are selected by the Election Manager.

The election team works in close cooperation throughout the election, and the above tasks can be reallocated as necessary by the Election Manager. It is important that at least two people in the election team are able to do all critical functions (sending out ballots, reminders and announcements and giving support to members), in case one of them is unavailable.

Scheduling

The Election Team's first task should be to decide on and announce the timetable for the beginning and the end of the vote, considering other IAGP activities. Voting should ideally not start or end at/close to major national or religious holidays. The core members of the voting team and translators/proofreaders should be easily available, as should the staff of the Simply Voting Inc, whose office hours are 9 a.m. to 5 p.m. Eastern Time, Monday to Friday. (They have staff available around the clock for

emergency situations.)

At least one extra day should be added to the time mandated by the bylaws for voting, to ensure that any delays in the start of voting do not necessitate a change in other dates, such as the end of the election.

Preparation and translation of voting materials
Before the start of the vote, the core voting team should decide on the processes for the election and prepare as much of possible of the official voting materials, using templates and feedback from previous elections where appropriate. As the elections progress, the timing and content of announcements and reminders can be adjusted by the Elections Administrator/Facilitator, with the approval of the Elections Manager.
The following official election materials must be supplied and proofread in both English and Spanish:
a) Online materials about the election, including details of candidates.
b) Election announcements, instructions, reminders, voting slips and announcement of results.
To avoid confusion, automated translations of these materials (e.g. Google Translate) are never permitted. Translations are to be done by someone sufficiently fluent in the language. Under the direction of the Election Manager, the Election Facilitator should liaise with the Chair of the Translation Team to decide on appropriate arrangements for translation and proofreading.

Conduct of the Elections Team
The elections team are not allowed to contact individual voters about their vote but are required to answer questions from voters about their own vote within 24 hours. If problems arise about mistakes or errors made in good faith, during or prior the elections, the Election Manager can handle them as long as she/he complies with the spirit of the Bylaws and informing, when necessary, the Ethics committee and/or the EMG. From the end of the election until the results are announced, the voting team should not answer any questions about the election.

ANNEX FOUR
ON ACCREDITED IAGP TRAINERS

COMMISSION OF EVALUATION OF ACCREDITED IAGP TRAINERS (CEAT)

(CRITERIA and PROCEDURES can be found in the Template Annex n.6)

- EC co-chairs coordinate the CEAT Commission.
- CEAT is composed of all the members of the EC, in addition to one member of the EMG, and two non-EC Board members.

Criteria of Trainer's/Commission evaluation:
- To have personal training in online and in person in one or more models of Group Psychotherapy or Group Process
- Previous experience in instructing/training/supervision in the field of group psychotherapy and group processes.
- International transcultural experience of leading Training and/or supervision groups.
- The result of CEAT must be presented in the EC Report and approved by the Board

The Trainer's application form will be published on the IAGP website and available for all IAGP members that would like to apply. Applicants can fill the form and send it to the EC co chairs. Following the evaluation, the co-chairs send the results of CEAT evaluation to the applicants.

Teaching Faculty Guidelines for IAGP sponsored Education
Note: all programs are to be educational and while therapeutic in outcome are not therapy. In addition, coordinators and teaching faculty can only participate in one ongoing project unless the Education Co-Chairs, with the approval of the Executive Committee, decide that a program in another project needs the expertise of that presenter to meet the agreed objectives of the host organization.

Coordinator for each project
1. Each project will have a team leader or coordinator and depending on the scope of the program additional faculty members.
2. The coordinator will be nominated by the Education Co-Chairs, and the Liaison to the Executive and subject to approval by the Executive Committee.
Responsibilities and Qualifications of the coordinator
1. IAGP member
2. Knowledge of the host country: culture, language (if English or Spanish is not a primary or secondary language of the host or interpreters are not readily available)
3. Prior connection with professional contact in host country, desirable but not necessary
4. Expertise in group concepts applicable to project, organization and supervisory skills 5. May or may not participate as teaching faculty
6. Reports in writing to Education Co-Chairs

Teaching faculty

Teaching faculty to be chosen by Education Co-Chairs and coordinator and the Liaison to the Executive and subject to approval by Executive Committee.

Qualifications of teaching faculty

1. Should be an IAGP member except in unusual circumstances
2. Cultural sensitivity is essential, though previous knowledge of the culture is not necessary
3. CV – to demonstrate theoretical orientation; education, teaching, or conference participation; teaching methods and objectives for presenter and participant; reason for wanting to teach in IAGP sponsored programs; expertise relevant to the project
4. Require two references from IAGP Board members (current or former) or one Board Member and three references from professional colleagues with knowledge of teaching skills

Financial remuneration

• Financial remuneration for coordinators and faculty may include transportation plus an honorarium but this is dependent upon the decision of the Executive committee and the availability of funds in the budget for educational projects during a term.

• The host organization must be able to provide room and board for the duration of the workshops.

ANNEX FIVE
ON BENEFITS FOR MEMBERS

BENEFIT	INDIVIDUAL MEMBERSHIP	FOYT MEMBERSHIP	AFFILIATE ORGS
IAGP INDIVIDUAL AND AFFILIATE BENEFITS (NOW INCLUDING FOYT) Draft v. 32, Last updated: 30th August, 2021			
NETWORKING (FACE TO FACE AND ONLINE)			
Subscribe to IAGP's Members Announcement list (to receive IAGP announcements) and Exchange discussion list (for discussions with IAGP members)	✔	✔	✔ One representative of each organisation
Join Sections and subscribe to Section internet lists and Spanish/Portuguese discussion list. Attend face to face Section meetups Take part in internal Section decision-making. (NB: Section Chairs are elected by the entire official IAGP membership, i.e. including affilate representatives and excluding FOYT participants.)	✔	✔	✘ only the representative of the Affiliate

Access to members-only part of IAGP website	✔ (excluding area for affiliates)	✔ (excluding area for affiliates)	✔ For one official representative (excluding areas for individual members only)
Appear in and receive copy of online IAGP membership directory (coming soon; access will be for IAGP members only)	✔	✔	✔ Each affiliate organization (but not its individual members) will be listed. Directory will be available to the organisation's one official representative
Membership of Consultative Assembly of Organizational Affiliates (CAOA), including internet discussion list, meetups and internal CAOA voting.	✖ but can be member of Boosting Team	✖ but can be member of Boosting Team	✔ One official representative on CAOA list and at meetups
Representation on Disaster Management Task Force, which has a discussion list and meetups	✔	✔	✔ One representative per organisation
DISCOUNT: EVENTS (PHYSICAL AND ONLINE)			

Discount at IAGP physical events (and at other events that offer discounts to IAGP members)	✔	✔	✔ Discount is only for the official representative of an affiliate organisation. If he/she cannot attend, he can select another member of the organisation to represent him/her and obtain the discount.

Free access to live IAGP webinars. May apply to present webinar Access to webinar recordings.	✔	✔	✔ One representative per organization
IAGP VOTING, OFFICE, FELLOWSHIP			
Can nominate candidate for office in IAGP election and propose motion for IAGP voting	✔	✖	✔
Can stand as candidate for office in IAGP election must also fulfill bylaws requirements for particular position	✔	✖	✖
Can vote in official IAGP elections	✔	✖	✔ One vote per affiliate organization

Year of membership counts towards prior membership requirement for positions (currently on ethics committee) in future years	✔	✔	✘
Can serve as Chair/member of IAGP committee/task force	✔	Can be members of Committees	Can be members of Committees
Can serve as regular editor of Forum/Globeletter	✔	✔	Only the Affiliate Representative
Can serve as guest editor of Forum	✔	✔	✔
COOPERATION			
May submit application to host online activity for all IAGP members	✔ If it is a group of minimum 5 IAGP members	✔ If it is a group of minimum 5 IAGP members (including FOYT)	✔
May submit application for Education Committee cooperation (very limited funding)	✔	✔	✔
May apply to be trainer in IAGP education projects	✔	✔	✘
May apply for joint research project	✔ If it is a group of minimum 5 IAGP members	✔ If it is a group of minimum 5 IAGP FOYT members	✔

May submit application for joint regional conference	✘	✘	✔
May submit application for other types of EDU/ event cooperation	✔ If it is a group of minimum 5 IAGP members	✔ If it is a group of minimum 5 IAGP FOYT members	✔
IAGP PUBLICATIONS			
Receive printed copy if available	✔	✔	✔ One copy per organisation
SELF PROMOTION/PUBLICITY			
WEBSITE LISTING Organisation's name and link to organisation's website appears on the affiliates page of the IAGP website	✘	✘	✔
IAGP EVENTS CALENDAR Details of organizations' events appear in the IAGP affiliate events calendar, which will appear on IAGP website and other channels including announcement lists and social media (frequency to be determined)	✘	✘	✔

OTHER IAGP INFORMATION CHANNELS Can promote events/activities outside IAGP calendar	✘ (except when integrated into discussions on IAGP lists)	✘ (except when integrated into discussions on IAGP lists)	✘ (except when integrated into discussions on IAGP lists)
May mention membership of IAGP and receive membership certificate on request	✔	✘ But may receive certificate of participation in FOYT	✔

May use logo of IAGP	✘	✘	UPON REQUEST TO EMG AND BOARD'S APPROVAL
May submit paid advertising in printed IAGP publications and events (and in future possibly online)	✔ 10% discount	✔ 10% discount	✔ 10% discount
AWARDS			
Eligible for award of IAGP Fellow	✔ must fulfill additional requirements	✘	✔ must fulfill additional requirements
Eligible for award of IAGP Distinguished Fellow	✔ must fulfill additional requirements	✘	✘

ANNEX SIX
USEFUL TEMPLATES

CONSENT FORM FOR WEBINARS

 CONSENT AND RELEASE FOR AUDIO/VIDEO RECORDINGS, TRANSCRIPTIONS AND DIALOGUES The undersigned_____(first name and surname) born in_____ on_____email address_____ AUTHORIZES the organizers of the IAGP event:_____ to publish my images and video FOOTAGE of the above-mentioned event on__/__/__ from_____to__/__/__ during the meeting on the Zoom platform (name of event)

_____
According to the following methods (choose the method of publication which you intend to authorize):
 TRANSMISSION (STREAMING)
 RECORDING from the Zoom platform (Host: IAGP) and the storage of material on the device of the organiser.
The posing for and the use of the images are to be considered free of any form of compensation.
The person filmed (legible signature) _____

INFORMATION ON PRIVACY
As established by articles 13-14 of the General Regulation on the protection of EU data 20167679 personal data (personal, contact, images filmed, information which you will provide during the event) referring to you will be treated by IAGP for the recording, diffusion and organization of the event. The treatment of data is necessary for the organization of the event; we need your consent for the diffusion and storage of the video recordings. Without your providing of data and/or consent we cannot allow you to participate. The data will be treated by our collaborators, employees and consultants for the organization of the event, in electronic or paper format, guaranteeing confidentiality, security and integrity. With regard to the data provided you can exercise the rights established in the Regulation according to articles 15-22: confirmation of the existence of data, origin, purpose, updates, cancellation, right to object, limitations on treatment, the right to lodge a complaint with the guarantor for the protection of personal data. The holder of the treatment of the data is IAGP, which has its legal office ADDRESS plus also EMAIL ADDRESS
The person filmed (legible signature) _____

SUGGESTED OUTLINE FOR PROPOSALS FOR EDUCATION PROJECTS

<u>Proposal</u>
Title of project
Description: One to two paragraphs outlining the scope, aim, duration, staff and required on line functionality
Note: When conceptualizing a project include both design and implementation phases

<u>Initiating phase</u>
To establish scope of needs and appropriate/aligned response, context sensitivity alignment Note: Based on this phase resources will be allocated and sourced (Requirements should be outlined)
<u>Introductory phase</u>
Where teaching faculty set out the frame and do some pilot work in action – easing the transition for all and containing the anxiety – ironing out technical and participation issues. <u>Design phase:</u>

1. Theoretical foundation – inter-team member discussion on theory, discussed in virtual seminars (internet-assisted)
2. Practice and application - best practice papers and research offered but also 'translating' to make it accessible in the local domain of the work on-site (hosting environment) discussed in virtual seminars

<u>Pre-implementation phase</u>
Education on-line in Practice (on-line platforms tested and reviewed – between staff and steering committee members on site)
<u>Implementation phase</u>
Interactive
<u>Evaluation and review phase</u>
Interactive

<u>Objectives for the presenters (training team):</u>

1. List 5 or more Learning Objectives for the participants
2. Provide outline for time segments for on-line programs. The agenda should relate to participants' learning objectives and the teaching methods.

<u>Education On-line project evaluation</u>
The on-line team, depending on the goals and format of the project, will be required to evaluate the phases. On-line teaching demands direct feedback link between the offering – the platform – and the learning objective. If the project is conceptualized as solely offered on-line, the holding frame of the structure must be sustained to contain the process.

Evaluation of the different dimensions should be done (objective-delivery platform participant exchange) as follows:

1. I suggest that the training team have a workshop amongst themselves to test out delivery of the programme both conceptually and 'in practice'.
2. A systematic step-wise and phase specific evaluation should be offered during the

full duration of the programme. This will enable a direct and integrative developmental frame in the development of the services

3. The education committee will be kept informed during the on-line development and delivery.
4. An integrative report will be presented at the end. As this is the initiation these interim and final reports will greatly assist in future planning.

In this manner consultation with the education committee and development of a working alliance in the team will be established.

TEACHING FACULTY GUIDELINES FOR IAGP SPONSORED EDUCATION

Note: all programs are to be educational and while therapeutic in outcome are not therapy. In addition, coordinators and teaching faculty can only participate in one ongoing project unless the Education Co-Chairs, with the approval of the Executive Committee, decide that a program in another project needs the expertise of that presenter to meet the agreed objectives of the host organization.

Coordinator for each project

3. Each project will have a team leader or coordinator and depending on the scope of the program additional faculty members.
4. The coordinator will be nominated by the Education Co-Chairs, and the Liaison to the Executive and subject to approval by the Executive Committee.

Responsibilities and Qualifications of the coordinator

7. IAGP member
8. Knowledge of the host country: culture, language (if English or Spanish is not a primary or secondary language of the host or interpreters are not readily available)
9. Prior connection with professional contact in host country, desirable but not necessary
10. Expertise in group concepts applicable to project, organization and supervisory skills 11. May or may not participate as teaching faculty
12. Reports in writing to Education Co-Chairs

Teaching faculty

Teaching faculty to be chosen by Education Co-Chairs and coordinator and the Liaison to the Executive and subject to approval by Executive Committee.

Qualifications of teaching faculty

5. Should be an IAGP member except in unusual circumstances
6. Cultural sensitivity is essential, though previous knowledge of the culture is not necessary
7. CV – to demonstrate theoretical orientation; education, teaching or conference participation; teaching methods and objectives for presenter and participant; reason for wanting to teach in IAGP sponsored programs; expertise relevant to the project
8. Require two references from IAGP Board members (current or former) or one Board Member and three references from professional colleagues with knowledge of teaching skills

<u>Financial remuneration</u>

- Financial remuneration for coordinators and faculty may include transportation plus an honorarium but this is dependent upon the decision of the Executive committee and the availability of funds in the budget for educational projects during a term.
- The host organization must be able to provide room and board for the duration of the workshops.

<p style="text-align:center; color:red">LETTER OF INVITATION FOR TEACHING FACULTY</p>

Exact date to be inserted

Dear IAGP Members

We are extending an invitation to the membership of the IAGP to volunteer as teaching faculty in IAGP sponsored training programs in countries where training is limited.

As part of our Vision the IAGP Board has established an Education Committee, and one of the tasks of this committee is to offer training opportunities in group psychotherapy and group processes in those countries where resources are limited or non-existent. In the period up to 2012, three projects were offered and begun: in Ramallah, India and Egypt. In February 2013 a training proposal was approved by the Executive and Board of the IAGP for the Republic of Georgia.

Applications for IAGP sponsored training is on the IAGP website: www.IAGP.com

We are aware that there is considerable expertise and experience in the practice and teaching of the various methods, theories and techniques of group psychotherapy, group processes and group work within the IAGP membership.

We invite those members, who are interested and able to volunteer their time to become involved in the planning and facilitating of these programs. A speaking knowledge of English is desirable but not necessary. The IAGP Board may not be able to reimburse any expenses, (*depending upon the budget in any period*), however the sponsoring organization for the country will act as host (housing and meals) and may, in some circumstances, be able to offer an honorarium. If there is interest in these educational projects, please contact us for further information at: educationchair@IAGP.com

An application form will be sent to those who are interested in volunteering. Once the application is received, it will be processed and sent to the Board and Executive who will make decisions about the program.

With best wishes,

EVALUATION FORMS FOR EDUCATIONAL PROGRAMS

Program evaluation forms filled out by participants and faculty can help us in our planning for future programs.

Participant Evaluation
Please answer questions 1- 5 on a scale of
1 – not at all 2- somewhat 3- satisfactory 4- very satisfactory. 5- not applicable Please expand on any rating that you feel will clarify your answer.

1. Did the presentation meet the stated educational objectives of the program? 2. Did the presenter present the material in a clear, comprehensive, and engaging manner?

3. Was there audience participation and adequate time for participants' comments and questions?

4. Did the lectures include basic concepts?

5. Intermediate concepts?

6. Advanced concepts?

7. Was the material presented current and/or innovative?

In your own words please answer the following questions:

1. Will the concepts presented, and techniques demonstrated be helpful in your group work?

2. Please list 3- 5 educational points that you have learned and will be helpful to you in furthering your understanding of group work

3. What other points or issues would you have wanted the presentation to focus on?

4. What other group work topics would you like as part of the IAGP training program?

Faculty Self-Evaluation
Please answer all that apply to your experience:

1. Describe your experience: include both the presentation and the format and your level of comfort:

2. Additional comments about the social/cultural experience: i.e. reception; use of translators; cultural or political concerns

3. What were the strong points of your presentation?

4. What were the weak points or what you would have done differently? 5. Do you feel you met the stated educational objectives?

6. Were you satisfied with the participant's interaction?

7. If you presented this curriculum or another program what changes, if any, would you make?

8. If you were on-site faculty can your curriculum be adapted for on-line training as either a pre or post training module?

9. Additionally, what on-line courses or training, i.e. supervision, could help provide a more comprehensive training experience for participants in the on-site programs

SUBMISSION PROPOSAL FORM (FOR EDUCATIONAL PROGRAMS)

Program submission forms for IAGP sponsored educational projects: can be submitted by Affiliates or a group of at least 5 members of IAGP, including FOYT. Programs can be:
1. Synchronous: programs in real time: on-site; on-line educational or supervisory sessions
2. Asynchronous: on-line educational projects not in real time

Demographic Information
   1. Name:
   2. Address: Street, State, Country
   3. Professional Affiliation: university, agency, hospital, private practice 4. Professional Organizations:
   5. Education: (Including licensure or certification if required by your country of residence or your professional organization)
   6. Languages spoken:

Professional Experience
   1. Number of years practicing group work
   2. Previous experience in education in topic area
   3. Prior experience relevant to the topic area of this submission
   4. Prior IAGP Congresses or IAGP co-sponsored conference presentations? When? 5. References of two IAGP members preferably present or past Board members

Format proposed: * **
   1. Orientation: Analytic Group, Psychodrama, Family, Organizational Consultation, Research, Systems, other
   2. Structure: workshop, symposium, panel, other: on-site training or on-line teaching
   3. Teaching Method: didactic, experiential, sharing of experience; other
   4. Time frame: – ½ day; 1 day; 2 days; 3 days or more for on-site training: time segments and number of sessions for on-line programs
   5. Subject index: 2 or more, for example: boundaries, supervision, ethics, trauma, object relations, women's issues,
   6. References: 5 or more references plus handouts (copies to be included)

Proposal
   1. Title of presentation
   2. Description: one to two paragraphs
   3. Objectives for the presenter:
   4. Learning Objectives for the participants: 5 or more
   5. Outline for each ½ day segment for on-site training
   6. Time segments for on-line programs.
   7. The outline should relate to participants learning objectives and the teaching methods
   8. Assessment questions: 3-5 for each ½ day segment

*Note: Proposals and format and/or teaching methods need to take the culture and mores of the participants into consideration. Prior connection or knowledge of the host country is helpful towards the establishment of a working alliance.

** Note: On-line submissions can be in conjunction with on-site programs, as post-training, i.e. on Skype (synchronous) discussions/supervision or asynchronous exchanges: Questions/Answers, written training modules or as a separate and independent educational initiative i.e. consultation to organizations, regions, community or clinical settings. See addendum for a more detailed format proposal and rational for on-line training and submissions.

<p style="text-align:center; color:red;">APPLICATION FORM FOR ACCREDITED TRAINERS AT IAGP</p>

Please fill in the required information to apply for being an IAGP trainer / Por favor, rellene la Información requerida para ser formador de la IAGP

Name / Nombre

Address (City and Country of Residence) / Dirección (Ciudad y país de residencia)

Date of Birth / Fecha de nacimiento

Mobile phone / teléfono móbil

Email

Confirm email / Confirme email

Education / Formación

Profession / Profesión

Affiliation / Afiliación

National / Nacional

International / Internacional

Title / Titulación

Languages spoken / Idiomas hablados

First language / Lengua
maternal

Second language /
segunda lengua

Poor / Pobre Fair / Regular Good / Bueno
Very good / Muy bueno

Third language / tercera
lengua

Special comments /
Comentarios especiales

My therapeutic approach is within the
frame of / Mi enfoque terapéutico está
dentro del marco de

Poor / Pobre Fair / Regular Good / Bueno
Very good / Muy bueno
Otras lenguas

None / Ninguna

Yes (Please complete he following) / Sí
(Por favor complete lo siguiente)

Excellent / Excelente

Place / Lugar

History of volunteer or
community work / Historia del trabajo
voluntario o
comunitario

Duration / Duración

Context – Content / Contexto – Contenido

None / Ninguna

Yes (Please complete he following) / Sí
(Por favor complete lo siguiente)

Place / Lugar

Experience of being trainer in group
psychotherapy or group processes /
Experiencia como formador-a en
Psicoterapia de grupo o procesos de
grupo

Duration / Duración

Context – Content / Contexto – Contenido

YES / SI

NO

Experience of being trainer in a
multicultural context / Experiencia como
formador-a en un context multicultural

Psychodrama / Psicodrama

Group analysis /Análisis de grupo
Creative arts / Artes creativas
Family therapy / terapia familiar

Systemic therapy / Terapia sistémica
Organization consultancy / consuñltoría
organizacional Others (please specify) /
Otros (por favor especifique):

Have you had previous group therapy experience in different cultures than yours? /
¿Ha tenido experiencia previa en terapia de grupo en culturas diferentes a la suya?
NO

YES / SI

1- Subject / Asunto From / De:

2- Subject / Asunto From / De:

3- Subject / Asunto From / De:

4- Subject / Asunto From / De:

Country / País To / A:

Country / País To / A:

Country / País To / A:

Country / País To / A:

Yes / Sí No

My contribution will mostly be within the frame of / Mi contribución estará principalmente dentro del marco de

Training in a different country / formando en un país diferente
Yes / Sí No

Online supervision / supervision online

Yes / Sí No

Other suggested fields of contribution / Otros campos de contribución sugeridos

Reference in your country / Referencia en tu país

Name / Nombre

Tel. (Mobile) / Tel. (Móvil)

Tel. (Work/Home) / Tel. (Trabajo / Casa)

Email

Reference in IAGP /
Referencia en la IAGP
Training in one's own country / formando en mi propio país

Name / Nombre

Tel. (Mobile) / Tel. (Móvil

Tel. (Work/Home) / Tel. (Trabajo / Casa)

Email

I hereby sign that, along the years of the course, and for two years later, I will not provide training in the institute which I taught for the IAGP without the agreement of the local organizers and IAGP/ Por la presente, firmo que, a lo largo de los años del curso, y durante dos años después, no proporcionaré capacitación en el instituto en el que he impartido formación para la IAGP sin el acuerdo de los organizadores locales y la IAGP. *In case you have any inquiry, please do not hesitate to contact us at / En caso de tener alguna consulta, no dude en contactarnos en* educationchair@IAGP.com

Please send your filled application to the IAGP Secretary at:
secretary@IAGP.com /Envíe su solicitud completada a la Secretaria de IAGP a secretary@IAGP.com

Date /
Fecha

Signature / Firma

Organization of the IAGP International Congress – Contract

1. Object

Hereby, xxx and the International Association of Group Psychotherapy (called hereafter: IAGP) agree on the main guidelines for the organization of the IAGP International Congress which will take place in xxx

other associations related to the field of Group Psychotherapy will also participate and be represented on the Local Organizing Committee (LOC) as a support for the Organization of this Congress.

2. Schedule of the Congress

2.1 The IAGP International Congress will be held in xxx

    Official language will be English.

2.2 The preliminary time plan of the Congress is the following:

    • Xxx and xxx of July (Friday and Saturday) Pre-Congress

    • Xxx of July at xxx p.m Evening Opening Ceremony and Cocktail • Xxxx to xxx of July (Sunday to Thursday) Congress activities

    • Xxxx of July at xxx p.m Evening Closing Party (Optional)

3. Organization of the Congress

IAGP, The Scientific Program Committee of IAGP (called hereafter SPC) and the Local Organizing Committee (LOC) will coordinate the Congress.
 Responsibilities are split as follows:

The President and the Executive Committee of IAGP is responsible for the internal coordination with other IAGP activities and for the overall co-operation between the three organizational Entities. The SPC (including chairs of the pre-Congress) has the sole responsibility for the professional and scientific content of the Program.

The IAGP Affiliate/regional group that works as the Local Organizing Committee (LOC), takes the responsibility on marketing activities, administrative tasks and carries full responsibility for financial losses of the Congress that might happen.

For the overall logistic of the Congress organization, the LOC contract a Professional Conference Organizer (PCO)

The responsibility and task of the PCO are:

    Assume the Secretariat of the 16th International Congress

    Collect and distribute proposals to the Members of the SPC

    Prepare the letters of Invitation to all program Presenters (together and with the approval of SPC)

    Schedule the program events (together and with the approval of SPC)

    Control the registration, accommodation, transfer etc..

    Issue periodic reports to the IAGP Affiliate/regional group, with copy to IAGP

4. Obligations of the local organization

Prepare and distribute of all announcements including forms for program submissions.

The contents of all official documents of the Conference will be provided by SPC and must be handed over to FEBRAP for the dates specified in the following schedule:

- From 2003 to 2006, a newsletter will be created and regularly mail (electronically) to prospective participants. Between 2003 and 2004, the Newsletter will be sent every two months. From 2005, the newsletter will be issued monthly.
  This Newsletter will work as "the world of the Conference" substituting mail delivery and other postal material.

- The six Announcements of the Congress will be printed in 11,000 copies of each. These copies will be distributed as follow:

  - 2,000 copies will be reserved for Board members to distribute in their own country

  - 2,500 copies will be mailed to prospective participants outside *South America*, according to the mailing list supplied by the IAGP Congress committee

  - 6,000 copies will be mailed to prospective participants within *South America*,   according to the mailing list supplied by the IAGP Affiliate/regional group or other local Organization.

- The mailings of the Congress will follow this schedule:

  - October XXXX1 – First Announcement and call for papers with registration materials

  - April XXXX2 – Second Announcement and call for proposals with registration materials

  - October XXXX2 – Third Announcement and call for proposals with registration materials

  - April XXXX3– Fourth Announcement and call for proposals and warning that this is last chance to register at low fees with registration material and the schedule for the Pre congress

  - October XXXX3 – List of speakers, presenters, topics and registration materials

  - April XXXX4 – Duplicate of previous October with more details if available.

- The posters of the Congress will be printed 500 copies
- The congress will be marked through advertisements in professional journals and newsletters.
- Prepare the scientific program, booklet and abstract book (optionally in CD) in coordination with the SPC of IAGP (pre-congress, plenary sessions, workshops, lectures, large group sessions, etc…)

- Organize an independent financial audit on the Congress and Organization's Books Prepare and promote social events and inform about their cost
- Organize a final audit on the Congress result. Eventual profit will be split between IAGP (40%) and the IAGP Affiliate/regional group (60%). The IAGP Affiliate/regional group will organize the international transfer of this amount according to the local applicable laws.

5. Budget of the Congress

The budget will be prepared based on a *1,000* registered person participation, with a number maximum of registration for each category

The expenditure will be fixed on *US$ 150,000.00* (*one hundred fifty thousand American dollars) and the official financial balance will be established in Brazilian Reais (BR$) but for better international understanding, converted at the daily rate to US$.* The registration fees will be fixed in US$ and converted to Brazilian Reais, at payment date rate. Foreign participants will pay their registration through credit cards or international bank transfer. Special agreements can be discussed later, depending of the financial stability between the Brazilian currency and the American dollar

Registration fees for all categories paid in 2004 and 2005 will have special discounts.

The budget will include:

• A maximum of *USD 43 000* reserved for:

  • The cost of airfare, hotel accommodation and honorary of 1000 USD for 5 invited speakers (one   from Europe, one from USA, one from Central America, one from Pacific Rim Region and one from Brazil)

  • The total cost of two site visits (flight and accommodation) of the 2 co-chairs of the SPC up to the amount of USD 7000

  •A maximum of USD 5 000 reserved for SPC expenses (including those of the chairs of the Pre Congress) except site visits, to be paid consecutively upon the presentation of bills and receipts. •A maximum of USD 3 000 reserved for LOC expenses, to be paid consecutively upon the presentation of bills and receipts.

• A maximum of USD 3 000 reserved for advertising in professional newsletters and publications outside of South America.

• Hotel courtesy rooms will be extended to the President, President Elect, Secretary and Treasurer of IAGP and Chairpersons of SPC, and Pre-congress Chairpersons, up to eight persons. • The accommodation dates of the congress will be;

  - xx/xx July 2006 Pre-congress (3 nights)
  - xx/xx July 2006 Pre-congress and congress (8 nights)
  - xx/xx July 2006 Congress (6 nights)

• An official printed program and optional Abstract (CD/writing) book and list of delegates (CD) for all Congress delegates.

- Simultaneous translation English into Portuguese during the Opening and Closing Ceremonies and all the four plenary sessions (2 hours a day during the 4 days and 4 hours for the last day)
  - The IAGP Affiliate/regional group has the right to make changes between the costs of the items stated above except costs for the SPC including two site visits by co-chairs

6. Obligations of IAGP and The IAGP Affiliate/regional group regarding cancellation • In the case of either IAGP or the IAGP Affiliate/regional group wanting to cancel the Congress, it must be negotiated with the other party how costs related to this should be shared by the two organisations.

Date_____

Signed by the President of the IAGP Affiliate/regional group

Signed by the President of IAGP

Signed by the Professional Conference Organizer (PCO)

REIMBURSEMENT FORM

OFFICE of the TREASURER

To expedite reimbursement and to help keep our records accurate, please provide the requested information below. No reimbursement will be made without this form. If applicable, please also provide documentation to show Board Approval to spend this money.

YOUR NAME	
NATURE OF EXPENSE (S)	

PLEASE ATTACH RECEIPTS and list below including Dates and SUMS involved with currency

Receipt	Date	Sum
TOTAL REIMBURSEMENT REQUESTED		

In order that we can make the bank transfer please provide the following information.

BANK NAME and ADDRESS and POSTCODE	
SWIFT CODE for your Account Number	
EBAN NUMBER for your Account	
YOUR ADDRESS and POSTCODE	

I certify the above information to be complete and accurate

Date:	Signature:

IAGP ELECTIONS - FREQUENTLY ASKED QUESTIONS (FAQ)

ABOUT THE ELECTIONS

When and for what purpose are the IAGP elections held?
IAGP holds governance elections once every three years, in accordance with its By-Laws, which can be viewed here. Results of the upcoming elections from _____, will determine who will serve as IAGP office bearers for the 20XX-20XX term.

What is the timetable for the upcoming elections?

by DATE (at23:59 CET)	Acceptance of nominations from IAGP members and potential candidates. Final deadline extension. *If you or someone you know shows interest and potential to help IAGP really make a difference, please nominate them now!*)
DATE	Deliberations by the Nominating Committee and proposal of a slate to be formally approved by the IAGP Board of Directors at their online Board meeting, DATE
DATE	Collation of materials from candidates to present to voters. Opportunities to get to know the candidates
DATES	Voting
DATE	Results of voting announced; liaison with successful nominees and announcement of Administration for 20XX-20XX

From DATE	Preparation and orientation of new Administration
DATE	20XX-20XX Administration officially takes office in the first Board meeting at the end of the Pescara Congress

Which positions are to be voted, and who is eligible to stand?

In addition to requirements for specific positions (see below), candidates for all positions must be fully paid up individual IAGP members at the time of nomination and must commit to paying IAGP dues without a break until the end of the next administrative term (30th September, 2025).

Executive Management Group (EMG) President Vice President Treasurer Secretary	EMG Members (apart from the Young Professionals EMG member) and CAOA Chair must have served on the Board at some point since 2012, but must not currently be serving for a third (or more) consecutive term. The candidate for President must not be currently serving as President
Consultative Assembly of Organisational Affiliates (CAOA) Chair of CAOA also sitting in the EMG	
Section Chairs Chair, Analytic Group Section Chair, Family Therapy Section Chair, Organizational Consultancy Section Chair, Psychodrama Section Chair, Transcultural Section Chair, Young Professionals Section	Any paid-up IAGP individual member
General Board members Up to 15 general Board members	

Ethics Committee Chair and two additional members of Ethics and Professional Standards Committee	According to the Bylaws, these three positions are not on the Board of Directors. All three require at least three years of previous IAGP membership.

Can candidates stand for and/or take on more than one position?

An individual may only stand for one position, EXCEPT that a person standing for a post on the Executive Management Group, CAOA Chair or Section Chair may also stand as a general Board member. The votes which he/she receives for general Board member will only be counted if he/she is not successfully elected as an EMG Member/Chair.

Candidates for all Ethics Committee positions may not stand for any other position.

What is involved in serving on the Board/Ethics Committee, and what do specific positions require?

IAGP officers are trustees of IAGP with legal responsibility to:
Carry out the aims of IAGP for public benefit
Comply with the Bylaws
Act in the best interests of IAGP
Manage resources responsibly
Act with reasonable care and skill

Board members will be expected to take up a role on behalf of IAGP. In this role they will have certain responsibilities that require email correspondence. If they are unable to respond to emails within three days they are asked to notify colleagues who are expecting a reply. For details of the different roles, please see the IAGP Bylawshttps://iagp.com/wp-content/uploads/2023/07/Bylaws-approved-May-2022-final-1.pdf or consult with the Chair of the Governance and Bylaws Committee: governance@IAGP.com

NOMINATIONS AND ACCEPTANCE OF MATERIAL FROM CANDIDATES

Who is eligible to nominate candidates and vote?

Who can be Nominated

To nominate a candidate for any position, you must be a fully paid-up individual IAGP member at the time you submit your nomination (by DATE). Each IAGP member may submit no more than two nominations (each must be for a specific candidate and position). Members may nominate themselves and this count as one of the two available nominations. Members of the Nominating Committee are not permitted to nominate candidates.

Who can Vote

The list of eligible voters is finalized 24 hours before the start of the election and includes all individual IAGP members and official representatives of affiliate organizations whose membership fees have been received and acknowledged by IAGP. An individual who is both an individual IAGP member and the official representative of an affiliate organization may vote once as an individual and once on behalf of his/her organization.

What are the procedures to stand for and/or support a candidate for election? IF YOU KNOW AN ELIGIBLE IAGP MEMBER WHOM YOU FEEL WOULD BE IDEAL TO FILL A VACANT POSITION
- please let him/her know why you are interested in supporting his/her candidacy and encourage him/her to apply as below.

IF YOU ARE INTERESTED IN STANDING FOR ELECTION AND HAVE TWO IAGP MEMBERS WHO ARE EAGER TO SUPPORT YOUR APPLICATION
- please send us an email containing all of the following

- Your full name and the name of the position for which you are applying
   (Please also put these in the SUBJECT LINE of your email)

- Your updated contact details (preferred email, alternative email and
   telephone for the period preceding and during the elections)

- Biography (up to 200 words)

- Endorsements (up to 200 words each) and contact details of 2 paid-up IAGP
   members in support of your candidacy. Please note that each paid-up IAGP member can only endorse two candidates. Members of the Nominating Committee are not permitted to endorse candidates.

- A head and shoulders picture.

Materials should be sent to the Nominating Committee (nominations@IAGP.com) to arrive by 23.59 CET on DATE. They will be acknowledged within three days of receipt. If you do not receive a confirmation via email, please write again.

Applications will be treated in confidence by the Nominating Committee.

FURTHER INFORMATION AND QUERIES

Who should be contacted with questions about the elections?
Questions about nominations should be sent to the Nominating Committee at
nominations@IAGP.com

For queries about the election procedures, including eligibility regulations, please contact the Chair of the IAGP Governance and Bylaws Committee

governance@IAGP.com To check when your IAGP dues were paid (to determine eligibility for nominating and voting), please contact office@IAGP.com
NB: A FAQ COVERING THE VOTING PROCEDURES WILL BE AVAILABLE SOON AS THE SLATE OF NOMINATIONS IS APPROVED

FAQ FOR MEMBERS TO BE USED FOR WEBSITE OR ORIENTATION PURPOSES (They need to be updated by each Administration)

WHAT ARE THE BENEFITS OF IAGP MEMBERSHIP?
IAGP benefits include professional networking opportunities, voting privileges, conference discounts, copies of printed publications and access to IAGP members-only information channels. A list of current benefits appears below:
[NB Please see attached table of benefits]

WHAT TYPES OF MEMBERSHIP DOES IAGP OFFER? IAGP offers both **individual membership** and **affiliate (organisational) membership**.

- **Individual IAGP membership** helps professionals working with groups **to network with colleagues throughout the world**

  NB: Individuals who have never been a member of IAGP may join **IAGP's FOYT (Free One Year Trial)** programme, which offers all IAGP benefits except for voting privileges free of charge from one year.

- **Affiliate IAGP membership** helps organisations working with groups **to cooperate on an organisational level with IAGP and with each other**. Each affiliate organisation is represented in IAGP by **one official representative** .

NB: Members of IAGP's affiliate organisations, including their official IAGP representative, do not automatically become individual IAGP

QUICK LINKS TO FORMS AND HELP

JOIN OR RENEW YOUR IAGP MEMBERSHIP
http://www.iagp.com/membership

HAVE A QUESTION ABOUT INDIVIDUAL IAGP MEMBERSHIP? Marcia Almeida Batista (Brazil), our Membership Chair, will be happy to hear from you at membership@iagp.com

FIND OUT MORE ABOUT IAGP'S FOYT (FREE ONE YEAR TRIAL) PROGRAMME AND APPLY
http://www.iagp.com/FOYT or contact foyt@iagp.com

HAVE A QUESTION ABOUT AFFILIATE (ORGANISATIONAL) MEMBERSHIP?
Please contact the Chair of CAOA, Mona Rakhawy (Egypt) at caoachair@iagp.com

NOT SURE IF YOU HAVE PAID OR NEED HELP WITH THE FORMS? Contact office@iagp.com

members. They must pay for individual IAGP membership separately to fully participate in IAGP life e.g. to join IAGP's Sections (special interest groups), which are open only to indivial IAGP members.

WHO IS ELIGIBLE TO BECOME AN IAGP MEMBER?
- **Individual IAGP membership** (including the FOYT programme) is open to trained group psychotherapists, consultants and group leaders. Student membership is also offered.

- **Affiliate IAGP membership** is open to professional organisations working in the field of group psychotherapy and/or group processes.

HOW ARE MEMBERSHIP FEES CALCULATED AND DOES IAGP OFFER DISCOUNTS?
Successful applicants to the FOYT programme do not pay any fees for their first year. Individual and affiliate members must pay an annual membership fee.

Both **individual and affiliate membership rates** are determined by the **World Bank's Country income ranking**. **Individual membership** also offers discounts

according to the **personal status** of the member:

- **Student memberships** - from students enrolled in institutional training programmes or university studies in group psychotherapy or group processes. Students must be in full-time education and able to provide proof of this status (e.g. student card, letter from tutors) if IAGP requests this.

- **Retired memberships** - only people who are over 65 AND who are no longer earning money from work (practice, paid research, teaching or writing etc.)

- **Life membership** is available to individuals (not organisations). There is a single rate (currently $3,000) with no discounts for personal status or country of residence.

- **Affiliate membership fee** takes into account the **number of members** in the organisation.

HOW DO I APPLY TO JOIN IAGP AND RENEW MY MEMBERSHIP?
Individuals and organisations can apply to join and renew their membership at http://www.iagp.com/membership.

New individual members (including applicants to FOYT) must have their application **sponsored by one IAGP member or other professional in their field** who is familiar with their work with groups. **Organisations applying for affiliate membership** must also submit **documentation about their organisation.** Payment for membership dues may be made for multiple years, with the option of recurring (automatic) payments. IAGP currently accepts **secure credit card payment** (preferable) and Paypal. **Bank transfer** (with all bank costs covered by the sender) is also available.

WHAT HAPPENS AFTER MY MEMBERSHIP APPLICATION IS SUBMITTED?
The IAGP Membership Committee aims to **process individual membership applications within 3 days and affiliate applications within 10 days** following submission of all relevant materials. Fees are refunded in full if the application is not successful.

WHEN DO IAGP MEMBERSHIP BENEFITS START AND END?
All membership benefits (including voting rights but excluding the ability to stand for certain official positions as outlined in IAGP Bylaws Article 7) are available within one week of becoming an IAGP member or renewing.

Voting rights end immediately when fees are due. Other membership benefits are terminated after a three months grace period. If a member does not renew during that time, he/she may then be charged a reactivation fee to rejoin, - but IAGP is currently waiving this fee.

WHERE CAN I FIND DETAILS OF OTHER IAGP MEMBERS?
A list of IAGP affiliate members with links to their websites is publicly available at http://www.iagp.com/affiliates. A directory of individual IAGP members is not available to the general public but can be viewed [soon - on new IAGP website] by IAGP members only. IAGP members will also be able to access a list of deceased IAGP members.