



POLICIES AND PROCEDURES MANUAL
Updated 1 June 2025

ARTICLE XIII (of the Bylaws of IAGP) – POLICIES AND PROCEDURES MANUAL (P&PM)

“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 members, 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&PM). Specifically:

1-It is the responsibility of the Governance and Bylaws Committee (G&BC) to ensure that each P&PM 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.”

Table of contents

PREAMBLE	p. 5
PART 1	
Membership	6

FOYT	6
General Assembly	6
General Assembly Elections	7
Quorum of meetings	7
Checks and Balances	7
Board	7
The EMG	8
President's Consultants	8
Treasurer	8
Auditor	8
General Board rules	8
Resignations and Appointments	9
Privacy rules	9
Conflict of interest	10
Information and Communication	10
Website and Information Policy	10
Use of IAGP Logo	11
Sections' Lists	11
Reports at Board's meeting	12
Committees	12
Standing committees: NC, G&BC, EthC, CAO A	12
Ad Hoc committees: COC, SSC, MC, FC, EC, F&AC, RC, FundC, ForumC, S&CTC, WB	13
Sections and Task Forces	18
Current Section: C&FTS, AGS, OCS, PS, YPS, TCS, EATS	18
Section Chairs' role	18
Task Forces (TF)	19
Chairs' Consultants	19
The P&P Manual	19
PART 2	
Recommendations on conducting IAGP Board meetings	21
Pre-meetings report, The meeting and its agenda	21
The Moderator, Invited guests	21
Decisions and Minutes	22
Confidentiality and Boundary policy	22
Reflection on boundaries	22
The Website and Information Data Management Team	23
Online services in IAGP	24
Policy on inclusion	24
Balancing safety and inclusion	25
ANNEXES	
1. ON ROLES	26
Generic role description for the CHAIR of any IAGP group	26

IAGP Board of Directors role description	27
Positions in the EMG	28
Board of Directors General Member	35
Sections, Committees, Task Force Chairs	36
Orienting on the role, becoming a member of the governance	40
Passing the baton, from one Administration to the next one	41
How to ensure continuity and take the time to revise, rethink, reshape	41
New Board Member Welcome Package	42
2. ON AWARDS	
IAGP Fellowship award	43
IAGP Distinguished Fellow award	44
IAGP Yaacov Naor Peace and Dialogue Award For Individuals	45
IAGP Monica Zuretti Peace and Dialog Award for Organizations	45
3. ON NOMINATIONS AND ELECTIONS	
Nominations	47
Creating the Nominations Committee	47
Informing and recruiting	47
Eligible Candidates of the Slot	47
How to submit one's candidacy to the NC	48
Composing the Shortlist to submit to Board's approval	48
Election Process	49
Election team	49
Ties in the Results	49
Counting methods	49
Procedures of the General Assembly Elections	50
Conduct of the Elections Team	51
4. ON ACCREDITED IAGP TRAINERS	
Commission of Evaluation of Accredited IAGP Trainers (CEAT)	52
Teaching Faculty Guidelines for IAGP sponsored Education	52
5. ON BENEFITS FOR MEMBERS	
Individual and Affiliate benefits including FOYT	54
6. ON USEFUL TEMPLATES	
Consent form for Webinar	58
Suggested outline for proposals for educational Projects	59
Teaching Faculty Guidelines for IAGP sponsored education	61
Letter of invitation for teaching faculty	62
Evaluation forms for educational programs	62
Submission proposal form for educational programs	63
Application Form for Accredited Trainers	65
Reimbursement Form of the Treasurer's office	69
Internet Lists open to Individual members	70
Internet Lists open to Affiliate members	72

FAQ for Members to be used for website or orientation purposes	78
Example of FAQ to be used during the Nominating period by the NC	79
7. ON CONGRESSES AND CONFERENCES	
Purpose of IAGP Congresses	80
Guidelines for planning Regional Conferences	81
International Congresses	81
IAGP Regional Congresses	83
Regional conference guidelines: ethical guidelines	84
Suggested Guidelines for Internet cooperation between IAGP and Congresses	85
FACSIMILE of IAGP International Congress Contract	87

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 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 organize 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.

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 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 (CURRENTLY SUSPENDED)

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.

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 in person or online to report to the membership the governance of the organization, and to ratify the elections of the new Administration. Annual General Assemblies must

be held to comply with Swiss law: specifically, to approve financial budget and report. In addition, the General Meeting will meet every three years, if possible, normally 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.

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:

- 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.

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 components of the organization, (the EMG, Board, Sections and Committees and General membership), adhere and comply to the guidelines re roles and responsibilities as set forth in the IAGP By-laws and the Policy and Procedure Manual. If an issue, be it ethical or boundary non-compliance arises, and is deemed an ethical or a liability issue to IAGP, the elected Ethics committee and/or an Ad-hoc committee, chosen by the EMG and approved by the Board, is tasked with investigating the member or members involved. If the member is in an official capacity in IAGP, during the period of investigation (probation), all administrative responsibilities are suspended, but not membership.

Being a secondary professional organization, if after thorough investigation by either the Ethics or the Ad-hoc committee, an IAGP member is found to be unfit for practice, IAGP has the responsibility to report to the member's licensing or professional organization for further investigation and determination. Membership in IAGP will be suspended and reinstated based on the findings of their primary organization.

BOARD

The IAGP Board is composed of the Executive Management Group (EMG), the General Board members, 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 2025, the EMG consists of the President, the Vice-President, the Secretary, the Treasurer, and the Chair of the Consultative Assembly of Organizational Affiliates (CAOA) and the Membership Committee Chair.

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

As per Article VI of the Bylaws: the Auditor is responsible for checking the accounts and reports to the General Assembly. The Auditor is an accredited professional who is selected according to the P&P guidelines and is elected by the General Assembly. He/she must work closely with the Treasurer to check that the finances of the association are managed in accordance with IAGP's non-profit status and all applicable Swiss laws.

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. Exception 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.

Resignation and Appointments

When a member of the Board of directors willingly decides to leave their position, it's important that a formal resignation letter is sent to EMG letting them know about this decision, including an effective date.

Sending a formal resignation letter, may allow one to explain the reason(s) behind one's resignation, can place the date of one's resignation in writing so there's no confusion and can give the board time to adjust to one's absence. It's a professional courtesy that allows one to leave one's position gracefully and facilitates a smooth transition of responsibilities.

Further, if the resigning member doesn't offer a written resignation, the President or other Board member should request one and note the effective date of the resignation. The Board will then need to formalize the resignation at a Board meeting and make sure that the Secretary includes it in the minutes.

If the resigning member does not offer a written resignation, the President will write him/her a letter to inform him/her that an AB OFFICIO ET BENEFICIO resignation will apply starting from (set a date 4 weeks after the date of the letter) if no other written communication will be received by the uncooperative Board officer. In the letter, all the consequences of resignation should be mentioned, as specified as following:

- Past Board members are removed from communication lists. They also need to return sensitive documents and materials. More specifically, the following should be taken care by the IAGP Office:
- Change the resigning member's passwords and restrict access to confidential board materials.
- Change email addresses that were exclusive to the resigning board member.
- Add a redirect to the resigning member's IAGP email address.
- Update communication and email lists.
- Change letterhead or websites to reflect correct information.

When a member of the Board resigns, the Board can appoint a new member from the list of non-elected board members at the last GA or can call for an election to replace the resigned member or decide to sit with the new number of members. This latter applies only in the case that a minimum of 18 Board members is currently in role (2/3 of the total): eighteen is the minimum number of Board members for the Board to function in compliance with the Bylaws. Please note that an election can only be called if there is a Nominating Committee.

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 organization, 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.

Resignation and Appointments

When a member of the Board resigns, the Board can appoint a new member from the list of non-elected board members at the last GA or can call for an election to replace the resigned member or decide to sit with the new number of members. This latter applies only in the case that a minimum of 18 Board members are currently in role (2/3 of the total): eighteen is the minimum number of Board members for the Board to function in compliance with the Bylaws. Please note that an election can only be called if there is a Nominating Committee.

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 Website & **Information manager** 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 others 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 (info@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 (CCs) 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 to 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 by 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&BC), 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&BC)

The G&BC 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.

The Ethics Committee chair and/or co-chair and Ethic committee members by virtue of their task are not members of the Board. A board member may run for a position in the EC. However, if elected, he or she has to resign from the Board. Additionally, a board member may not be appointed to the EC as an interim chair, co-chair or EC member unless the board member resigns from the board. In contrast, current Board members may run for a position as Section chair or EMG and if elected they shall leave their old post vacant

Consultative assembly of Organizational Affiliates (CAOA)

The Chair of CAO A collaborates closely with the Membership Committee's Chair, to promote, enhance, integrate new and current members. In the EMG, the CAO A 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)

The COC is responsible for the overall organization of the IAGP triennial International Congress and represents the partnership between the IAGP and the Affiliate Organization. The COC consists of

- Two representatives of the Executive Management Group (EMG), namely the IAGP President (who presides the COC and the Congress) and the IAGP Treasurer.
- The Chair/s of the Scientific Program Committee (SPC), which includes Pre-Congress Chair/s.
- The Chair(s) of the Local Organizing Committee (LOC), who represent the Affiliate Organization.
- Other key functions, as the IAGP Information Manager and an Officer in charge of Marketing and Communications for the promotion of the congress.
- In any case the COC shall comprise several members from the country where the IAGP International Congress is to be held.

Key decisions (budget amendments, program choices, contracts, etc.) are made by the COC. However, any significant disagreement must be reported to the EMG, and, if necessary, to the IAGP Board for a final decision.

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.

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 CAO Chair (or its delegates) the Membership committee shall review both individual and organizational membership applications. Board's approval is needed for those applications that the MC together with the CAO Chair define as problematic.

The Chairperson will be elected by the GA members as part of the EMG, in accordance with the Bylaws.

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 CAO 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.

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 of 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 co-operation 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.

Any new EC project must be presented in the EC Report and approved by the Board, especially 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 Committees' and Sections' 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 proposing 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 **Awards**.

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 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, and 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.

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 has created a legacy fund, where people will make IAGP as beneficiary in their last will and testament. The FundC encourages and supports 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 have introduced the Open Journal Systems, and articles are published at a continuous pace. They will work on having the journal indexed in Scopus and other scientifically recognized databases. A budget is needed for this project

SOCIAL AND COLLECTIVE TRAUMAS COMMITTEE - S&CTC

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. The IAGP Social and Collective Traumas Committee is established to support IAGP Members against all Social and Collective Traumas and to develop appropriate programs and provide necessary training to professionals.

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.

S&CTC has two co-chairpersons who are recommended by the IAGP Executive Management Group and then elected by the Board.

Members of the Committee - minimum of 4 among Board and non-Board members.

Prior to the official approval of the composition of our IAGP Social and Collective Traumas 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 cultural dynamics, is a fundamental qualification for anyone to be considered for membership within the S&CT Committee.
- That the Co-chairs have a thorough understanding of the boundaries of their 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 S&CT Committee and in the reports to the Board.

S&CTC responsibilities:

1. To inspire as much confidence as possible in the members with the existence of the committee,
2. To establish and run long-term or short-term support groups through different disciplines in Social and Collective Traumas,
3. To prepare and present the emergency response plan to the board,
4. To establish an emergency response team and organize regular meetings and trainings,
5. To ensure that IAGP makes public statements on Social and Collective Traumas with the assistance of the President, when necessary,
6. To develop useful communication strategies in cooperation with another committee,
7. To reach members in cooperation with the communication task force and social media task force,
8. To provide supervision support to experts working with social traumas,
9. To manage the trauma e-group and be in effective communication with the members,
10. To ensure that a "trauma support group application form" is created on the website in cooperation with the IM Chair and to inform the members about it.
11. To develop networking and collaboration protocols with other national and international agencies engaged in this field.
12. To create and promote safety and security guidelines with respect to the interventions implemented.

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 tool or bridge for technical support with other Sections or Committee that organize IAGP online meetings.

Description SECTIONS & TASKFORCES

IAGP's Sections are based on broad areas of specialized professional interest. Creation of a Section requires an application supported by at least 40 paid up individual IAGP members. The Chairperson of each Section is elected as such by the General Assembly and automatically becomes a Board member. Sections' Chairs must select a Coordinating Committee.

IAGP Task Forces (temporary or continuing workgroups) are created to coordinate different aspects of IAGP life, including education, events (face to face and online) and interventions according to geographical region and/or circumstances (e.g. disasters). The Chair of each Task Force is appointed by the Board, in consultation with the NC.

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 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:

- Couple & Family Therapy Section (C&FTS)
- Analytic Group Section (Formerly Group Analytic Section) (AGS)
- Organizational Consultancy Section (OCS)
- Psychodrama Section (PS)
- Young Professionals' Section (YPS)
- Transcultural Section (TCS)
- Expressive Arts Therapy Section

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

- 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 is one Task Force: the IAGP Communication Task Force.

CHAIRS' CONSULTANTS.

Each Chair (both of committees, sections or task forces) can appoint one or more consultants to assist her/him in specific tasks. Consultants need to be individual members of IAGP. In the first Board meeting after the appointment, the Board must be informed of the presence of such consultant/s and they need to approve of their scope and boundaries of task and role (the Chair must submit to the Board a clear document with the specifics of tasks, limitations and duration of the appointment). Consultants only report to the Chair and can act upon her/his mandate to implement specific tasks, that the Chair has defined and the Board has approved.

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.

1. When a new/amended P&P is proposed to the G&BC, the Committee checks that it follows the Bylaws and then submit it to the Board for discussion. If the Board approves the text as it is, then the

Vice President should make sure that the Secretary or other official includes it in the Manual and posts the revised Manual on the website, within two months (as per the Preamble of the Manual). If the Board changes the text before approval, see point 2

2. A new/amended P&P is approved by the Board, without previous consultation of the G&BC. In this case, a minute of the approval with the text of the P&P is sent to the G&BC by the Secretary. The G&BC has to check that it complies with the Bylaws. If it does, the G&BC sends it to the Vice President who makes sure the Secretary or other officer includes it in the Manual and posts it (Duty of Information article in the Bylaws). If the P&P does not comply, the G&BC returns it to the Board with recommendation/s on the necessary changes.

3. The Chair of the G&BC is to be considered the other official (see point 1), if not elected, or the other officer (point 2), if elected, that includes the new P&P in the Manual, or revises/updates it accordingly. Once the Chair of the G&BC receives the minutes with the content of the P&Ps approved by the Board, he/she will make the necessary changes in the Manual and ask the Professional Secretary/Information Manager to replace the "old" Manual with the revised one, on the website. Of course, it is still the task of the Vice President to make sure that the Chair of the G&BC receives the minutes of all the decisions that affect the P&P Manual.

PART 2

RECOMMENDATIONS ON CONDUCTING IAGP BOARD MEETINGS

There are a few fundamentals to be considered, in order for Board meetings to work and decisions be clear for IAGP members.

1. All decisions must be in line with IAGP's vision and Bylaws
2. The organization must be run on behalf of members and remain financially solvent
3. Decisions are made without conflict of interests
4. Decision-making is duly prioritized and timely fashioned for tasks to be completed.

PRE-MEETINGS REPORTS

Reports provided for meetings should include:

- Activities carried out since the previous Board meeting and account of how they relate to the mission of IAGP and criticalities, if any.
- Recommendations in the form of motions for decisions to be taken by the Board.
- Account of financial implications if a budget is to be allocated.

THE MEETING AND ITS AGENDA

Only relevant matters should be put in the agenda: priority should be given to issues 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.

Items are prioritized before the meeting by the EMG/President

The agenda is constructed prioritizing in the order "high, medium, low"

The structure of the meetings is the President's responsibility, whose role it is to ensure the discussion stays on task and on time. To facilitate his/her role during Board meetings, the President is supported by a Moderator, that is chosen to not have conflicts with the issues/items discussed.

THE MODERATOR

It was previously known as the Parliamentary role.

In collaboration with the President, the Moderator is to ensure that:

1. Inputs are short and relevant and avoid repeating what has already been said.
2. Points are understood and built on before introducing opposing/different views.
3. There is no missed information.
4. Members who are silent are activated.
5. No member is given a second chance to speak until all have had a chance for their say on the subject.
6. Still sometimes allows a 'reply', a short comment relevant to the subject.

INVITED GUESTS TO THE BOARD

It is upon discretion of the EMG (who can also ask Chairs of Sections and Committees if there are specific non-board members to be heard) to invite guests to participate to the formal meetings held by the

Board. Total number of guests in a meeting should not exceed 6 people and they can be members or non-members of IAGP. Under no circumstances such guests can vote.

Guests can be invited for the whole duration of the meeting to attend all sessions or only to specific sessions, or present/discuss specific topics: in both cases, Board members must be informed on the agenda of invited guests.

Among the possible guests, the President should invite one or two non-IAGP people from local organizations, in order that they are introduced to IAGP's values, activated for possible future membership, be given the opportunity to offer feedback during the discussions, assist in the minutes process and eventually present a report with comment/suggestions on IAGP governance.

Confidentiality rules also apply to Invited Guests.

IAGP BOARD DECISIONS AND MINUTES

It is important to ensure easy accessibility to IAGP Board Decisions for the Board and the IAGP members to know what decisions have been already taken and when.

The Minutes should clearly account for motions and Board decisions.

In the Minutes, descriptions of discussions should be kept to a minimum and only described if relevant, (see next paragraph on Confidentiality).

The Minutes are the responsibility of the Secretary. To assist, a Board member will record motions and decisions to be delivered to the Secretary after the meeting. This task is to be rotated between Board members.

The Minutes should be distributed to the Board for revision no later than one month after the Board meeting. At the same time, decisions/motions are to be posted in a specific archive, named IAGP Board Decisions, accessible to all IAGP paid members.

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.

The Board member needs to be particularly mindful of preserving the anonymity and confidentiality of another member.

The privacy policy applies to how and what each member speaks about or any content of the entire Board that is not in the form of a motion. 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.

The reflection group's content and process are never part of the Secretary's notes of the meeting.

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 the 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.

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.

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 has also 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. CAO 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 do 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 fulfil 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 fulfil 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 over-burden 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 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.

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.

IAGP BOARD OF DIRECTORS ROLE DESCRIPTIONS

Having a role description for all the positions on the Board is fundamental to ensure clarity of responsibilities, accountability, efficiency, transparency, strategic alignment with IAGP goals and objectives, effective recruitment and succession planning, conflict resolution, professional development, and consistency in the governance of the organization.

Executive Management Group (EMG)

Composition: President, Vice President, Secretary, Treasurer, the Chair of the Consultative Assembly of Organizational Affiliates (CAOA), and the Chair of the Membership Committee (as approved in the Internal Bylaws of May 2025).

Function: As outlined in article V of the IAGP Bylaws, the EMG is responsible for the ongoing, day-to-day operations of the organization, is accountable to the Board, and has a duty to keep the Board informed of its discussions and decisions. It must also consult with the Board for input and approval, while monitoring and integrating the results of various IAGP committees and working groups, offering support as appropriate for their work.

Beyond this definition, the EMG's role encompasses many other functions, with the think-tank aspect being among the most important. The EMG also oversees multiple layers of membership strategy, contributing to the organization's broader impact beyond routine management. Addressing membership issues is essential for implementing all the projects outlined in IAGP's mission.

Pre-Election Responsibilities:

- EMG candidates must work under the leadership of each candidate for the position of IAGP President in developing and presenting a three-year strategic plan that aligns with the IAGP's purpose, vision, and mission.
- The EMG team must ensure that the principles of Diversity, Equity, and Inclusion (DEI) guide the strategic initiatives and activities of the organization.
- These strategic plans must be presented to the IAGP Membership and CAOAs Representatives by the candidate President for debate and clarification of the proposals before the voting process, ensuring the process is based on governance skills and information.

Role Definition:

- **Day-to-Day Operations:** Oversee the ongoing, day-to-day running of the organization, ensuring the efficient functioning of all activities and operations. Each member is responsible for handling specific tasks relevant to their role.
- **Accountability & Governance:** Report regularly to the Board on discussions, decisions, and key consultations, ensuring transparency and alignment with the organization's strategic objectives. Seek the Board's input and approval on major decisions that impact the organization's strategic direction. Establish a governance framework for evaluating the performance of key positions, ensuring that individuals in these positions meet performance expectations, implementing a process for replacement if performance goals are not achieved, in accordance with the role description and the IAGP P&P Manual.
- **Support to Sections/Committees/Task Forces/Working Groups:** Collaborate with and integrate results from various IAGP bodies, including sections, committees, task forces, and working groups. Provide appropriate guidance and resources to support their efforts, ensuring alignment with IAGP's mission and goals.

POSITIONS IN THE EMG

PRESIDENT

Pre-Election Responsibilities:

- Create a three-year strategic plan aligned with the IAGP's purpose, vision, and mission.
- Discuss this plan with the candidates for the Executive Management Group (EMG), Section Chairs and Board positions, and with the current EMG and Board to ensure its feasibility, continuity, and innovation.
- Ensure that the principles of Diversity, Equity, and Inclusion (DEI) guide the strategic initiatives and activities of the organization.
- Ensure that the projects and activities are applicable internationally and that they are truly transcultural.
- Present the strategic plan to the IAGP Membership and CAO A Representatives for debate and clarification before the voting process, ensuring the process is based on governance skills and information.

Post-Election Responsibilities:

- Serve as the primary representative of the IAGP in international, regional, and other professional settings.
- Act as the primary spokesperson for IAGP, representing the entire membership.
- She/he is the legal representative of the IAGP. As such she will consult with a Swiss attorney. The Swiss legal service is a cost of the ongoing IAGP budget.

Role Definition:

- **Promote Innovation:** Advance clinical practice, education, consultancy, research, and socio-cultural contexts within the field of group psychotherapy and group processes. Stay updated on society's current demands to address areas such as social and collective traumas. Ensure all projects incorporate diverse disciplines, methodologies, and theories to reflect the purpose of IAGP to inclusivity of various theoretical approaches.
- **Strategic Leadership:** Lead the implementation of the three-year strategic plans to advance the goals of the IAGP. Provide leadership and general direction in moving the Association towards its goals, ensuring all activities align with the purpose and goals of IAGP as set out in the bylaws. Leads,

directs and promotes the ongoing work of the Association on behalf of its members, in close cooperation with the EMG.

- **Team Building:** Work on Board team building for a cohesive, compromised, and collaborative group.
- **Governance Knowledge:** Ensure a clear understanding of the IAGP Bylaws and the P&P Manual by the Board and collaborators, reinforcing the importance of adherence to these guidelines and principles in decision-making and organizational actions.
- **Crisis Management:** Address challenges and crises that may arise, guiding the organization through periods of change or difficulty.
- **Engagement:** Engage with Individual Members and CAO Representative to understand their needs and perspectives, fostering a sense of community and participation.
- **Chair Meetings:** Chair EMG & Board meetings and ensure effective governance of the organization and serve as a consultant to all officers, section and committee chairpersons. When votes are tied, during decision-making of the Board or EMG, the President or the Chairperson (if different) has the Casting Vote.
- **Ensure Transparency:** Maintain transparency in the organization's activities, decisions, and strategic plans.
- **Financial Oversight:** Oversee financial management, ensure responsible use of the organization's resources, and explore diverse revenue options. Work with the Treasurer and the Finance Committee to monitor the organization's financial budget and operations.
- **Event Planning:** Oversee the planning, execution, and marketing of international congresses, webinars, and workshops to ensure these events provide opportunities for professional development, networking, and financial benefits for IAGP. Guarantee the application of IAGP Ethical Guidelines for Regional Conferences.
- **Mentorship and Advisory:** Identify and mentor young professionals for leadership roles within IAGP. Appoint consultants to assist with specific tasks, detailing their responsibilities, limitations, and appointment duration. Inform the Board at the first meeting after the appointment to implement Board-approved tasks.
- **Fundraising Support:** Support fundraising initiatives to sustain and expand IAGP's programs and activities in socio-cultural and educational contexts.
- **Future Leadership:** Ensure the selection of skilled candidates for future Board positions.

Specific Tasks:

- Deliver a report to the General Assembly.
- Work with the Secretary to establish agendas for meetings of the EMG and Board of Directors.
- Propose to the Board with the EMG candidates for chair and membership for committees.
- Suggest candidates to the EMG to fill vacancies that occur between meetings of the Board and inform the Board within four weeks.
- Make necessary changes or adjustments to IAGP committees and work groups unless otherwise instructed by the Board of Directors.
- Stay informed of all committee activities and act as a consultant to committees as requested.
- Inform the Board of Directors, EMG, Sections, Committees, and the general membership of the Association's operations.
- Work closely with all members of the EMG to manage the affairs and programs of the IAGP.
- Work with the EMG and Board of Directors in formulating policies and projects that advance the goals of the organization.
- Serve as the spokesperson for the IAGP to the public, press, legislative bodies, and other related organizations.
- Support and defend the policies and programs adopted by the Board of Directors.

- Support the work of the chairpersons of committees, sections, and work groups.
- Manage expenses within budget openly and transparently.
- Support any team that has not been presenting results to their tasks.

VICE PRESIDENT

Role definition:

As per Article VI of the IAGP Bylaws, “the Vice President stands in as Acting President, upon decision by the EMG, during any absence of the President that prevents him/her from performing his/her duties. If the President becomes indefinitely absent from and/or not able to undertake the responsibilities of the Office, the Board of Directors appoints the Vice President as the Interim President for the remainder of the current term or until a vote by the GA.”

Role specifics:

- **Team building**

The IAGP Vice President's role officially involves working closely with the Executive Management Group, the Board of Directors, and all Section Chairs for the overall well-being of IAGP.

The role of Vice President is to help improve the flow of communication between different systems within IAGP.

- **Site Selection:**

The Vice President chairs the Site Selection Committee. The committee's primary task is to find a site for the next International IAGP Congress that offers the best conditions to serve the varied interests and perspectives of the IAGP membership, in alignment with its overarching aims. Thus, she/he must define the parameters and criteria that Affiliate organizations must comply with to be nominated candidates for the Congress venue.

Strategic Importance of Congress Venue Selection:

- **Defining Parameters:** The VP must ensure that LOC candidates possess the necessary qualifications and experience to manage the Congress effectively. This involves setting clear criteria for selection.
- **Explaining Roles:** The VP should clarify the distinct roles of the PCO, responsible for logistical and operational aspects, and the LOC, which handles local arrangements and cultural considerations.
- **Final Contract Approval:** To safeguard IAGP's financial interests, the VP ensures that the final contract for the Congress venue is signed by the Administration that will be financially responsible.

- **Regional Congresses:**

A crucial responsibility of the Vice President is to facilitate Regional Congresses, including the formation of scientific committees and cultural diversity and sensitivity. This role involves upholding the integrity and professional prestige of the congress, ensuring that the event serves as a valuable platform for the dissemination and discussion of high-quality research, theoretical models, and relevant techniques.

- **P&P Manual updates:**

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.

Ongoing Tasks:

- Supporting the President in their duties and stepping in when the president is unavailable.
- Taking a leadership role in the organization, which can involve managing committees' specific projects and needs.
- Helping to develop and implement strategic plans and policies.
- Plan the location of the next international Congress.
- Ensure that regional congresses achieve their goal in relation to the IAGP mission to promote a collective trust that transcends traumatic, cultural, and geographical barriers.
- Participate in high-level decision-making processes.
- Operational Oversight: overseeing daily operations and ensuring they align with the organization's goals.
- Acting as a liaison between the President and other stakeholders to ensure clear communication and coordination.

SECRETARY

The role of the Secretary is vital for ensuring smooth operations, effective communication, organization, record-keeping, and robust information management within the IAGP. The individual in this role must be highly organized, detail-oriented, and proficient in both administrative and technological functions. His/her work supports the overall efficiency and success of the organization's governance and communication efforts.

Role Definition:

- **Meeting Coordination and documentation:** Organize Board meetings, and other official gatherings. This includes scheduling, sending invitations, and preparing agendas with the President and the EMG. Take accurate minutes during meetings, documenting decisions, actions, and follow-up tasks, ensuring minutes are approved and distributed to relevant parties in a timely manner. Maintain comprehensive and organized records of all official documents, including minutes, reports, bylaws, policies & procedures, and correspondence, ensuring these records are accessible and up to date.
- **Communication:** Serve as the primary point of contact for official correspondence, managing and responding to inquiries and facilitating communication between Board members and the broader membership.
- **Compliance and Governance:** Ensure that the organization complies with its Bylaws and Policies & Procedures (P&P) Manual, assisting in the preparation of the IAGP Annual Report and filing of required legal and regulatory documents.
- **Support to Leadership:** Supervise the paid professional for administrative support to the President, Board members, Sections, Committee and Task Forces chairs as needed, especially to marketing and communication projects.
- **Information Systems Management:** Oversee the management of the organization's information systems, including databases, document management systems, and communication platforms.
- **Data Management:** Ensure accurate and secure handling of organizational data, including member information, financial records, and other critical data, implementing data protection and privacy measures.
- **Technology Oversight:** Supervise the organization's IT infrastructure, including hardware, software, and network systems. Coordinate with IT service providers and ensure systems are up-to-date and functioning effectively.

- **Website and Digital Presence:** Supervise the maintenance and updating of the IAGP's website and other digital platforms by paid professionals, ensuring content is current, relevant, and engaging for members and the public.
- **Information Dissemination:** Coordinate the distribution of newsletters, announcements, social media posting, and other communications to members, ensuring timely and effective dissemination of important information.
- **Strategic Planning:** Contribute to the development and implementation of strategies for improving information management and technology use within the organization. Stay informed about new technologies and best practices in information management, proposing and implementing improvements to enhance efficiency and effectiveness.

TREASURER

The role of the Treasurer within IAGP is essential for ensuring the financial health and integrity of the organization, supporting its mission and enabling its continued growth and success. This role requires strong financial foresight, attention to detail, and a commitment to ethical stewardship.

Pre-Election Responsibility: Collect all relevant information to confirm the feasibility of the three-year strategic plans created by IAGP President candidates and provide all necessary information for adjusting the plans to align with IAGP's financial condition. Understand the Swiss law on NGO's tax-exempt status, bookkeeping, and auditing. Liaise with current Auditor.

Post-Election Responsibility: Provide documentation for the transfer of the IAGP bank account from the previous IAGP Treasurer.

Role Definition:

- **Financial Management:** Oversee the financial operations of the IAGP, including budgeting, accounting, and financial reporting, ensuring that financial practices are in line with legal and regulatory requirements.
- **Budgeting and Planning:** Develop and manage the organization's annual budget in collaboration with the President, the EMG and the Board of Directors, monitoring budget performance, making recommendations for adjustments as needed, and aligning financial strategies with the organization's mission and objectives. Contribute to the development and implementation of the three-year strategic plan, ensuring financial considerations are integrated into the organization's strategic vision and providing financial insights and recommendations to support decision making.
- **Financial Reporting:** Prepare and present regular financial reports to the Board of Directors, including income statements, balance sheets, and cash flow statements, ensuring transparency and accuracy in financial reporting.
- **Bookkeeping:** Supervise the professional in charge of maintaining accurate and up-to-date financial records, including receipts, invoices, and transaction logs, ensuring all financial transactions are properly recorded and documented.
- **Auditing and Compliance:** Coordinate and oversee internal and external audits, ensuring compliance with relevant financial regulations, laws, and standards and addressing any issues identified during audits.
- **Fund Management:** Manage the organization's funds, including bank accounts, investments, and reserves, ensuring funds are allocated and utilized effectively to support the organization's goals.

- **Revenue Generation:** Identify and pursue opportunities for revenue generation, including grants, donations, sponsorships, and membership dues, developing strategies to enhance the organization's financial sustainability.
- **Expense Management:** Monitor and control organizational expenses, reviewing and approving expenditures to ensure they are necessary, reasonable, and within budget. Identify and mitigate financial risks, implementing measures to protect the organization's assets and financial stability.
- **Ethical Stewardship:** Uphold the highest standards of integrity, transparency, and accountability in all financial matters, ensuring the organization's financial practices reflect its values and ethical principles.

Specific Tasks:

- Prepare the report to the GA, that will be voted online prior to the assembly at the triannual Congress.
- Evaluate candidacies for the PCO's positions and develop a contract that meets the Congress requirements, the IAGP's economic expectations and the avoidance of any financial liability for IAGP.
- Sit in the Congress Organizing Committee, supervising the budget of the congress.
- Learn about the requirements of the Tax Controlling Department for maintaining tax-exempt status and verify with the accredited Swiss auditor that all IAGP legal documents are up to date.

CONSULTATIVE ASSEMBLY of ORGANIZATIONAL AFFILIATES CHAIR

The Chair of the Consultative Assembly of Organizational Affiliates (CAOA) plays an important role in fostering a strong and inclusive community of Representatives of the Organizational Affiliates, promoting collaboration and strategic alignment with the EMG and the Board of Directors towards advancing the field of group psychotherapy and group processes globally.

Pre-Election Responsibilities:

- Create a three-year strategic plan aligned with the IAGP's purpose, vision, and mission.
- Discuss this plan with the candidates for IAGP President, the Executive Management Group (EMG) positions, and the current EMG to ensure its feasibility, continuity, and innovation.
- Present the strategic plan to the IAGP Membership and CAOAs Representatives for debate and clarification before the voting process, ensuring the process is based on governance skills and information.

Role Definition:

- **Representation:** Act as the official representative for the CAOAs, ensuring the interests and perspectives of organizational affiliates are effectively communicated and represented.
- **Leadership:** Provide leadership within the CAOAs, facilitating discussions, communication and collaboration among organizational affiliates, promoting exchange of ideas, best practices, and initiatives that support the mission and goals of the IAGP, under the perspective of IAGP Bylaws, Policies & Procedures (P&P) Manual, Diversity, Equity, and Inclusion (DEI), and guiding the assembly in its activities and initiatives.
- **Advocacy:** Advocate for the interests of organizational affiliates within the EMG and the Board, influencing policies and decisions that impact affiliates.
- **Strategic Planning:** Contribute to the development and implementation of strategic plans and initiatives that enhance the involvement and engagement of organizational affiliates, in collaboration with the President / EMG strategic plan.

- **Collaboration:** Foster collaboration between organizational affiliates and other stakeholders within the IAGP community, promoting a cohesive and unified approach towards achieving common goals.
- **Reporting and Accountability:** Provide regular reports and updates to the IAGP Board regarding CAO A activities, challenges, and achievements.

MEMBERSHIP COMMITTEE CHAIR

The role of the Membership Chair within IAGP is crucial for driving membership growth, engagement, and retention. This position requires a proactive and strategic approach to building a strong and active membership base.

Skills and Qualifications: Leadership and organizational abilities, capable of motivating and guiding a team. Written and verbal communication skills, with the ability to engage and inspire current and prospective members. Ability to develop and implement effective membership strategies. Proficiency in analyzing membership data and feedback to inform decision-making. Interpersonal skills to build and maintain relationships with members and organizations. Understanding of marketing principles and techniques to promote membership and engagement.

Pre-Election Responsibilities:

- The Membership Chair candidate will work with the candidates for President to ensure that a SMAC plan on membership development is in place before elections, and that it aligns with the IAGP's purpose, vision, and mission. To develop such plan, the Membership Committee will discuss proposals with the candidates for the EMG, CAO A Chair and with Sections Chairs.

Role Definition:

- **Leadership:** Lead the Membership Committee, setting goals, and guiding the committee's efforts to recruit, engage, and retain members.
- **Strategic Planning:** Develop and implement strategic plans to increase membership, enhance member and organization engagement, improve their retention, aligning membership strategies with the overall goals of the IAGP.
- **Recruitment Initiatives:** Design and execute initiatives to attract new members and organizations. This may include outreach campaigns, promotional activities, and partnerships with CAO A and other organizations.
- **Member Engagement:** Create and foster opportunities for member and organization engagement through partnership with other bodies of IAGP for promotion of events, workshops, webinars, and networking opportunities, ensuring members feel valued and connected to the IAGP community.
- **Retention Strategies:** Develop strategies to retain existing individual members and organizations, including regular communication, member benefits, and opportunities for professional development and recognition.
- **Membership Benefits:** Evaluate and enhance the benefits offered to individual members and organizations, ensuring that the value of membership is clear and compelling.
- **Communication:** Oversee communication with current and prospective members, ensuring timely, relevant, and engaging content is shared through newsletters, emails, social media, and other channels.
- **Feedback and Improvement:** Collect and analyze feedback from members and organizations to identify areas for improvement, implementing changes based on feedback to enhance the membership experience.

- **Committee Coordination:** Organize and coordinate the activities of the Membership Committee, including meetings, discussions, and task assignments, ensuring the committee operates effectively and efficiently.
- **Reporting:** Provide regular reports to the Board of Directors on membership trends, challenges, and achievements, making recommendations based on data and insights.
- **Collaboration:** Work closely with the CAO Chair, other committees, sections, and the Board of Directors to ensure membership initiatives are aligned with the broader goals of the IAGP, collaborating on cross-functional projects and initiatives.
- **Diversity and Inclusion:** Promote diversity and inclusion within the membership, ensuring that membership initiatives reach and engage a diverse range of professionals in the field of group psychotherapy and group processes.
- **Ethical Standards:** Uphold the highest standards of ethics and integrity in all membership activities, ensuring that the membership process is transparent and fair.

BOARD OF DIRECTORS' GENERAL MEMBER

The Member of the IAGP Board of Directors plays an important role in shaping the strategic direction and ensuring the effective governance of the IAGP, contributing with their expertise and commitment to advancing the field of group psychotherapy and group processes worldwide.

Role Definition:

- **Strategic Planning:** Participate in the development and implementation of long-term strategic plans and initiatives that advance the goals of the IAGP and promote the field of group psychotherapy and group processes. Participate actively in Board meetings and in-between the meetings, contributing to discussions, and making informed decisions regarding the strategic direction, policies, and activities of the IAGP.
- **Leadership:** Provide leadership and guidance in alignment with the mission, vision, and values of the IAGP, ensuring the organization operates effectively and ethically. Serve on and possibly chair Committees and Task Forces established by the Board to address specific issues.
- **Promotion of Membership and Engagement:** Promote membership growth and engagement within the IAGP, encouraging participation in activities, conferences, and initiatives. Build and maintain relationships with IAGP Individual Members, Affiliates, and partner organizations.
- **Advocacy and Representation:** Advocate for the interests of the IAGP and its members in professional and public forums.
- **Evaluation and Accountability:** Monitor organizational performance and outcomes, regularly evaluating the effectiveness of programs and initiatives to ensure alignment with the organization's mission and strategic goals. Ensure accountability to the General Assembly by adhering to established Policies & Procedures (P&P), including the Annual Report on progress and achievements. Review and approve budgets, financial statements, and major financial decisions, ensuring the financial health and sustainability of the organization. Address underperformance by considering appropriate measures, including potential resignations if goals are not achieved, in accordance with the organization's P&P.
- **Crisis Management:** Collaborate with the President and the EMG to address and manage crises or challenges that may impact the organization's operations, reputation, or members.

SECTIONS, COMMITTEES, TASK FORCES CHAIRS

The role of a Section, Committee, Task Force Chair within IAGP involves leadership, coordination, and representation of a specific professional or thematic section within the organization, advancing the professional and thematic focus of their section within the IAGP, fostering a sense of community, and contributing to the overall success and impact of the organization.

Skills and Qualifications: Leadership and organizational skills, with the ability to motivate and inspire others. Communication and interpersonal skills, with the ability to effectively engage with diverse groups. Ability to develop and implement strategic plans and initiatives and to work collaboratively with a range of stakeholders. Deep knowledge and expertise in the section's area of focus.

Pre-Election Responsibilities:

- Section Chairs candidates must work under the leadership of the candidate President in developing and presenting a three-year strategic plan (with SMAC objectives) that aligns with the IAGP's purpose, vision, and mission.
- The Section's strategic plans must be presented to the current Sections Chairs for debate and clarification of the proposals before the voting process, to understand feasibility and challenges based on the current Sections Chairs' experience.
- Section Chairs candidates must ensure that the principles of Diversity, Equity, and Inclusion (DEI) guide the strategic initiatives and activities of the organization.

Role Definition:

- **Leadership:** Provide strategic direction and leadership for the section, ensuring alignment with the overall mission and goals of the IAGP.
- **Coordination:** Organize and coordinate the activities of the section, including meetings, workshops, and other events, ensuring that these activities are effectively planned and executed.
- **Representation:** Serve as the official representative of the section within the IAGP, advocating for the interests and needs of the section's members to the EMG and the Board of Directors.
- **Member Engagement:** Promote engagement and participation among section members, facilitating communication and collaboration within the section, encouraging members to share knowledge, ideas, and best practices.
- **Program Development:** Develop programs, initiatives, and projects that advance the professional and thematic focus of the section, like organizing workshops, seminars, research projects, and collaboration with IAGP publications and marketing initiatives.
- **Communication:** Ensure effective communication within the section and with the broader IAGP community, maintaining regular contact with section members, disseminating information, and managing section-specific news and publications.
- **Reporting:** Provide regular reports to the IAGP Board of Directors and other relevant committees on the activities, achievements, and challenges of the section, ensuring transparency and accountability in all section activities.
- **Collaboration:** Facilitate collaboration between the section and other sections, committees, and working groups within the IAGP, encouraging interdisciplinary and cross-sectional initiatives.
- **Membership Growth:** Promote membership in the section, recruiting new members, and retaining existing members, and developing strategies to enhance the value and benefits of IAGP membership.
- **Professional Development:** Support the professional development of section members by providing opportunities for education, training, and networking, recognizing and promoting the achievements of section members.

- **Strategic Planning:** Contribute to the development and implementation of the IAGP's strategic plans, ensuring that the section's activities align with and support the overall strategic goals of the organization.
- **Ethical Standards:** Uphold the highest standards of professional ethics and conduct within the section. Ensuring that the section's activities reflect the values and ethical principles of the IAGP.

PSYCHODRAMA SECTION CHAIR

The Chair leads, advocates for, and develops the Psychodrama Section within the IAGP, promoting its relevance in group psychotherapy.

Role Definition:

- **Leadership:** Set the vision, goals, and strategic direction, representing the section at organizational meetings.
- **Coordination:** Organize meetings, facilitate communication, and promote active participation in section activities.
- **Advocacy & Networking:** Advocate for psychodrama, build global networks, and collaborate with other sections and organizations.
- **Program Development:** Plan symposia, workshops, and research initiatives, addressing emerging trends in psychodrama.
- **Reporting & Governance:** Provide reports, ensure compliance with policies, and manage leadership transitions.
- **Professional Development:** Promote education, mentorship, and recognition of contributions within the field.
- **Innovation:** Encourage new techniques and adaptations of psychodrama to modern challenges.

ANALYTIC GROUP SECTION CHAIR

The Chair promotes analytic group practices within group psychotherapy and fosters collaboration and innovation in the field. The role requires leadership, strategic thinking, and a commitment to the continued development of analytic group therapy and inclusion of all tendencies on the field.

Role Definition:

- **Leadership & Strategy:** Set goals aligned with IAGP's mission, advocate for all tendencies in analytic group practices, and represent the section in organizational meetings.
- **Coordination & Communication:** Organize section meetings, facilitate dialogue, and encourage participation in educational events and discussions.
- **Advocacy & Networking:** Promote the significance of analytic group methods, build networks, and collaborate with other sections and international organizations.
- **Program Development:** Plan symposia, panels, and workshops, promote research, and address emerging trends in analytic group therapy.
- **Reporting & Governance:** Provide updates to the Board, ensure compliance with policies, and manage leadership transitions.
- **Professional Development:** Organize training and mentorship programs, recognize contributions, and support the development of ethical practices.

- **Collaboration & Innovation:** Foster interdisciplinary collaboration, promote new theories and techniques, and integrate global perspectives into section activities.

ORGANIZATIONAL CONSULTANCY SECTION CHAIR

The Chair leads efforts to apply group psychotherapy and processes principles in organizational settings, promotes professional development, and fosters collaboration within the field.

Role Definition:

Leadership & Strategy: Set goals aligned with IAGP's mission, advocate for organizational consultancy's importance, and represent the section in organizational meetings.

Coordination & Engagement: Organize section meetings, promote collaboration, and encourage participation in section activities.

Advocacy & Representation: Promote group principles in organizations, build networks with consultants and academics, and ensure visibility for organizational consultancy within IAGP.

Program Development: Create programs for international and regional events, encourage research, and address emerging trends in organizational consultancy.

Reporting & Governance: Provide reports to the Board, ensure compliance with IAGP policies, and manage leadership transitions within the section.

Professional Development: Promote educational programs, training, and mentorship, and recognize contributions to the field.

Networking & Collaboration: Foster interdisciplinary collaboration, build external partnerships, and integrate global perspectives into section activities.

Innovation & Development: Encourage new methodologies and cutting-edge practices in organizational consultancy to address modern challenges.

TRANSCULTURAL SECTION CHAIR

The Chair leads efforts to promote transcultural understanding and collaboration in group psychotherapy.

Role Definition:

- **Leadership:** Set the vision and goals, representing the section in organizational meetings.
- **Coordination:** Organize section meetings, facilitate communication, and encourage member participation.
- **Advocacy & Networking:** Advocate for transcultural issues, build global networks, and foster partnerships with other sections and organizations.
- **Program Development:** Plan symposia, workshops, and promote research on transcultural topics.
- **Reporting & Governance:** Provide reports, ensure compliance with policies, and manage leadership transitions.
- **Professional Development:** Organize educational programs, mentorship, and recognize contributions to transcultural work.

COUPLE AND FAMILY THERAPY SECTION CHAIR

The Chair leads the Family Therapy Section, promoting the integration of family therapy principles within group psychotherapy.

Role definition:

- **Leadership:** Set the vision and goals, representing the section in organizational meetings.
- **Coordination:** Organize section meetings, facilitate communication, and encourage member participation.
- **Advocacy & Networking:** Advocate for family therapy approaches, build global networks, and collaborate with other sections and organizations.
- **Program Development:** Plan symposia, workshops, and promote research on family therapy within group processes.
- **Reporting & Governance:** Provide reports, ensure compliance with policies, and manage leadership transitions.
- **Professional Development:** Organize educational programs, mentorship, and recognize contributions to family therapy practices.

YOUNG PROFESSIONAL SECTION CHAIR

The Chair supports the next generation of professionals in group psychotherapy, requiring leadership, commitment to professional growth, and fostering a supportive community for emerging professionals. The role of the Young Professional Representative is vital for ensuring that the next generation of professionals in group psychotherapy and group processes are actively contributing to and shaping the future of the IAGP. She/He serves as the voice of early-career professionals within the IAGP. This role is designed to ensure that the perspectives, needs, and contributions of young professionals are represented in the decision-making processes of the EMG.

Skills and Qualifications: Active IAGP Member, who has demonstrated commitment to the organization's mission and values. Communication skills with the ability to effectively communicate and advocate for the interests of young professionals. Leadership and initiative. Willingness to work closely with other EMG members and contribute to a cohesive team dynamic.

Role Definition:

- **Leadership & Vision:** Set goals aligning with IAGP's mission, advocate for young professionals, and represent their needs at EMG and Board meetings.
- **Coordination & Engagement:** Organize section meetings, encourage participation, and facilitate communication among members.
- **Advocacy & Support:** Advocate for young professionals' needs and promote mentorship, professional development, and networking opportunities. Advocate for initiatives that support the professional growth and development of young professionals within the IAGP.
- **Program Development:** Create initiatives addressing challenges faced by young professionals and organize activities at international and regional events.
- **Reporting & Governance:** Ensure compliance with IAGP policies and report to the EMG and Board on progress, challenges, and future goals.
- **Recognition & Growth:** Promote recognition of contributions by young professionals and support their visibility within IAGP.
- **Inclusivity & Diversity:** Ensure activities are inclusive and reflect the diversity of young professionals.

- **Engagement and Outreach:** Foster engagement among young professionals by promoting active participation in IAGP activities. Organize and lead events or initiatives specifically targeted at young professionals, such as workshops, networking sessions, or mentoring programs.
- **Collaboration and Networking:** Collaborate with other members of the EMG to integrate the perspectives of young professionals into the broader strategic goals of the IAGP. Build and maintain networks with young professionals across the IAGP's global membership, ensuring diverse voices are heard.
- **Communication:** Regularly update young professionals on relevant EMG discussions, decisions, and opportunities within the IAGP. Contribute to IAGP publications or online platforms, sharing insights and information relevant to young professionals.

EXPRESSIVE ARTS THERAPY SECTION

The Chair leads the Expressive Arts Therapy Section, fostering the integration of creative and artistic modalities within group psychotherapy and group processes.

Role definition:

- **Leadership:** Set the vision and goals for the section and represent the Expressive Arts Therapy Section in meetings.
- **Coordination:** Organize regular section meetings, facilitate communication among members, and encourage active participation and collaboration.
- **Advocacy & Networking:** Promote the value of expressive arts in different modalities of group settings, build international connections, and collaborate with related sections and professional bodies.
- **Program Development:** Develop and support symposia, workshops, and creative initiatives that highlight the use of the arts (e.g., visual arts, music, drama, movement, and writing) in group psychotherapy and group processes.
- **Reporting & Governance:** Provide regular updates to the Board, ensure alignment with organizational policies, and facilitate smooth leadership transitions within the section.
- **Professional Development:** Promote training opportunities, mentorship, and recognition of innovative practices and research in expressive arts therapy within groups.

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.

Make 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
2. Be available per email, answer emails within three days, advise when not available, delegate when prolonged absence/unavailability.

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 PPs.

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.

Past officers should hold debrief meetings with equivalent new officers to give context and update about:

- Relevant information about the latest developments and work in progress
- 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.

A "**New Board Member Welcome Package**" has been created, including the following:

- IAGP's History (information can be provided from IAGP Website)
- Board roles and correlated responsibilities from the Bylaws and the PtP Manual
- Organization chart of the current IAGP governance
- List of current BoD membership
- Calendar of upcoming meetings and events

Some other basic considerations for the newly elected BoD member:

- a) All new BoD members should be enabled to become acquainted with the Board and get acclimated to the objectives of their new position. The New Board Member Welcome Packet will be offered to prospective candidates to read before they are put on the ballot list as well as some process of mentoring is going to be provided for less experienced.
- b) Accountability, namely taking responsibility for both performance and the outcomes of efforts, is of paramount importance, as outlined in role descriptions or agreed with Board or EMG.
- c) Commitment to task, namely offering as much as possible, according to one's scientific and professional status (newcomers should not be either overcommitted or under committed to their tasks)
- d) Remaining concentrated upon IAGP vision, values and ethos
- e) Preparation: the newcomers should attend prepared board meetings or any other relevant activity, instead of simply showing up to grace everyone with their presence. It is essential that all newcomers should make the best use of one's time and energy. Additionally, they should not be hesitant to speak: their contributions are always valued in the Board. It is expected that they are actively engaged by means of their contributions.
- f) Inspiration, innovation, new perspectives and fresh ideas are extremely valued and appreciated in IAGP, as long as such things fit with resources and mission of IAGP, agreed at appropriate level.
- g) Cohesion, trust, respect, proximity, engagement, solidarity and cooperation reflect IAGP's open and democratic ideas
- h) Whenever the above mentioned are not met, then the newcomer should reconsider the choice to remain (or not) in the Board.

The package is continuously updated and uploaded on the IAGP website, in the section open only to elected officers.

ANNEX TWO ON AWARDS

A. IAGP Fellowship Award.

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.

Qualifications, Criteria and Values:

- 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.

Who can propose nominations?

- IAGP Institutional Officers: President and Executive or Fellowship Committee
- At least 5 Board members
- At least 15 members from IAGP community

Necessary information about the proposed nominee:

- Name of the proposed candidate.
- Home and e-mail 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.

Necessary information about the proposer(s):

- Name, home and e-mail address, mobile telephone number, institutional belonging, and role of all proposers.
- In case of joint proposers, one should be elected as referral who send 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 by 2/3 of the Board

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 e-mail 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 e-mail address, mobile telephone number, institutional belonging, and role of all proposers.
- In case of joint proposers, one should be elected as referral who send 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)

C. Yaacov Naor Peace and Dialogue Award For Individuals

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. People who has 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 Social and Collective Traumas
5. People who are creating peace and dialogue in communities and societies with conflicts all around the world.
6. People who creates professional activities leading to the increasing utilization and awareness of group psychotherapy and group processes for peace and dialogue in social and collective traumas.

Who can propose nominations?

It is the Social and Collective Traumas Committee that endorses 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 e-mail 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 Social and Collective Traumas Committee Co-Chairs, at least 4 weeks before the Board in which the award should be approved.

Procedures:

- A nomination committee is established, and an evaluation is carried out with the participation of S&CTC members.
- Nominations will be forwarded to the Fellowship Committee, after being vetted by the **endorsing** committee
- Voted and approved by 2/3 of the Board.

D. Monica Zuretti Peace and Dialog Award for Organizations

IAGP aims to honor organizations who have achieved significant success and contributed valuable work in the field. By recognizing these organizations, we strive to motivate them and their followers/members while giving them the appreciation they deserve.

This award may be given to different organizations who accomplish distinguished work in groups around the world, commemorating Monica Zuretti and her values to act for peace and dialogue with her special sociopsychodrama. Selection is based on accomplishments of the following basics:

1. Record of contribution to IAGP institutional life, or other relevant achievements compatible with the values and objectives of the IAGP.
2. Roles in international intervention promoting national and international humanitarian actions on behalf of IAGP or other eligible organisations.
- 3- Associations or Organizations which are working on the field of Social and Collectives Traumas.
- 4- Associations or Organizations which are creating peace and dialogue in communities and societies with conflicts around the world.
5. Associations or Organizations which create professional activities leading to the increasing utilization and awareness of group psychotherapy and group processes for peace and dialogue in social and collective traumas field.

Who can propose nominations?

It is the Social and Collective Traumas Committee and all IAGP members that endorses the nominees among those outstanding organizations undertaking the arduous work of providing healing services in circumstances of social and collective traumas; among those who call attention to such traumas directed against specific regions and communities; and who draw worldwide support for prevention of trauma for any group.

Necessary information about the proposed nominee:

- Name of the proposed organization candidate.
- E-mail address, nationality, role in IAGP or elsewhere
- Curriculum Vitae, publications, other awards
- 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 Social and Collective Traumas Committee Co-Chairs, at least 8 weeks before the Board in which the award should be approved.

Procedures:

- A nomination committee is established, and an evaluation is carried out with the participation of S&CTC members.
- Nominations will be forwarded to the Fellowship Committee, after being vetted by the **endorsing** committee
- 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 elections results: and they must 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.

If a nominee for any IAGP governance position, such as the EMG, Board, Section chairs, has an ethical complaint against them at the time of the nominating and election process, they are still eligible to run, until a determination of guilt is made by the Ethics committee. Ethical complaints, such as professional boundary violations, need to be enumerated and clarified by the Ethics committee.

An individual may only stand for one position, EXCEPT that a person standing for a post on the Executive Management Group 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 or Section Chair.

Any member can only **occupy one role** on the Board.

If the candidate is elected, they are no longer able to hold their current Board post which then becomes vacant

Any member standing for any post must be eligible for that post and be in compliance with the policy on total terms allowed on the board in one continuous spell

Any post left vacant by this process is subject to the usual IAGP policies and procedures for appointing to vacant posts

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). GtBC 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.

Members of the Nominating Committee must remain neutral in the process of nominating candidates for elections. NC members must not and cannot endorse, nor express preference, nor provide special support to any of the candidates running for any of the open Executive/Board/CAOA/Ethic Committee positions

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
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:

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

The candidates must receive the Role Description material and the Welcome package with detailed information.

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 PROCESSES

IAGP elections for Governance and for other major General Assembly decisions (e.g. Bylaws changes) now take place online using, for example, the SimplyVoting.com voting platform ().

Voting online prior to a triannual General Assembly serves to elect officers of the Board, all elected roles, approval of the President report, of the Treasurer/Auditor report, and the discharge of the current Administration effective in the exact date of the General Assembly onsite.

Timetable for online elections that do not occur during the onsite triannual General Assembly follows the timing in the ANNEX 7 Useful Templates, with the Nominating Committee's schedule and FAQ

Elections Team – Core members

As soon as possible after the Board decides 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.

b) Election Administrator

He/she is responsible for implementing the decisions of the Election Manager and conveying them to voters, with the assistance of the Election Facilitator. He/she must have a good working knowledge of IAGP and data handling. He or she might be the professional secretary running the admin office of IAGP

c) Election Facilitator

Provides the necessary resources (materials, technical setup, advice) for the Election Administrator to do his job and at the end of the election collates/adapts materials and feedback for future elections. 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.

TIES IN THE RESULTS.

In the unlikely event that two or more candidates to the General Board Member position would end in a tie, the Board will make available the necessary seats to appoint them all. However, when the total number of elected officers of the Board would exceed 27, the candidate who has the longest standing as member of IAGP is elected, unless it has already covered a Board officer's role in the past.

COUNTING METHODS.

When there are two candidates for one position, IAGP shall use the Single transferable vote, where 50%+1 quota is enforced. With this quota option the threshold for determining winners is always calculated as $(v/2)+1$

where v = number of valid votes cast (i.e. excluding abstentions and spoiled votes)

If there is a fraction, it is rounded down before adding the +1

When more than two candidates run for one position, voters will be asked to rank them from the most preferred to the least preferred. This system is called Borda Count in the Simply Voting platform. Borda Count votes are counted as follows:

1. The number of points given to candidates for each ranking is determined by the number of candidates in the question. Thus, if there are five candidates then a candidate will receive five points each time they are ranked first, four for being ranked second, and so on, with a candidate receiving 1 point for being ranked last.
2. Unranked candidates are given zero points.

When all votes have been counted, and the points added up, the candidate(s) with most points wins.

Procedures of the GENERAL ASSEMBLY ELECTIONS

General Assemblies are held for multiple purposes. The most relevant are:

- Fiscal compliance with Swiss law, generally once a year, within six months from the end of the fiscal year.
- Officers' elections for the new Administration, usually every three years.
- Approval of Bylaws changes, whenever needed.

The voters for the General Assembly must be defined at least one week prior to the beginning of the election period. This ensures sufficient time for verification of eligibility and preparation of the electoral process in accordance with P&PM.

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.

When elections are held online right before *onsite* General Assembly, the specific dates and times will be determined and announced by the Election Manager in accordance with the General Assembly's onsite date.

The core members of the Election Team and translators/proofreaders should be easily available, as should the staff of the online voting company (Simply Voting Inc office hours are 9 a.m. 5 p.m. Eastern Time, Monday to Friday. They have staff available around the clock for emergency situations.)

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.

Results Announcements

The elected officers will be informed by the Election Manager within two days of the closing of the election period, to make sure they accept the election. If one does not accept, the next in line will be considered elected and informed on time for the onsite General Assembly's announcement. The GA will be informed of the results no later than 2 days after the closing of the polls

Elected candidates will be confirmed after the announcement of the discharge of the previous administration at the General Assembly onsite and not before the approved online report from the President/Treasurer/Auditor has been presented to the General Assembly.

The onsite General Assembly will be broadcast via zoom/online for those members who cannot attend onsite.

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 procedures 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

- Any project submitted for approval must be documented with a budget explaining its expected costs, revenues and resulting balance.
- 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
(They need to be updated by each Administration)



IAGP INDIVIDUAL AND AFFILIATE BENEFITS (NOW INCLUDING FOYT)
 Draft v. 32, Last updated: 30th August, 2021

BENEFIT	INDIVIDUAL MEMBERSHIP	FOYT MEMBERSHIP	AFFILIATE ORGS
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 organization
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 affiliates, 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	✓	✓	✓ Each affiliate organisation (but not its

members only)			individual members) will be listed. Directory will be available to the organisation's one official representative
Membership of Consultative Assembly of Organisational Affiliates (CAOA), including internet discussion list, meetups and internal CAO A voting.	 but can be member of Boosting Team	 but can be member of Boosting Team	 One official representative on CAO A 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 onsite 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 organisation
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 fulfil bylaws		

	requirements for particular position		
Can vote in official IAGP elections	✓	✗	✓ One vote per affiliate organisation
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 international 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 IAGP Newsletters, Globeletter's news, Forum of Group Psychotherapies and Processes,	✓	✓	✓ One copy per organisation

IAGP Transcultural e-book			
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 organisations's 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 fulfil additional requirements	✗	✓ must fulfil additional requirements
Eligible for award of IAGP Distinguished Fellow	✓ must fulfil 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

Proposal

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

Initiating phase

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)

Introductory phase

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.

Design phase:

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

Pre-implementation phase

Education on-line in Practice (on-line platforms tested and reviewed – between staff and steering committee members on site)

Implementation phase

Interactive

Evaluation and review phase

Interactive

Objectives for the presenters (training team):

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.

Education On-line project evaluation

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

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.

LETTER OF INVITATION FOR TEACHING FACULTY

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 practising 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.

APPLICATION FORM FOR ACCREDITED TRAINERS AT IAGP

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 móvil

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

Excellent /
Excelente

Third language / tercera
lengua

Poor / Pobre

Fair / Regular

Good / Bueno

Very good /
Muy bueno

Excellent /
Excelente

Otras lenguas

History of volunteer or community work / Historia del trabajo voluntario o comunitario	None / Ninguna	
	Yes (Please complete the following) / Sí (Por favor complete lo siguiente)	
	Place / Lugar	
	Duration / Duración	
	Context – Content / Contexto – Contenido	
Experience of being trainer in group psychotherapy or group processes / Experiencia como formador-a en Psicoterapia de grupo o procesos de grupo	None / Ninguna	
	Yes (Please complete the following) / Sí (Por favor complete lo siguiente)	
	Place / Lugar	
	Duration / Duración	
	Context – Content / Contexto – Contenido	
Experience of being trainer in a multicultural context / Experiencia como formador-a en un context multicultural	YES / SI	
	NO	
Special comments / Comentarios especiales		
My therapeutic approach is within the frame of / Mi enfoque terapéutico está dentro del marco de	Psychodrama / Psicodrama Group analysis / Análisis de grupo Creative arts / Artes creativas Family therapy / terapia familiar Systemic therapy / Terapia sistémica Organization consultancy / consultoría 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	Country / País
	From / De:	To / A:
	2- Subject / Asunto	Country / País

	From / De:	To / A:
	3- Subject / Asunto	Country / País
	From / De:	To / A:
	4- Subject / Asunto	Country / País
	From / De:	To / A:
My contribution will mostly be within the frame of / Mi contribución estará principalmente dentro del marco de	Training in one's own country / formando en mi propio país	
	Yes / Sí	No
	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	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

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:

INTERNET LISTS OPEN TO INDIVIDUAL IAGP MEMBERS

Version 5.2 - Last updated 18th June, 2025
(They need to be updated by each Administration)

As an IAGP individual IAGP member, you receive announcements about IAGP's activities via the IAGP's Members' Announcement List. To keep traffic low, this list does not accept replies, but every announcement includes details to obtain further information. (NB: If your IAGP membership expires, you will continue to receive announcements for non- members via the IAGP Supporters' Announcement List unless you unsubscribe.)

IAGP members are also eligible to join the internet lists below. To change your selections or get help with your list subscriptions, please contact office@iagp.com.

GUIDELINES FOR POSTING TO IAGP LISTS

- Each IAGP list is a separate online community and is intended for discussions only. Please do not send announcements or flyers or solicitations promoting your work to these lists, unless in the context of discussions.
- Please do not send your messages to multiple lists or recipients; write to just one list at a time and do not forward list messages to people who are not subscribed.
- When responding to a message, please reply just to the sender unless you believe your message is relevant to the entire list.
- Avoid 'me too!', 'I agree' and similar responses which don't significantly add to the content of the discussions.
- The language of IAGP's discussion lists is English (apart from the Spanish-Portuguese discussion list). Subscribers may write in their own language if they include a translation to English. But please never send out a separate mail just to translate a message which was already distributed.

LIST	PURPOSE	ADDRESS TO POST MESSAGES (subscribers only)	LIST LEADER/INTERIM LIST LEADER
GENERAL DISCUSSION LISTS			
Professionals Discussion List	General discussion list for IAGP	professionals@iagpgroups.com	Simon McLellan infomanager@iagp.com

	Members		
Spanish-Portuguese Discussion List	List for discussion of some topics in Spanish and Portuguese (not a substitute for Professionals list, where most IAGP discussions take place)	espanolportugues@iagpgroups.com	Maria Antonieta spanishportuguesechair@iagp.com
SECTIONS- DISCUSSION LISTS			
Analytic Group Section Discussion List	Discussion List for Analytic Group Section	ags@iagpgroups.com	Konstantinos Liolios analyticgroupchair@iagp.com
Couple and Family Therapy Section Discussion List	Discussion List for Couple and Family Therapy Section	fam@iagpgroups.com	Carlos Raimundo familytherapychair@iagp.com
Psychodrama Section Discussion List	Discussion List for Psychodrama Section	pddiscuss@iagpgroups.com	Jacob Gershoni psychodramachair@iagp.com
Transcultural Section Discussion List	Discussion List for Transcultural Section	trans@iagpgroups.com	MarciaHonig transculturalchair@iagp.com
Organisational Consultancy Section Discussion List	Discussion List for Organisational Consultancy	ocs@iagpgroups.com	Simon McLellan ocschair@iagp.com
Young Professionals Section Discussion List	Discussion List for Young Professionals Section	yps@iagpgroups.com	Nilüfer Demirhan ypschair@iagp.com
Expressive Arts Therapy Section Discussion List	Discussion List of the Expressive Arts Therapy Section	eats@iagpgroups.com	
SPECIAL			

INTEREST GROUP LIST			
Social and Collective Traumas Discussion List	Discussion list for social and collective trauma	sctc@iagpgroups.com	Deniz Altınay and Nicola Policicchio traumadisasterchair@iagp.com

INTERNET LISTS OPEN TO IAGP AFFILIATE REPRESENTATIVES

Version 2.1 - Last updated 18th June, 2025

IAGP affiliate representatives are strongly recommended to also become individual IAGP members.

Only individual IAGP members may join IAGP Sections and their lists.

As an IAGP affiliate representative, you will receive announcements about IAGP's activities via the IAGP's Members' Announcement list. Discussions between affiliate representatives take place via the CAO A Discussion List, and representatives may also subscribe to other internet discussion lists as indicated below. To change your selections or get help with your list subscriptions, please contact office@iagp.com.

An important request

IAGP is not authorised to send material directly to members of your organisation, unless they are individual IAGP members. We are grateful for your assistance with this, and also in distributing information about our activities to your members. Please contact the CAO A Chair, Magdalene Jeyarathnam (caoachair@iagp.com) for further information.

GUIDELINES FOR POSTING TO IAGP LISTS

- Each IAGP list is a separate online community and is intended for discussions only. Please do not send announcements or flyers or solicitations promoting your work to these lists, unless in the context of discussions.
- Please do not send your messages to multiple lists or recipients; write to just one list at a time and do not forward list messages to people who are not subscribed.
- When responding to a message, please reply just to the sender unless you believe your message is relevant to the entire list.
- Avoid 'me too!', 'I agree' and similar responses which don't significantly add to the content of the discussions.
- The language of IAGP's discussion lists is English (apart from the Spanish-Portuguese discussion list). Subscribers may write in their own language if they include a translation to English. But please never send out a separate mail just to translate a message which was already distributed.

NB: Avoiding duplicate posts for affiliate representatives

The IAGP website system requires affiliate representatives to use two separate email addresses for their individual and affiliate memberships. If you wish to receive posts at only one of these addresses, please seek assistance from office@iagp.com.

LIST	PURPOSE	ADDRESS TO POST MESSAGES	LIST LEADER/INTERIM LIST LEADER
AFFILIATES DISCUSSION LIST			
CAOA Discussion List	For discussions between IAGP's affiliate representatives	caoa@iagpgroups.com	Magdalene Jeyarathram caochair@iagp.com
GENERAL DISCUSSION LISTS			
Professionals Discussion List	General discussion list for individual IAGP members and affiliate representatives	professionals@iagpgroups.com	Simon McLellan infomanager@iagp.com
Spanish-Portuguese Discussion List	List for discussion of some topics in Spanish and Portuguese (not a substitute for Professionals list, where most IAGP discussions take place.	espanolportugues@iagpgroups.com	María Antonieta Pezo spanishportuguesechair@iagp.com
SPECIAL INTEREST GROUP LIST			
Social and Collective Traumas	Discussion list for social and	sctc@iagpgroups.com	Deniz Altinay and Nicola Policicchio traumadisasterchair@iagp.com

Discussion List	collective trauma		
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EXAMPLE OF FAQ TO BE USED DURING THE NOMINATING PERIOD BY THE NC

(THE SECRETARY AND THE GTBC MUST CHECK AND UPDATE THEM BEFORE NC IS FORMED)

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. NEW Final deadline extension. <i>If you or someone you know shows interest and potential to help IAGP really make a difference, please nominate them now!</i>)
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 IAGP 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 CAO 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.
Consultative Assembly of Organizational Affiliates (CAOA) Chair of CAO also sitting in the EMG	The candidate for President must not be currently serving as President
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, CAO 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 Bylaws <https://www.IAGP.com/about-new/about-new/IAGPs-bylaws/> 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 at the latest one week 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 candidacies. 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 Frequently asked questions
FOR MEMBERS TO BE USED FOR WEBSITE OR ORIENTATION PURPOSES

<https://www.iagp.com/faqs/>

They need to be updated by each Administration

Contact through IAGP website or via email at office@iagp.com

1. What is the International Association for Group Psychotherapy and Group Processes (IAGP)?
2. What is Group Psychotherapy and Group Processes?
3. Who can join the IAGP?
4. What are the benefits of join IAGP?
5. How I become a member of IAGP?
6. What types of memberships does the IAGP offer?
7. What are the membership fees and how are they structured?
8. How do I renew my membership?
9. What resources does the IAGP provide to its members?
10. What are the objectives and goals of the IAGP ?
11. How does the IAGP promote personal development and networking among its members?
12. What kind of events does the IAGP organize?
13. How can I get involved in the IAGP initiatives and activities?
14. Does the IAGP offer any certification or accreditation programs?
15. How does the IAGP support research in Group Psychotherapy and Group Processes?
16. Are there any publications associated with the IAGP?
17. Does the IAGP offer any training programs or workshops?
18. Which professional sections are represented in the IAGP?
19. How does the IAGP ensure ethical standards in group psychotherapy?
20. What is the history of IAGP?
21. How is IAGP organised?
22. How can I contact the IAGP if I have further questions?

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

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 individual 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.

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 CAO, Mona Rakhawy (Egypt) at caochair@iagp.com

NOT SURE IF YOU HAVE PAID OR NEED HELP WITH THE FORMS?

Contact office@iagp.com

ANNEX 7 ON CONGRESSES & CONFERENCES

Purpose of the IAGP Congresses

The IAGP Congress serves multiple purposes, supporting both current and prospective members while fostering a spirit of community, innovation, and professional growth. As a triannual event, it must continually evolve to engage new generations, while staying true to its core mission: providing a space for professional development, social impact, and meaningful human connection.

Key purposes of an IAGP International Congress:

- **To create a Safe Networking and Containing Space**

The congress serves as a platform that fosters collaboration among professionals and researchers within the field. It provides a secure and supportive environment where participants are encouraged to share experiences, express emotions, and cultivate meaningful connections with their peers.

- **Professional Development and Knowledge Sharing**

The Congress offers a diverse range of workshops, panel discussions, and training sessions designed to enhance participants' professional skills and theoretical knowledge. It also provides pre-congress opportunities for continuing education, supporting the ongoing professional growth of attendees.

- **Attracting New Members, Especially Emerging Professionals**

Through the presentation of various therapeutic approaches and networking, the Congress aims to attract new members, especially young professionals with interests and professional goals related to the evolution of group psychotherapy and group processes.

- **Enhancing IAGP's Visibility and Recognition**

The Congress highlights IAGP's unique culture, mission, and values, reinforcing its global leadership in group psychotherapy, group processes, and related fields. It offers a platform for scholarly publication and recognizes excellence through awards, honors, and keynote invitations.

- **Highlighting the Relevance of Group Work**

The Congress emphasizes the transformative role of group psychotherapy and processes across diverse methods and settings, extending their impact beyond mental health to social, educational, and organizational domains.

- **Establishing a Clear and Distinct Structure**

Grounded in strong theoretical frameworks, the Congress distinguishes the IAGP from similar events, fostering in-person participation, meaningful engagement, and coherence.

- **Bridging IAGP with Society**

By integrating community engagement and socially responsive activities, the congress links theoretical dialogue with real-world issues, addressing contemporary challenges and making the event socially relevant.

- **Creating a Home Base for Members**

The congress serves as a familiar and safe space for IAGP members to reconnect, share experiences, and engage across generations, fostering both professional growth and personal connection.

- **Encouraging a "Therapeutic Culture" Over Rigid Structures**

Rather than emphasizing strict formality, the congress cultivates an atmosphere of openness, creativity, and collective learning. This environment reflects the core values and spirit of the IAGP.

- **Cultural Exchange**

Promote cross-cultural understanding through diverse participation, highlight regional and national contributions, and facilitate the exchange of ideas and innovations across countries and affiliate institutions.

GUIDELINES FOR CONGRESSES AND CONFERENCES

There are two categories of IAGP Congresses, which fundamentally differ in terms of organizational logics:

- The triennial International IAGP Congresses, organized by IAGP in partnership with an Affiliate Organization.
- The Regional IAGP Congresses, organized by Affiliate Organizations and scientifically sponsored by IAGP.

IAGP INTERNATIONAL CONGRESSES

Responsibilities and Conditions for Organizing the triennial International IAGP Congress

There are two categories of IAGP Congresses, which fundamentally differ in terms of organizational logics:

- The triennial International IAGP Congresses, organized by IAGP in partnership with an Affiliate Organization.
- The Regional IAGP Congresses, organized by Affiliate Organizations and scientifically sponsored by IAGP.

The International IAGP Congresses aim to congregate professionals from the most diverse group approaches, stimulating scientific and cultural interchange.

The Regional IAGP Congresses provide opportunities for local and regional interchange of experiences and new knowledge from different cultures and contexts.

The main goals are to create a space in which all expressions of group practices, different contexts, communities, and cultures are welcomed; to congregate professionals who work with groups in an affective and welcoming climate that stimulates the meeting and interchanging of ideas, experiences, and specific knowledge; and to stimulate and spread group practices for professionals from Health, Education, Community, Organizations, Institutions, and related fields.

The IAGP, in partnership with an Affiliate Organization, organizes every 3 years an International Congress which marks the transition from an Administration to the next one.

The Congress Organizing Committee (COC)

The COC is responsible for the overall organization of the IAGP triennial International Congress and represents the partnership between the IAGP and the Affiliate Organization. The COC consists of

- Two representatives of the Executive Management Group (EMG), namely the IAGP President (who presides the COC and the Congress) and the IAGP Treasurer.
- The Chairs of the Scientific Program Committee (SPC), which includes Pre-Congress Chairs.
- The Chair(s) of the Local Organizing Committee (LOC), who represent the Affiliate Organization.
- Other key functions, as the IAGP Information Manager and an Officer in charge of Marketing and Communications for the promotion of the congress. The COC decides which such key functions it includes in its body.
- In any case the COC shall comprise several members from the country where the IAGP International Congress is to be held.

Key decisions (budget amendments, program choices, contracts, etc.) are made by the COC. However, any significant disagreement must be reported to the EMG and the Affiliate Organization, and, if necessary, to the IAGP Board for a final decision.

Organizational Structure and Responsibilities

The Congress will be coordinated by the COC, with support of a Professional Congress Organizer (PCO).

The PCO will be contracted by the IAGP and the Affiliate Organization to manage logistics, administration, and overall organization, including website creation and maintenance, registration, participant communication, and on-site logistics (venue setup, accommodation, etc.). IAGP and the Affiliate Organization will be represented by the COC in daily interactions with the PCO. Periodic financial and logistical reports must be presented to the COC for budget evaluation.

- **COC responsibilities:**
 - Oversee the Congress's strategic direction and ensure alignment with the IAGP and Affiliate Organization's goals and mission.
 - Approve the Congress budget and oversee financial management.
 - Collaborate with the Affiliate Organization in selecting the PCO (Professional Congress Organizer).
 - Appoint members of the COC to ensure team building and shared decision-making.
 - Present a report of the development of the organization of the Congress at all IAGP Board Meetings. The title of the Congress must be approved by the IAGP Board and the Affiliate Organization. Recommendations by the IAGP Board or the Affiliate Organization must be considered, but the COC has the final decision in the daily organization.
- **IAGP Board:** Oversees the strategic direction and financial oversight of the Congress, ensures alignment with the organization's mission, and appoints one of the SPC co-Chairs and members. Discusses and approves the Affiliate's nominee for SPC co-Chair. Ultimately the Board makes sure that both SPC co-Chairs are fit to work as a team.
- **Affiliate Organization:** Appoints the LOC Chair/s and nominates one of the SPC's co-Chairs for the Board to approve. The Affiliate Organization, represented by the LOC, will manage local arrangements like venue selection and accommodation. Other Group Psychotherapy Organizations from the country where the International Congress takes place should be represented in the LOC.
- **Scientific Program Committee (SPC):** Responsible for the scientific and professional content of the Congress. Appoints members of the SPC, ensuring representativity of the host country. Its Chair/s appointed by a full mandate on the content of the scientific program and its design.
- **Local Organizing Committee (LOC):** Handles local logistics, marketing, participant management, and collaborates on various aspects of the event. Together with the PCO, the LOC will also prepare a final audit report after the Congress.

Congress Schedule

The official language of the Congress will be English and possibly the local language. The following preliminary schedule: Friday: Pre-Congress Workshops. Saturday to Monday: main Congress Activities (scientific sessions, workshops, and panels). Friday Evening: Opening Ceremony and Cocktail Reception. Sunday Evening: Closing Party (Optional).

Budget and Financial Management

IAGP and the Affiliate Organization, represented by the COC, will work together to create and approve the budget, which will cover all aspects of the Congress, such as: venue renting, possibly catering, AV equipment, and technical support; marketing, communications, special events, translations and speaker management; and PCO fees and administrative costs.

The COC must consider the budget and overall organization of the previous IAGP International Congress to determine the current budget.

Both parties will collaborate to identify and approach sponsors. Sponsorship agreements and revenues will be shared equally, and the PCO will manage the logistics for sponsor visibility and exhibition space.

Registration Fees & Participants

Registration fees will be determined by the COC, with categories such as early bird discounts, group rates, and special discounts for IAGP members, individual members of Affiliate organizations (CAOA), and students. The fees will be set in EUR, and participant projections will be based on previous events and market analysis.

Financial Flows & Risk Sharing

All financial transactions (e.g., participant payments, sponsorship funds, etc.) shall be managed transparently, with the COC having access to real-time financial reporting. Any significant budget revisions must be approved by the COC in writing.

Both IAGP and the Affiliate Organization agree to share all financial profits or losses on a 50%-50% basis, after deducting all agreed expenses.

A final financial report, detailing all income and expenses, shall be produced by the PCO or the COC's financial representative and reviewed by the COC. The distribution of profits or settlement of losses shall occur within 60 days of the Congress's conclusion.

Contingency Planning and Cancellation

A contingency fund will be included in the budget to cover unforeseen expenses. Any decision to utilize the contingency fund must be approved by the COC.

In the event of cancellation, both parties will work together to determine how costs will be handled. Insurance for cancellations due to unforeseen circumstances is recommended.

IAGP REGIONAL CONGRESSES

The IAGP invites Regional 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.

All elected officers of IAGP should be treated as equals when it comes to extend invitations to a dinner or other celebrations (eg. their meal will be paid by the Treasurer). Their friends/partners/spouses will not be covered by the IAGP budget, but the courtesy of invitation can be extended to them by the EMG/President

Students and young professionals who receive scholarships for an IAGP event are invited to disseminate the experience and contribute to spreading IAGP mission. They will be asked to develop a project (e.g., presentations, articles, workshops, etc.), to be presented in their country and/or to those who did not

have the chance of getting the sponsorship opportunity. IAGP will provide the needed guidance and supervision to implement the chosen project and ensure the quality of the final artifact.

The Ali Nawara Scholarship Fund is established to provide financial support to young professionals, helping them cover expenses related to attending IAGP conferences. This initiative aims to encourage the participation of emerging professionals in the field, fostering their growth and engagement with the broader IAGP community. The fund is designed to alleviate the financial barriers that may prevent young professionals from accessing these valuable learning and networking opportunities.

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 not 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.)

REGIONAL CONFERENCE GUIDELINES: ETHICAL GUIDELINES

Introduction:

Regional conferences play a crucial role in the IAGP's mission to develop knowledge, research, and support for group therapy and group processes in different regions of the world. The IAGP values inclusion and aims to ensure that these conferences are accessible to all, even in countries facing political or other restrictions. Embracing cultural diversity in situ, being culturally sensitive, and enhancing inclusion opportunities are essential principles to disseminate global venues for exchange, innovation, and transcultural education in groups.

Ethical Guidelines

Inclusive Access: IAGP aims to hold conferences in places with access for everybody. However, recognizing that some countries may face barriers due to political or other restrictions, the IAGP commits to offer online resources to ensure the participation of all interested individuals.

In cases where conflicts or restrictions exist that may hinder participation, the IAGP's Board should evaluate each situation individually and make decisions that align with the humanitarian goal of inclusivity and access to primary medical and psychological care, a principle to which IAGP is committed. The overall well-being and safety of the attendees should be prioritized.

Culturally Sensitive Approach: Given the diverse cultural backgrounds of participants, it is crucial for all attendees, including organizers and presenters, to be aware of their own cultural background and show sensitivity to international and multicultural differences. This approach fosters a respectful and inclusive environment where all participants can feel valued and heard.

Adherence to Host Country Regulations: Conference participants should respect and abide by the official regulations of the host country. Complying with these rules ensures a smoother experience for all attendees and demonstrates respect towards the host country and towards our colleagues from the corresponding local organization.

Transparent Communication: All conference participants should be informed if there are any political tensions or conflicts between their country and the host country. Transparency is essential in helping attendees understand potential limitations or sensitivities during the event and fosters an environment of open dialogue and understanding.

Inclusion: The IAGP acknowledges that achieving global inclusion takes time and effort. While aiming for inclusive conferences, it recognizes that practical limitations might exist in certain situations. By fostering connections among individuals with goodwill, the IAGP community can contribute to promoting peaceful understanding in our complex world.

These ethical guidelines form the foundation for hosting IAGP Regional Conferences and are aligned with the organization's commitment to promoting group psychotherapy and group processes in diverse cultural settings while ensuring inclusivity and respect for all participants.

SUGGESTED GUIDELINES FOR INTERNET COOPERATION BETWEEN IAGP AND CONGRESSES

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: a week.
5. The Congress Internet Liaison Person may use any web and email addresses at iagpcongress.org. Email addresses should be clearly unique to the congress e.g. abstracts2015@IAGPcongress.org, not abstracts@iagpcongress.org. (This is so that the organisers 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.
10. 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.

11. 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.

12. 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.

FACSIMILE OF IAGP INTERNATIONAL CONTRACT

CONTRACT AGREEMENT

BETWEEN

International Association for Group Psychotherapy and Group Processes (IAGP),
hereinafter referred to as "IAGP," represented by the IAGP President and Treasurer
AND

Österreichischer Arbeitskreis für Gruppentherapie und Gruppendynamik (ÖAGG),
hereinafter referred to as "ÖAGG"

FOR THE ORGANIZATION OF THE 2028 IAGP INTERNATIONAL CONGRESS

ARTICLE 1: OBJECT

This contract sets out the terms of cooperation between IAGP and ÖAGG for organizing the 23 rd IAGP International Congress (hereinafter referred to as "the Congress"), which will take place in Vienna, Austria, in 2028. The official language of the Congress will be English and, optionally, the local language (German).

ARTICLE 2: ORGANIZATIONAL STRUCTURE

The Congress is a collaborative effort between the International Association for Group Psychotherapy and Group Processes (IAGP) and the Österreichischer Arbeitskreis für Gruppentherapie und Gruppendynamik (ÖAGG).

The Congress Organizing Committee (COC) is responsible for the overall organization of the Congress and represents the partnership between IAGP and ÖAGG. It comprises:

- IAGP Representatives: Two members of the IAGP Executive Management Group (EMG), including the IAGP President (COC Chair) and Treasurer.
- Scientific Program Committee (SPC) co-chairs: One representative of IAGP and one representative of ÖAGG, both in the role of co-chairs of the SPC. The Pre-Congress co-chairs are members of the SPC.
- Local Organizing Committee (LOC) co-chairs: the co-chairs are representatives of ÖAGG and, if possible, some other local organization in partnership.
- Additional Key Roles: the IAGP Secretary with the function of Information Manager and an Officer for Marketing and Communications, as determined by the COC.

The COC must include members from the host country and will make key decisions (e.g., budget, program, contracts). In case of disagreements, unresolved issues may be escalated to the EMG, ÖAGG, and in last instance to the IAGP Board for a final decision.

2.1 Organizational Responsibilities

• Congress Organizing Committee (COC) responsibilities

Oversee the Congress's strategic direction and ensure alignment with the IAGP and ÖAGG'S goals and mission.

Approve the Congress budget and monitor financial management.

Collaborate with ÖAGG in selecting the PCO (Professional Congress Organizer).

Appoint members of the Congress Organizing Committee (COC) to ensure team building and shared decision-making.

Present a report on the development of the organization of the Congress at all IAGP Board Meetings.

The title of the Congress must be approved by the IAGP Board.

- IAGP Responsibilities:

IAGP (represented by its President and Treasurer) is responsible for overseeing the budget, ensuring alignment with IAGP goals, internal coordination with other IAGP activities, and overall cooperation between the COC and ÖAGG.

IAGP appoints one SPC co-chairs. Both SPC co-chairs must be approved by the IAGP Board, as well as the Pre-Congress co-chairs.

- ÖAGG Responsibilities:
 - ÖAGG (represented by the LOC co-chairs and one of the SPC co-chairs) is responsible for overseeing the budget, ensuring alignment with ÖAGG goals, and overall cooperation between the COC and IAGP.
 - The Congress will also include participation and representation from other associations related to Group Psychotherapy and Group Process, who will be part of the Local Organizing Committee (LOC) to support the organization.
 - ÖAGG appoints the LOC co-chairs and one SPC co-chair.
 - ÖAGG is responsible to propose the dates of the congress, considering
 - the local context.
- Scientific Program Committee (SPC) Responsibilities:
 - The SPC, which includes Pre-Congress Chairs, develops and manages the scientific content of the Congress.
 - The SPC, with the COC support, proposes the main theme and the title of the congress, which must be approved by IAGP Board.
- Local Organizing Committee (LOC) Responsibilities:
 - Manage local logistics, including venue selection, local suppliers, and accommodation, with input from the COC and in collaboration with other local organizations.
 - Prepare a final audit report post-Congress in collaboration with the PCO. 2.2

2.2. Professional Conference Organizer (PCO)

- A Professional Conference Organizer (PCO) will be contracted by IAGP and ÖAGG to manage logistics, administration, and on-site operations, including:
 - Website creation and maintenance.
 - Registration and participant communication.
 - On-site logistics (venue setup, accommodation, etc.).
 - Periodic financial and logistical reports to the COC for budget evaluation.
- The PCO sets up a bank account for the congress, where they collect the payments from the pre-registrations of the participants. This also ensures the financing of their ongoing work, including payment of expenses of the items managed by them. After the congress and after the settlement of the congress expenses, the PCO makes the balance between all revenues and all expenses, which they have managed. This balance is either positive or negative.
 - If the balance is negative, IAGP and ÖAGG owes the PCO the amount of the loss (50% each), so the PCO sends a corresponding invoice to IAGP and ÖAGG.
 - If the balance is positive, the PCO owes IAGP the benefit, so IAGP (the Treasurer) and ÖAGG sends them the corresponding invoice of 50% each.

ARTICLE 3: BUDGET AND FINANCIAL MANAGEMENT

3.1 Budget jointly approved by IAGP and ÖAGG, represented by the COC.

- Expenses include venue, catering, AV equipment, marketing, translations, speaker management, PCO fees, etc.
- Sponsorships: Revenue and agreements shared equally between IAGP and ÖAGG.

3.2 The design, structure, and overall duration of the congress.

- Since the 1st IAGP International Congress in 1954, the design, structure, and duration of the congress have evolved in response to financial and cultural challenges. The current IAGP Board has written a document presenting some of these changes in the last decades (Appendix 1). The IAGP Board 2025-2028, in collaboration with the newly created COC, will be in charge of these decisions considering financial and cultural conditions.

3.3 Flexibility in Budget Management

- The LOC has the right to make budget adjustments. However, any significant changes must be pre-approved by the COC.
- Provisions for unforeseen expenses (e.g., currency fluctuations or unexpected logistics costs) will be built into the budget, with flexibility granted for adjustments.

ARTICLE 4: REGISTRATION FEES & PARTICIPANT NUMBERS

4.1 Registration Fee Structure

Registration fees will be determined jointly by IAGP and ÖAGG, both represented by the COC. This will include:

- Early bird discounts and standard rates.
- Group rates and special category discounts (e.g., IAGP Members, CAO A Organizations Members, and students).
- The fees will be set in EUR. Foreign participants will pay via international transfer or credit card.

4.2 Participant Projections

The number of participants will be projected based on historical data and market analysis. Any significant adjustments to the projections must be approved by both parties, with corresponding budgetary implications factored in.

4.3 Financial Flows

- All financial transactions (e.g., participant payments, sponsorship funds, etc.) shall be managed transparently, with the COC having access to real-time financial reporting.
- Any significant budget revisions must be approved by both parties in writing.
- IAGP is registered as a non-profit association incorporated in the Kanton Thurgau in Switzerland. It is not subjected to VAT and has a tax exemption status. This condition must be considered by the PCO since the beginning of budget planning.

ARTICLE 5: FINANCIAL RISK SHARING

- Both IAGP and ÖAGG agree to share all financial profits or losses on a 50%-50% basis, after deducting all agreed expenses.
- A final financial report, detailing all income and expenses, shall be produced by the Professional Congress Organizer (PCO) or the COC's financial representative and reviewed by both parties. The distribution of profits or settlement of losses shall occur within 60 days of the Congress's conclusion.

ARTICLE 6: FINANCIAL SPONSORSHIPS

6.1 Sponsorship Guidelines

- The COC and both IAGP and ÖAGG will work together to identify sponsors, develop sponsorship packages, and approach potential partners.
- All sponsorship agreements must be jointly approved, and revenue will be shared equally between IAGP and ÖAGG.

6.2 Sponsorship Management

The PCO will manage all sponsorship logistics, ensuring that sponsorship terms are met, including visibility, exhibition space, and other benefits offered to sponsors.

ARTICLE 7: DECISION-MAKING AUTHORITY

7.1 Program Decisions

Decisions regarding the Congress's scientific content and speaker selection will be made by the Scientific Program Committee (SPC), supported by the PCO, and approved by the COC.

7.2 PCO Selection and Contracts

Both parties must jointly approve the selection of the PCO, with final decision-making powers shared. The PCO contract shall outline clear deliverables, timelines, and cost structures, and any contract amendments must be mutually agreed upon.

ARTICLE 8: CANCELLATION POLICY

- In the event of cancellation, the cancelling party must negotiate with the other party to determine how costs will be shared, with provisions for incurred expenses and penalties.
- Either party may terminate this agreement with written notice in the event of a breach of the contract's terms, provided the breaching party is given 30 days to remedy the breach.
- Cancellations due to unforeseen circumstances (e.g., natural disasters, global events) might be prevented by specific insurance.

ARTICLE 9: LEGAL AND ETHICAL CONSIDERATIONS

- The Congress will comply with all local laws, including permits and insurance requirements.
- Both parties will ensure accessibility to all interested in group work and uphold a code of conduct for all participants.

ARTICLE 10: MISCELLANEOUS

- Any amendments to this agreement must be in writing and signed by both parties.
- This contract represents the entire agreement between the parties and supersedes any prior agreements or understandings related to the Congress.

SIGNED

For IAGP

Name: _____

Position: _____

Date: _____

For ÖAGG

Name: _____

Position: _____

Date: _____

For Professional Conference Organizer (PCO)

Name: _____

Position: _____

Date: _____