

# Rules of Procedure *for ARL European Working Groups (EWG)*

## 1 Status and Objectives

European Working Groups (EWG) are working bodies of the ARL (Statutes § 13). According to § 13 (4) of its statutes, for the territory of several states or parts thereof, spatially delimited EWG composed of representatives of science and practice can be formed. They work on topics related to their spatial area of activity and serve the exchange of information. EWG are formed and dissolved by resolution of the ARL Executive Committee ("ARL Präsidium") (§13 (1)). The members of the EWG are appointed by the ARL Executive Committee.

EWG work inter- and transdisciplinarily in scientific and political independence, especially from a cross-border perspective. When dealing with individual current topics, the references to the respective focal points of the ARL's research planning are presented.

EWG support political and practical decision-making processes in their spatial area of activity by providing scientific advice and support. They fulfil a forum and transfer function and serve the exchange of information, especially between their members. Through their members, they maintain links with public and private institutions that are active in areas significant to spatial planning and development in the specific spatial area of the EWG. This applies in particular to universities, non-university research institutions, public authorities, municipalities, self-governing bodies of the economy and associations.

## 2 Working contents and language

The contents worked on are proposed by the members of the EWG and determined by the Steering Committee by setting out a 5-years programme. The programme has to be confirmed by the ARL Executive Committee, which can suggest changes to the topics and ask the EWG to work on specific issues.

The working language is English. For thematically or spatially focused working formats, deviating arrangements can be made, if all participating members agree.

## 3 Membership and Network composition

The EWG are composed of members from all states belonging to the specific spatial area. In principle, all persons with a well-founded professional interest in the topics and activities are eligible for membership. Members should either have their place of residence or work in the specific spatial area or otherwise be professionally involved in it.

- (1) Interested persons can apply for EWG membership at the ARL office by filling out the necessary contact form.
- (2) The ARL Executive Committee decides on the admission of members in agreement with the Steering Committee.
- (3) Members are appointed by the ARL Executive Committee for a period of five years. Reappointment is possible.
- (4) Membership is honorary. Members are appointed personally.

Moreover, also guests of the network and external persons shall be invited to suitable events and activities.

## 4 Steering Committee

The Steering Committee consists of the chairperson, two deputies, the responsible officer at the ARL office and the secretary. The chairperson and his/her deputies are appointed by the ARL Executive Committee on the proposal of the General Assembly of the EWG for a period of five years. One subsequent reappointment to the same function is permitted. The chairperson appoints the secretary.

The implementation of the decisions of the Steering Committee (e.g. the establishment of working formats) is subject to approval by the ARL Executive Committee.

## 5 Meetings and working formats

The Steering Committee invites the members of the EWG to a General Assembly at least once a year to decide about new project development, lobbying and communication activities. When choosing the meeting venue, adequate consideration shall be given to a reasonable travel time as well as to a rotation between different states in the specific spatial area. Virtual assemblies are possible. Other formal or informal meetings can be organised if needed.

Various working formats are possible and envisaged for carrying out the EWG activities, e.g.:

- annual conferences on key topics of the EWG
- thematically focused workshops and seminars
- thematically focused working groups (e.g. to accompany research projects or European cooperation projects with high relevance for the EWG)
- ad-hoc working groups (e.g. for the elaboration of position papers)

Report on the results of working meetings shall be prepared and made available to all EWG members. The central work results, announcements of dates and event documentation should in principle be made available to the public (e.g. via the ARL website and the ARL newsletter).

The professional work of the network and its impact is evaluated every 7 years in the regular evaluation cycle of the ARL.

## 6 Cost coverage and financial resources

- (1) The ARL Executive Committee provides the EWG with financial resources. To ensure that funded activities of the EWG are compatible with the objectives and the approved work programme, the Steering Committee decides on the use of the funds in consultation with the ARL office.

- (2) The funds are used for the reimbursement of travel expenses within the work of the Steering Committee and for all members within meetings of working formats, for room rentals, excursion costs and the like.
- (3) Expense allowances for written contributions, lectures and the work in the Steering Committee are paid in accordance with ARL guidelines.

## 7 Support from the ARL office

The EWG are supported by the ARL office in particular by the following services:

- a) Information on decisions of the organs and on activities and work results of other ARL institutions and bodies, insofar as they affect the work of the EWG,
- b) advice on technical and organisational issues,
- c) involvement in the internal evaluation of work results,
- d) initiating and organising the external evaluation of work results,
- e) assisting in the preparation of working meetings and workshops, initiating the preparation and realisation of publications and supporting public relations work,
- f) contributing administrative services (reports on use of funds, personnel and material expenses, expense allowances, travel expenses).

## 8 Effectiveness

These Rules of Procedure shall take effect on 27 June 2022.