

Rules of Procedure for the Working Parties

I. Status and Tasks

- (1) Working Parties are ARL institutions (Article § 5). They tackle specific research themes and work as independent scientific bodies (Article § 13).
- (2) Working Parties are formed by resolution of the Presidential Board and are dissolved after a maximum of three years (Article § 13).

II. Structuring Concept and Programme of Work

- (1) The resolution concerning the formation of a Working Party is taken on the basis of a submission that should contain the aims of a specific research topic and information on the composition of a core group, the timing and the necessary finance. The submission will be produced by the ARL Headquarters or by another body commissioned by the Presidential Board. In support, a workshop involving selected experts can be held to determine the state of research in the field of interest. With the resolution to form a Working Party, the said Working Party and its aims will be included in the programme of work of the ARL.
- (2) The core group of the Working Party designs a structural concept that acts as a basis for gaining further Working Party members through a Call for Membership. The structural concept stipulates the fundamental orientation of the investigations in terms of content, addressees and schedule. It also contains proposals for the transfer of the intended interim and final results (publication, event).
- (3) The Working Party draws up a programme of work based upon the structural concept. The Presidential Board can strive to change the programme of work and, if necessary, can pass resolutions ensuring the programme is implemented.
- (4) The Working Party regularly checks its results and progress on the basis of its programme of work. If necessary, workshops etc. may be held for the presentation and discussion of interim results.

III. Membership

- (1) For the formation of a Working Party the Presidential Board initially appoints, as a rule, three members as a core group. Following assessment of the Call for Membership by the core group the Presidential Board appoints further selected members. A Working Party should consist of a maximum of ten to twelve members. The Working Party can, in addition, involve guests for temporary assistance in the investigation of specific research questions.
- (2) Membership of a Working Party is on a voluntary basis. The members are individually appointed.

IV. Chairmanship

- (1) The Chairmanship of a Working Party consists of a chairman/chairwoman and a deputy chairman/chairwoman. They are appointed by the Presidential Board for the duration of the Working Party.
- (2) For her/his term of office, the chairman/chairwoman names a general manager, who need not be a member of the Working Party.

V. Sessions

- (1) The number and sequence of sessions in one year are to be organised so as to ensure that the tasks of the Working Party can be quickly discharged. Sessions are to be timely scheduled by the Chairmanship of the Working Party, taking into account other ARL appointments.
- (2) Sessions are only to take place when it is expected that the majority of members will participate and that the completion of the planned session programme can be guaranteed.

VI. Reporting

- (1) Minutes of the sessions are to be kept. These should contain the results of the sessions and record any comments relevant to progress. The minutes are to be promptly distributed to members and the Headquarters.
- (2) The minutes will be produced by the general manager in agreement with the chairman/chairwoman of the Working Party.

VII. Publication of Results

- (1) Significant results of the Working Party's scientific activities must always be made publically accessible through the ARL. The desired form of publication is to be stipulated at the beginning of the Working Party meetings.
- (2) After the positive external evaluation of results the Secretary General decides about releasing the results as part of the ARL publication series.

VIII. Finance

- (1) The ARL provides finance for realising the programme of work; the volume of finance is determined for each financial year by the Presidential Board in the course of setting the ARL budget.
- (2) Expenses will be paid in line with the ARL guidelines.

IX. Support from the Headquarters

- (1) The Working Party will receive support from the Headquarters, particularly in terms of the following services:
 - a) Information about decisions by ARL bodies, and the activities and research results of other ARL institutions, insofar as they may touch upon the work of the Working Party,
 - b) Expert and organisational advice, particularly on the basis of findings and experience of the ARL,
 - c) Assistance in preparing, conducting and evaluating workshops including those held to present and discuss interim results,
 - d) Assistance with the internal ARL evaluation of findings,
 - e) Instigation and organisation of the external evaluation of findings,
 - f) Assistance with the preparation of publications and public relations activities,
 - g) Administrative services (statements of expenditure, staff and administrative expenditure, expenses, travel expenses).
- (2) Staff responsible at the Headquarters will be named by the General Secretary in consultation with the chairman/chairwoman of the Working Party. She/he participates in the proceedings of the Working Party and works closely together with the Working Party Chairmanship.

- (3) As far as possible, in line with her/his official duties, the member of staff responsible at the Headquarters follows proposals from the chairman/chairwoman of the Working Party in consultation with the General Secretary concerning her/his independent expert contributions to the Working Party.

X. Entry into Force

These rules enter into force from 12.11.2010.