

Rules of Procedure for the Working Groups

I. Status and Tasks

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

II. Structuring Concept and Programme of Work

- (1) A resolution concerning the formation of a Working Group 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, a schedule and the necessary finance. The submission is produced by the ARL Headquarters or by another body commissioned by the Steering Committee. 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 Group, the said Working Group and its aims will be included in the programme of work of the ARL.
- (2) The core of the Working Group designs a structural concept that acts as a basis for gaining further Working Group 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 dissemination of the intended interim and final results (publications, events).
- (3) The Working Group draws up a programme of work based upon the structural concept. The Steering Committee can initiate changes to the programme of work and, if necessary, can pass resolutions ensuring the programme is implemented.
- (4) The Working Group regularly checks 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 Group the Steering Committee initially appoints, as a rule, three members as a core group. Following assessment of the Call for Membership by the core group the Steering Committee appoints further selected members. A Working Party should consist of a maximum of ten to twelve members. The Working Groups 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. Chair

- (1) The Working Group is led by a Chair and a Deputy Chair. They are appointed by the Steering Committee for the duration of the Working Group.
- (2) For her/his term of office, the chair names a Coordinator, who need not be a member of the Working Group.

V. Sessions

- (1) The number and sequence of annual sessions are to be organised so as to ensure that the tasks of the Working Group can be quickly discharged. Sessions are to be timely scheduled by the Chair of the Working Group, 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 Coordinator in agreement with the chair of the Working Group.

VII. Publication of Results

- (1) Significant results of the Working Group'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 Group meetings.
- (2) After a 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 Steering Committee 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 Group 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 Group,
 - 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 is named by the Secretary-General in consultation with the chair of the Working Group. She/he participates in the proceedings of the Working Group and works closely together with the Working Group Chair.

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

X. Entry into Force

These rules enter into force from 12.11.2010.