

## **Guidelines for setting up an IALE working group**

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For the official founding of a IALE working group the following steps are needed to take (also refer to the statutes of IALE, esp. section J):

1. The purpose of a working group is to study and report finding on particular problems or aspects of landscape ecology (J1)
2. A working group of IALE might be established either by the Executive Committee of the Council of IALE (see statues J2).
3. A working Group must have at least 10 members interested in the issue?
4. Each working Group shall elect a Chair as soon as possible after its establishment. The Chairperson will become a member of the IALE Council (J3)
5. The Chairperson will be responsible for providing an annual written report of Group activities to the Secretary General (J3).
6. The Chair will also report oral or written to the General Assembly during the World congress and/or following the termination of the Working Group (J3).
7. All members of the Working Group must be IALE-International members of Good Standing (J4).
8. To establish a IALE working group the following paperwork is needed to be submitted to EC for approval:
  - Application to the council (to be forwarded to the IALE General-Secretary) with an outline why this working group is needed (max 2 pages)
  - Overview of existing or related groups/associations like this.
  - List of members.
9. The foundation of a working Group will be approved by the council (normally through e-mail) and an official letter of the foundation will be sent to Chair (Secretary General and member of the council).
10. The founding of working group will be announced through the IALE *bulletin* (Chair present information)