



CREATION OF SUB-COMMITTEES, TEAMS AND OTHER BODIES WITHIN ISGF

Introductory note; this document deals with the sub-committees, teams within ISGF at world level. Mutatis mutandis it should be used for the work within regions when the regional committee thinks it useful.

1. CREATION

As the World Committee only meets as a rule once a year, most of the work is done and many decisions have to be taken between the meetings, through any modern means of communication (Skype, phone, fax, e-mail). All statutory circulars, ISGF account leaflets, World Committee minutes and all other official ISGF documents are delivered exclusively by email and via the ISGF website. However, hardcopies will be sent upon request to the ISGF World Bureau.

Silence procedure may be used with a suitable delay, at the discretion of the Chairman. Silence procedure: A draft version of a text is circulated among World Committee members who have a last opportunity to propose changes. If no comments are proposed before the deadline; namely if no one 'breaks the silence', then the text is considered as final and is adopted by the World Committee.

World sub-committees and ad hoc teams

The World Committee may delegate tasks and responsibilities to sub-committees or ad-hoc teams, established for the triennium or for a specific task as required. Their mandate is normally established in writing by the World Committee. Members can be appointed from inside as well as outside the World Committee, but sub-committees and ad-hoc teams should be under the leadership of at least one member of the World Committee. **A vice-chair may be chosen within the members of a team by the team leader.** Decisions by ad-hoc teams or sub-committees that clearly remain within the limits of their mandate and do not have a bearing on the budget do not necessitate a ratification by the World Committee. Upon the accomplishment of their task or mandate, the sub-committees and ad-hoc teams report to the World Committee.

Sub-committees or ad-hoc teams may meet during the World Committee meetings, or when needed. Insofar as possible, they adopt the same ways of work as the World Committee (see above, 3.1).

Communications outside the sub-committee or team is the sole responsibility of the team leader who can delegate to his/her vice-chair. When it goes to partners of ISGF the approval of WCom is necessary.

The list of teams, with their mandates and leaders is published on the ISGF website and circulated to the Presidents and international secretaries of the NSGF. A member of a NSGF who thinks he/she has the competence to work as member of a team may propose to join via the World Bureau

2. MEMBERSHIP

The members of each team are proposed by the World Bureau and approved by the World Committee.



3. KEY-POINTS FOR THE WORK

Key points defining the work of the teams and their members:

- Members of the team are, normally, expected to operate among themselves under the principles of transparency and confidence. Everything considered by the team is confidential to the team and the members work with transparency between all members on all matters.
- All official documents are delivered exclusively by email and via the ISGF website. Communication between members of a team is normally by email. Skype may be used when verbal exchanges are sufficient.
- Every team has an official address created by the ISGF PR & Communication Team. External communication should be delivered exclusively by the team official address.
- Communications outside the team are in accordance with section 01 above