

INTERNAL RULES OF PROCEDURE OF THE ASSOCIATION

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INFRASTRUCTURE AND ECOLOGY NETWORK EUROPE

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INTERNAL RULES OF PROCEDURE OF THE ASSOCIATION

CHAPTER I DEFINITIONS

Rule 1

For the purpose of these rules, the following meanings shall be employed:

- (a) “Executive Secretariat” means the executive and administrative body of the Association;
- (b) “Founding Member” means the legal entity that constituted the Association, and mainly the French Ministry for the Ecological and Inclusive Transition (Ministère de la Transition écologique), the Swedish Transport Administration (Trafikverket) and the Directorate-General for Public Works and Water Management of Netherlands (Rijkswaterstaat);
- (c) “Full Member” means the Member that fulfils the conditions provided in the article 8 of the Statutes of the Association;
- (d) “General Assembly” of full members means the ultimate decision-making body of the Association;
- (e) “Governance Board” means the decision-making body of the Association in the period between the General Assembly meetings;
- (f) “Honorary Member” means the natural person or the legal entity appointed by the Governance Board for its exceptional moral, political, financial, material or other support to the Association;
- (g) “IENE Award” means the Association’s public recognition of exceptional achievements;
- (h) “IENE Declaration” means the official document that summarises the works and the aims of each IENE International Conference. It strives to reflect the common view of the Members and the Association’s strategic objectives;
- (i) “IENE International Conference” means the main IENE thematic international forum;
- (j) “IENE partner” means a private or institutional entity that has concluded with the IENE a sponsoring agreement for one or several IENE activities;

(k) “IENE Research project call Committee” means the organising and decision-making body of IENE research project calls;

(l) “Scientific and Expert Committee” means the advisory body of the Association which oversees the scientific quality of IENE activities;

(m) “IENE Working Groups” means any group that is established by a sufficient number of Members, to work on a specific mission or topic relevant to the activities of the Association.

(n) Organising Committee of IENE conferences means the host and organiser of the biannual conference responsible for the practical and economic aspects of the conference.

(o) Programme Committee of IENE conferences is the content-related and scientific body responsible for developing the program and scientific output of the conference.

CHAPTER II

MEETINGS

Rule 2

(a) Meetings of the bodies of the Association shall normally be held via telephone or other online meeting tools.

Governance Board

Rule 3

(a) The Governance Board shall meet during the IENE International Conference, at a dedicated session.

Rule 4

(a) Unless the members of the Governance Board agree otherwise, meetings of Governance Board shall be held in closed sessions.

(b) Before each meeting of the Governance Board, a draft agenda of the meeting shall be sent to all the members of the Governance Board, including observers.

(c) After each meeting of the Governance Board, the meeting minutes, including the decisions adopted during the session will be sent to all the members of the Governance Board, including observers.

(d) If a meeting of the Governance Board would need to be held in person and require travel, the affiliated organisation of the seating members of the Governance Board generally covers the lodging and transportation expenses, as part of their collaboration with the Association.

(e) If the affiliated organisation of a member of the Governance Board is not able to support the respective fees, it may be possible, upon unanimous agreement from all the members of the Governance Board and upon sufficient funding available, that members are entitled to the Association's financial support for travel expenses for themselves for two meetings per year.

Scientific and Expert Committee

Rule 5

(a) The Scientific and Expert Committee shall meet during the IENE International Conference, at a dedicated session.

(b) Unless the members of the Scientific and Expert Committee agree otherwise, meetings of the Scientific and Expert Committee shall be held in closed sessions.

(c) Experts who are not members of the Scientific and Expert Committee can be invited by the Chair of the Scientific and Expert Committee to attend a meeting of the Scientific and Expert Committee.

(d) Before each meeting of the Scientific and Expert Committee, a draft agenda of the meeting shall be sent to all the members of the Scientific and Expert Committee, including observers.

(e) After each meeting of the Scientific and Expert Committee, the meeting minutes, including the decisions adopted during the session will be sent to all the members of the Scientific and Expert Committee, including observers.

(f) If a meeting of the Scientific and Expert Committee would need to be held in person and require travel, the affiliated organisation of the seating members of the Scientific and Expert Committee shall cover the lodging and transportation expenses, as part of their collaboration with the Association.

(g) If the affiliated organisation of a member of the Scientific and Expert Committee is not able to support the respective fees, it may be possible, upon unanimous agreement from all the members of the Governance Board and upon sufficient funding available, that members are entitled to the Association's financial support for travel expenses for themselves for one meeting per year.

CHAPTER III

ELECTIONS

Governance Board

Rule 6

(a) To constitute the Governance Board, in accordance with the article 14 and article 15 of the Statutes of the Association, the Executive Secretariat will launch a call for candidates, six months prior to the Ordinary General Assembly meeting taking place the year when the mandate of the Governance Board members ends.

(b) Any Full Member is entitled to nominate her/himself for the position of member of the Governance Board, however, the Executive Secretariat shall emphasise that all of the proposed candidates have the necessary experience, qualifications and capacity to satisfactorily execute the office in question within the framework of the Association's strategy.

(c) The goal is to ensure a representation which is country/region, field of activity and gender-balanced. The goal is for both genders to be represented by at least 40 per cent of the members of the Governance Board. If the balance is not achieved, the Executive Secretariat can extend the deadline for application highlighting the gaps and inviting new applications from the members.

Rule 7

(a) After nominations have been made, the General Assembly, in accordance with the provisions of the article 14 of the Statutes of the Association, proceeds to its method of voting used for electing the representatives to the Governance Board, in accordance with the articles 7, 8 and 9 of the Statutes of the Association.

(b) The election of the representatives to the Governance Board shall be held four months before the Ordinary General Assembly meeting taking place the year when the mandate of the Governance Board members ends, through online voting.

Rule 8

The elected members of the Governance Board shall officially take office at the Ordinary General Assembly meeting taking place the year when the mandate of the Governance Board members ends.

Rule 9

(a) The members of the Governance Board elect a President among themselves for the standing term of office, in accordance with the provisions of the article 19 of the Statutes of the Association. The Executive Secretariat supports the election.

(b) The President of the Governance Board will assume the responsibilities in accordance with the provisions of the article 20 of the Statutes of the Association.

Rule 10

(a) The members of the Governance Board appoint a treasurer among themselves for the standing term of office of the Governance Board. The treasurer is the guarantor of good financial management and the proper use of the funds entrusted to him in the name and on behalf of the Association.

(b) The treasurer collects the receipts and pays the expenses. The treasurer may delegate to the President and, if the latter is unable to act, to the financial officer of the French Foundation for Research on Biodiversity, the organisation that hosts the Executive Secretariat, or to another member of the association.

Scientific and Expert Committee

Rule 11

(a) To constitute the Scientific and Expert Committee, in accordance with the article 23 of the Statutes of the Association, the Executive Secretariat will launch an open call for expressions of interest for the position of member of the Scientific and Expert Committee, seven months prior to the Ordinary General Assembly meeting taking place the year when the mandate of Scientific and Expert Committee members ends.

(b) Any Full Member and Honorary Member may nominate her/himself for election, provided she/he fulfils the following criteria:

- have higher academic education and sufficient scientific background or equivalent professional experience;
- work in academia, public administration, non-governmental organisations, institutions or private establishments in the natural sciences, social sciences and engineering.

Rule 12

(a) The Executive Secretariat shall prepare the list referred to in article 24 of the Statutes of the Association, comprising in alphabetical order the names

of suggested candidates duly nominated and shall submit this list to the Governance Board for the purposes of the appointment.

(b) The Governance Board, in accordance with the provisions of the article 23 and of the article 24 of the Statutes of the Association, shall decide on the appointment and renewal of the members of the Scientific and Expert Committee five months before the Ordinary General Assembly meeting taking place the year when the mandate of Scientific and Expert Committee members ends.

(c) The composition of the Scientific and Expert Committee shall represent a variety of European regions fields of expertise and background, while seeking to be gender balanced. While the majority of the members of the Scientific and Expert Committee shall be experts based in European institutions, it is encouraged to also have experts from other continents in the Scientific and Expert Committee.

Rule 13

The appointed members of the Scientific and Expert Committee shall officially take office at the Ordinary General Assembly meeting taking place the year when the mandate of Scientific and Expert Committee members ends.

Rule 14

(a) The members of the Scientific and Expert Committee elect a Chair and a Vice-Chair among themselves for the standing term of office, in accordance with the provisions of the article 24 of the Statutes of the Association. The Executive Secretariat supports the election.

(b) The Chair of the Scientific and Expert Committee, or the Vice-Chair when she/he is not available, will assume the responsibilities that follow:

- Convening meetings of the Scientific and Expert Committee on a quarterly basis. She/he works with the Executive Secretariat to organize the meeting and set up the agenda;
- Participating as an observer to the Governance Board meeting in order to assist the Governance Board in its activities;
- Acting as an intermediary between the Scientific and Expert Committee and the Governance Board. She/he forwards the requests of the Governance Board to the Scientific and Expert Committee and organizes the work of the Scientific and Expert Committee to answer those requests. She/he forwards to the Governance Board any own initiative taken by the Scientific and Expert Committee to provide recommendations to the Governance Board, to the IENE network more widely or to third parties. The Executive Secretariat supports the Chair or Vice-Chair for those exchanges with the Governance Board;
- Presiding over the work of the Scientific and Expert Committee for the preparation and supervision of research project calls, in collaboration with the Executive Secretariat and interested partners;
- Organising the contribution of the Scientific and Expert Committee to the Programme Committee of IENE International Conferences. See further in chapter IV;

- Overseeing the support that the Scientific and Expert Committee provides to IENE Working Groups. See further in Chapter VI;
- Overseeing the contribution of the Scientific and Expert Committee members to the preparation of the Strategic Roadmap of the network in terms of thematic priorities and activities to support research;
- Coordinating the Scientific and Expert Committee review of the publications of the network, including the updates of the Wildlife & Traffic handbook, the IENE Declarations and the scientific special issues from IENE International Conferences. See further in Chapter X.

CHAPTER IV

IENE INTERNATIONAL CONFERENCE

Rule 15

The IENE International Conference shall be organised on a biennial basis through collaboration between the Organising Committee and the Programme Committee.

Rule 16

(a) Any member of the Association can propose to host the IENE International Conference.

(b) Expressions of interest to host an IENE International Conference shall be sent to the Executive Secretariat and accompanied by an official request to use the IENE logo no less than two years prior to the date envisaged for the event.

(c) The Governance Board approves the offer for hosting the IENE International Conference.

(d) The proposing host together with the IENE Scientific and Expert Committee develops the composition of the Organising Committee and the Programme Committee of the conference.

(e) The Governance Board approves the proposed composition of the Organising Committee and the Programme Committee of the IENE International Conference.

(f) The Governance Board concludes a formal agreement with the conference host, according to the IENE Guidelines for Conferences, that covers, among other things: amount of the registration fees, including discount rates; modalities for the collection of the registration fees for the conference and of the membership contributions to IENE; and how funds remaining after the conference are to be used.

Rule 17

(a) The Organising Committee shall perform the fundraising for the event.

(b) An amount of the budget of any IENE International Conference shall be committed to the Association for the use of its brand, its logistics and communication support. This arrangement is part of the formal agreement mentioned in Rule 15 (f).

(c) The Membership contribution shall be collected simultaneously with the conference registration fee, as per Article 12 of the statutes. The formal agreement mentioned in Rule 15 (f) shall establish an arrangement between the Organising Committee and the Executive Secretariat for the collection of those contributions and fees.

(d) A minimum of five thousand euros of the total budget of any IENE International Conference shall be committed to support the publication of selected conference contributions in a special issue with a selected scientific publisher. This provision is to be set out in the formal agreement mentioned in Rule 15 (f).

Rule 18

(a) The programme of the IENE International Conference, including the thematic sessions and the workshops, are developed by the Conference Programme Committee.

(b) The Programme Committee is responsible for the review and selection of contributions to the Conference.

(c) The Programme Committee consists of members of the Scientific and Expert Committee and additional invited experts, and is chaired by a member of the Organising Committee.

(d) The Governance Board oversees the development of the conference programme.

Rule 19

The IENE Declaration is presented at the IENE International Conference, and is developed through cooperation between the Scientific and Expert Committee, the Governance Board and the Executive Secretariat. The Governance Board has decision-making authority in case a consensus cannot be reached to finalize the Declaration.

Rule 20

The Programme Committee, in cooperation with the Organising Committee, shall produce a collection of scientific papers presented at the conferences. This collection together with the declaration and a conference summary shall be published by an independent and peer-reviewed journal.

CHAPTER V

IENE AWARD

Rule 21

(a) The IENE Award shall be officially granted during the IENE International Conference.

(b) The IENE Award is granted to as a project award and as a personal award. Shall the IENE International Conference Organising Committee wish to grant a poster award, the poster award can be granted at the same time, in a single ceremony.

Rule 22

The IENE Award is non-monetary.

Rule 23

The Executive Secretariat shall launch a call for applications one year prior to the IENE International Conference.

Rule 24

The attribution of the IENE Award to projects and/or to persons will be handled by the Governance Board with support of the Scientific and Expert Committee.

CHAPTER VI

IENE WORKING GROUPS

Rule 25

(a) IENE Working Groups are established upon request by any IENE Member, to work on a specific mission or topic relevant to the activities of the Association. They should follow the working plan as provided in Annex C of those Internal Rules of Procedure.

(b) The establishment of an IENE Working Group shall be subject to approval by the Governance Board.

(c) The Executive Secretariat shall communicate the establishment of an IENE Working Group to the Members, to encourage any interested Member to participate in the Working Group.

Rule 26

Each IENE Working Group is chaired by an IENE member approved by the Governance Board, with support of the Scientific and Expert Committee.

Rule 27

The initial Working Plan (see Annex C of those Internal Rules of Procedure) and the final results of the Working Group shall be presented to the Governance Board or the Scientific and Expert Committee for review and approval, depending on which body is the most relevant depending on the aim of the Working Group.

Rule 28

(a) The Executive Secretariat facilitates the activity of the IENE Working Groups and monitors the progression of deliverables and the dissemination of outputs.

(b) Any cost related to the work of an IENE Working Group (such as publication costs, conference costs and/or administrative costs) shall be covered by the members of the respective IENE Working Group or included within the framework of a dedicated project.

Rule 29

IENE Working Groups that have produced no output and showed no activity during two consecutive years shall be subject to dissolution.

CHAPTER VII

IENE NATIONAL AND INTERNATIONAL WORKSHOPS

TRAINING SEMINARS

Rule 30

IENE National and International Workshops and Training Seminars are organised on a voluntary basis, in accordance with the IENE Guidelines for Workshops.

Rule 31

(a) Any Member can organise an IENE National or International Workshop or Training Seminar.

(b) Expressions of interest in organising an IENE National or International Workshop or Training Seminar shall be sent to the Executive Secretariat and accompanied by an official request to use the IENE logo and a concept note or a draft programme of the event, at least two months prior to the date envisaged for the event.

(c) IENE National or International Workshops and Training Seminars are subject to approval by the Governance Board.

Rule 32

The organiser shall prepare a draft of the workshop or seminar agenda and content, with support from the Scientific and Expert Committee. The Executive Secretariat shall provide support to the workshop or training seminar in terms of organisation, communication and dissemination of results.

Rule 33

(a) The organiser shall perform the fundraising for the event.

(b) Depending on the level of support requested, the organiser may have to provide financial support to the IENE if the role of the Executive Secretariat in the organisation of the IENE National and International Workshop or Training Seminar involves a significant amount of work.

CHAPTER VIII

RESEARCH PROJECT CALLS

Rule 34

Research project calls endorsed by the Association shall aim to create applied research and innovative tools as well as provide results which can be reproduced across different regions, countries and transport modes.

Rule 35

The Association can initiate a research project call, respond to a research project call or join a partnership with the purpose of organising a joint research project call after prior consultation with the Scientific and Expert Committee at the suggestion of:

- Founding Members,
- Full Members,
- Honorary Members,
- IENE Working Group members.

Rule 36

(a) The Executive Secretariat and the Governance Board shall identify interested funders and perform the fundraising for the research project call.

(b) An amount of 15% of the total budget of any research project call shall be committed to the Executive Secretariat in exchange for organisational support for the call.

Rule 37

(a) A Research project call Committee shall be assembled for the management of the call and shall consist of members who shall be:

- representatives of the funders of the research project call,
- representatives of the Governance Board,
- representatives of the Scientific and Expert Committee,
- the Executive Secretary,
- external experts and/or qualified persons.

(b) The members of the Research project call Committee shall submit, prior to their appointment, a Conflict of Interest Declaration (“the COID”) contained in Annex A to the Internal Rules of Procedure.

(c) The Research project call Committee shall elect a Chair among its members.

(d) The Research project call Committee shall prepare the text for the research project call.

(e) The Executive Secretariat shall provide organisational support to the Research project call Committee.

(f) Other roles, if identified, shall be specified in an official agreement between all parties involved summarising reciprocal commitments in the framework of the research project call.

Rule 38

(a) Project proposals are reviewed and selected by the Research project call Committee.

(b) While any member of the Scientific and Expert Committee is eligible to be part of the Research project call Committee, members that shall lead or join a team applying for the project call shall not be included in the reviewing or the selection process. The Chair of the Research project call Committee shall not lead nor join a team applying for the project call.

(c) The reviewers of project proposals can be anonymised. The final selection shall be announced by the Chair of the Research project call Committee.

(d) Selected projects shall be implemented under the supervision of two members of the Scientific and Expert Committee with sufficient experience in the main field of the project.

(e) The Executive Secretariat shall manage the administrative implementation of the projects and support the dissemination of their results.

Rule 39

The results of the research projects calls shall be made publicly available and open access.

CHAPTER IX

INDEPENDENT APPRAISAL AND FIELD EXPERTISE

Rule 40

The Association may decide on its own initiative or be requested by any Full Member and/or any non-member organisation to provide an independent appraisal or field expertise on a topic relevant to the field of expertise of the Association.

Rule 41

The request shall be sent to the Executive Secretariat prior to approval by the Scientific and Expert Committee.

Rule 42

(a) Any independent appraisal and field expertise shall be provided by the Scientific and Expert Committee, with support from the Governance Board.

(b) The Scientific and Expert Committee shall follow the rules for the preparation of publications contained in Annex B to the Internal Rules of Procedure to ensure the quality of its independent appraisal or field expertise.

(c) If necessary, the Scientific and Expert Committee might decide to involve third parties to support the work on specific topics. The Scientific and Expert Committee shall ensure the independence and quality of the work of the third parties involved.

(d) The third parties involved shall submit, prior to their involvement, a Conflict of Interest Declaration (“the COID”) contained in Annex A to the Internal Rules of Procedure.

CHAPTER X

IENE PUBLICATIONS

Rule 43

(a) The President of IENE Governance Board is the Publication Manager for all IENE publications.

(b) Depending on whether a publication is mostly grounded in scientific and technical expertise (e.g. appraisal, technical paper, assessment, review) or in administrative and policy fields (e.g. declaration, strategy, activity report, white paper), it is the responsibility of the Scientific and Expert Committee and of the Governance Board respectively to oversee the preparation of the publication, in cooperation with the other body.

(c) Any IENE Member can submit a proposal for a IENE publication to the Executive Secretariat. The proposal should present the background of the intended publication, aim of the publication, contents table, type of publication, proposed (co-)authors and time schedule. The Executive Secretariat transfers the proposal to the Scientific and Expert Committee or the Governance Board, as appropriate.

(d) Upon validation of the publication proposal either by the Scientific and Expert Committee or by the Governance Board, it becomes the body in charge of overseeing the preparation of the publication. It shall follow the rules for the preparation of publications contained in Annex B to the Internal Rules of Procedure. The other body is invited to review the draft publication at different stages.

(e) IENE Publications are to be cited with individual authors, unless otherwise agreed. IENE should be acknowledged as publisher.

(f) IENE Publications shall follow IENE graphic charter, including IENE logo policy. For publications prepared in partnership with other organisations, the Governance Board will agree with the partner organisations as to which graphic charter shall be used and how the logos are to be used.

ANNEX A

Conflict of Interest Declaration

This code applies to the Scientific and Expert Committee and to the external reviewers

I. Conflict of interest

You have been kindly invited to provide your expertise to the Infrastructure and Ecology Network Europe (IENE, hereafter the Network) as a member of its Scientific and Expert Committee or as an external contributor. As outlined in article 24 of the Statutes of the IENE, an importance aspect of your collaboration is the avoidance of any conflict between personal interests and bias in order to maintain the integrity of, and public confidence in Network's deliverables and activities.

A conflict of interest for a member of the Scientific and Expert Committee may involve the following situations:

- *Personal economic interests in the funding decision,*
- *Consulting relationships,*

- *Financial investments,*
- *Intellectual property interests,*
- *Commercial interests,*
- *Sources of private-sector research support.*

A conflict of interest in the framework of a research project call may arise from the following circumstances:

- *Involvement of relatives, personal ties or conflicts;*
- *Close scientific collaboration, e.g. implementation of joint projects or joint publications within the past 5 years;*
- *Direct scientific competition with personal projects or plans;*
- *Close proximity, e.g. member of the same scientific institution with a hierarchical or department relation or impending change of the reviewer/rapporteur to the institution of the applicant in a position with a hierarchical or department relation or vice versa;*
- *Teacher/student relationship, unless independent scientific activity of more than 10 years exists;*
- *Dependent relationship in employment during the past 5 years;*
- *Participation in ongoing or just previously concluded professional appointment proceedings;*
- *Current or prior (past 5 years) activity in advisory bodies of the applicant's institution, e.g. scientific advisory boards or on the boards of advocacy groups.*

II. Declaration

Role in the Network

☐ Member of the Scientific and Expert Committee

☐ External reviewer

Current employer /Affiliated institution

Address of current employer

Postal code

City

Country

Professional activities

Please list significant and relevant professional and other non-financial interests that relate or are likely to relate to your collaboration with the Network and could be interpreted as significantly hindering your objectivity in performing your duties and responsibilities for the Network and/or creating an unfair advantage for you or any other member of the Network. This might include, but is not limited to the examples provided in the “Conflict of interest” section.

Do you have a conflict of interest related to your professional activities?

☐ Yes

☐ No

Professional activities details

Financial interests

Please list significant and relevant financial interests that relate or are likely to relate to your collaboration with the Network and could be interpreted as significantly hindering your objectivity in performing your duties and responsibilities for the Network and/or creating an unfair advantage for you or any other member of the Network. This might include, but is not limited to the examples provided in the “Conflict of interest” section.

Do you have a conflict of interest related to financial interests?

☐ Yes

☐ No

Financial interests details

Other interests

Are there any other interests that could possibly create bias in the work in which you will be involved?

☐ Yes

☐ No

Other interests details

III. Rules for the prevention of conflict of interest

Reviewers must be independent experts, and should not be used in case of a possible conflict of interest. Where a conflict of interest cannot be resolved, the individual will not be eligible for election to the Scientific and Expert Committee. Scientific and Expert Committee members shall not be involved in any discussions or activities in case of a potential conflict of interest. Scientific and Expert Committee members may not apply for a project in the call.

IV. Confidentiality

All submitted proposals, the correspondence forwarded to you, the reviews and the identity of the reviewers must be treated confidentially. They must not be revealed to third parties. Therefore, the responsibilities of a reviewer may only be undertaken personally and may not be delegated to third parties. The scientific content of the proposal may not be exploited for personal or other scientific purposes. Furthermore, a reviewer should not identify himself/herself to the applicant or any third party.

I, hereby agree with the good practice and conflict of interest policy.

Name of expert

Date

Signature

Rules for the preparation of IENE publications

These rules apply to any IENE publication as described in Chapter X of the Internal Rules of Procedures.

For the purpose of these rules, “the relevant body” shall mean either IENE Scientific and Expert Committee or IENE Governance Board in charge of a given publication, as per Chapter X of the Internal Rules of Procedures. “The other body” shall mean either IENE Scientific and Expert Committee or IENE Governance Board, depending on which one is “the relevant body”.

1. The relevant body reviews a given IENE Publication and decides whether a manuscript can be accepted for publication.
2. The review within the relevant body in charge of an IENE Publications is as follows:
 - Initiators of an IENE Publication submit a proposal to the Executive Secretariat in which they present the background of the intended publication, aim of the publication, contents table, type of publication, proposed (co-)authors and time schedule. The Scientific and Expert Committee will provide a template for such proposals.
 - Depending on the nature of the proposed publication the Executive Secretariat transfers the proposal to the relevant body.
 - The relevant body discusses the proposal and evaluates whether publication as an IENE Publication is appropriate.
 - The relevant body summarises its evaluation and requests the other body for comments on the proposed publication, if any. The relevant body takes the final decision whether the publication as an IENE Publication is appropriate.
 - If found appropriate by the relevant body, the relevant body appoints one member as editor for the publication. The editor should have no part in the writing/preparing of the proposed publication.
 - The editor guides the review process of the publication by the relevant body.
 - The authors submit their manuscript, when ready, to the appointed editor within the relevant body.
 - The editor requests at least three members of the relevant body to review the manuscript. She/he can invite members of the other body to review the manuscript too. The reviewers should not be involved in the writing or preparation of the manuscript. The Scientific and Expert Committee will develop a template for a review report.
 - If necessary, the editor might also ask external experts to review the manuscript.
 - Based on the review reports the editor judges whether the manuscript is ready for publication or whether revisions have to be made.

- If the manuscript is considered ready by the editor, she/he will advise the President of the Governance Board.
- As IENE Publication Manager, the President of the Governance Board takes the final decision whether the publication is accepted as IENE Publication.
- When a manuscript is accepted for publication it is sent to the Executive Secretariat which handles final desktop editing and publication.
- In case revisions do not result in a satisfactory manuscript, the editor or the Scientific and Expert Committee can advise the Governance Board not to publish the manuscript as IENE Publication.

Working Plans of IENE Working Groups

These rules apply to any Working Group as described in Chapter VI of the IENE Internal Rules of Procedures.

For the purpose of these Internal Rules of Procedures of IENE, “Working Plans” shall mean the description of the organisation of the work towards the setting up of a “Working Group” as described in the Chapter VI of the Internal Rules of Procedures.

- A. The Working Plan is the main tool for any Working Group to be set up and should clearly include the following:
1. The aim of the Working Group which has to fit in the framework of the IENE Association Statutes.
 2. The members and the definition of their roles as follows:
 - The chair of the Working Group as a coordinator, and if necessary, the co-chair, responsible for the development of the working plan, including quality control;
 - The contributors, who are co-authors and other contributing persons providing relevant information to implement the tasks of the Working Group;
 - The independent reviewers, providing recommendations based on their professional experience to improve outputs, including aspects to be modified, when needed;
 - Other specific role to achieve the aim of the Working Group, as needed.
 3. The methods and the tools that will be used for the Working Group to complete its work
 4. The possible meetings that need to be organized, either online or physical
 5. The deliverables and the relevant rules have to be followed in the cases of:
 - Producing IENE publications (Annex B of the Internal Rules of Procedures)
 - Organising special IENE training seminars (see Chapter VII of the Internal Rules of Procedures)
 - Organising events like conferences or workshops (see Guidelines for IENE conferences and workshops)
 6. A time table showing key milestones.
- B. The initial Working Plan and the final results of the Working Group shall be presented to the Governance Board or the Scientific and Expert Committee for review and approval, depending on which body is the most relevant depending on the aim of the Working Group.
- C. The final results are distributed to all IENE members and the potential relevant stakeholders, with support from the IENE Executive Secretariat.