

## ***ISHAM WORKING GROUP GENERAL INFORMATION***

Dear Convener,

Thank you for expressing an interest in establishing a Working Group and serving as one of its Conveners. As you are probably aware, the primary objective of Working Groups under the International Society for Human and Animal Mycology (ISHAM) is to provide a mechanism for the free exchange of information among members who share common interests in specific areas of medical and/or veterinary mycology. The society also welcomes the establishment of environmental mycology groups which are primarily concerned with issues that impact medical and veterinary mycology.

### ***What can ISHAM do for your Working Group?***

- ISHAM is a large international organization, with members in all areas of medical mycology. As such, the Society can provide contact information to assist Working Groups to establish optimal networks.
- The Working Group's messages and activities can be placed at a prominent position on the ISHAM website. In addition, ISHAM can provide assistance in creating individual Web sites for each Group that would be linked to that of the Society.
- The Society's newly introduced electronic alerting system will permit the free distribution of any announcements to several thousand medical mycologists worldwide.
- The ISHAM Web site will soon have a membership forum which can also be employed by Working Groups as a communication mechanism.
- ISHAM sponsored symposia at large international congresses provide common locations for direct meetings of the Working Groups' members.
- Affiliation with ISHAM makes your Working Group more attractive to both public and commercial potential sponsoring organizations.

### ***General requirements for Working Groups***

In order for a Working Group to operate within the ISHAM framework, it must be established as a 'Standing Committee'. To that end, please note the following description of Standing Committees under Article 6 of the ISHAM constitution:

- The Council or the General Assembly shall appoint such Standing Committees as shall from time to time be desirable for the study of special problems. Such Committees shall act for such a period as may be determined by the Council or General Assembly. Such a period shall not exceed 4 years, at which time the Committee may be re-appointed by a decision of the Council or the General Assembly.

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- Working Groups (= Standing Committees) with overlapping themes may not be approved unless they foster synergy and promote consistency and complementarity of approaches.
- Any proposal for establishing a Working Group which contravenes fundamental ethical principles (e.g. those set out in the Charter of Fundamental Rights of the European Union, OJ C364, 18.12.2000, p.1 or those implemented in other parts of the world) may not receive Council approval.

### ***Guide for Conveners***

In light of requirements for chairs of standing committees contained in this article, the ISHAM Council specified at its last meeting (October, 2006) that:

- Conveners of Working Groups must be ISHAM members in good standing;
- No member can serve as the Convener of more than two (2) Working Groups;
- Conveners and Working Group members must be appointed by the Council;
- Working Group members other than Conveners need not be ISHAM members. However, the Society requests the assistance of conveners in encouraging ISHAM membership of the Group's participants. Membership information can be obtained at the ISHAM web site;
- Since Working Groups operate as ISHAM standing committees, Council approval is required prior to the initiation of their activities. Conveners must complete the Working Group Application Form available on the Society's Web site;
- The status of Working Groups within ISHAM must be acknowledged in all public or professional publications, workshop programs, lectures or similar activities. If any Working Group establishes a web site to assist the exchange of information, it must be linked through the ISHAM web site to allow Society members to keep themselves informed of the Working Group's activities.

### ***Seeking financial assistance from ISHAM?***

- All requests for ISHAM's financial assistance must be made by completing the appropriate sections of the Working Group Application Form available on the Society's Website. Please note that Council approval of any Working Group does not, in itself, guarantee ISHAM's financial support.
- It would be expected that efforts would be made to obtain support from a number of sources and that the full costs of the Working Group's activities would be defrayed by all funding sources.
- Requests for funding must be accompanied by a fully itemized budget in which the costs are fully justified and explained. No award will be possible unless such a budget is provided. For example, in considering travel for meetings, it will be important too provide a clear case for the frequency and necessity for formal meetings to take place rather than communications via electronic methods

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- All requests for financial support by ISHAM must be in the form of “unrestricted educational grants” by the Society. ISHAM's treasurer will disperse the Working Group's funds when requested to the individual indicated on the Working Group Application Form (see item #8), but it will be the responsibility of the Convener(s) to maintain appropriate financial records.
- While a maximum of \$ 5,000 would normally be available per annum, it is expected that many Working Groups will not require any financial input from ISHAM.

### ***Reporting and contact***

- As indicated, the Society would like to be kept informed of the activities of all Working Groups and to this end, please include the ISHAM Council members responsible for Working Groups, listed below, in all communications.
- Please provide the indicated individual with copies of all deliverables or final outcomes achieved by the Working Group, e.g., reports for publication in Medical Mycology or similar scientific journals, procedural guidelines which may also be published in scientific journals, "White Paper" reports, etc.
- In addition, during the operation of a Working Group, its Convener(s) must provide a formal report to the Council, no less than once per year, as to its activities and success in achieving its deliverables. Upon evaluation of these reports, the Council may, if insufficient progress has been made, terminate the activities of the working group.

Thank you again for your interest in establishing an ISHAM Working Group. We look forward to reviewing the documentation submitted to the Working Group Coordinator to gain Council approval of its operation.

Best regards,

Neil Gow  
ISHAM Working Group Coordinator

Sybren de Hoog  
ISHAM President 2006-2009