

General regulations for Working Groups

- In order for a Working Group to operate within the framework of the International Society for Human and Animal Mycology (ISHAM), 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.
- 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

- Any ISHAM member who has served as a Convener on a Standing Committee during two consecutive terms will not be eligible for immediate re-election.
- No members shall serve as Convener on more than two Standing Committees at a time.
- The Chairman of a Standing Committee shall be nominated at the time of election of the Committee.
- In light of these requirements, the ISHAM Council at its last meeting (October, 2006) has specified 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.
- Conveners should encourage their Working Group members to apply for ISHAM membership.
- Since the working groups operate as ISHAM standing committees, Council approval is required prior to the initiation of their activities. However, Council approval does not, in itself, guarantee financial support by the Society.

What can ISHAM do for your Working Group?

- ISHAM is a large international organization, with members in all areas between fundamental research and clinical application. We can help you in providing contacts to set up an optimal network of your choice.

- Your messages and activities can be placed at a prominent place on the ISHAM website.
- Soon an electronic alerting system will be put in place. This means that any announcement you wish to make can be distributed freely to several thousands of medical mycologists worldwide.
- The website will soon have an option for discussion fora, which you can use to communicate and exchange ideas with members of your Working Group.
- At your request ISHAM can provide financial support for networking. Two types of sponsoring are available: individual grants for exchange of scientists and students, and sponsoring of workshops and symposia on your theme. Guidelines for application are available on the ISHAM website and are described below.
- ISHAM will organize extended possibilities to organize symposia at large congresses on medical mycology and microbiology, such as ECMM, ICAAC, TIMM, IUMS, and ISHAM itself. This will extend your options to meet regularly with the members of your Working Group.
- Affiliation to ISHAM makes your network more attractive to sponsoring organizations, both industrials and governmental. We recommend to display your ISHAM affiliation on all your communications.

What does ISHAM request from you?

- The Society will be stronger as an organization for your support when its members show activity under the ISHAM flag. You are therefore kindly requested to use the ISHAM logo on all your activities: letters, websites, symposia, posters, lectures. A new ISHAM logo is currently designed, it will be sent to you in due course.
- ISHAM membership of Working Group members is not necessary, but we would appreciate if you could convince participants that it is profitable for them to become a member. A membership form can be found at the ISHAM website.
- Since working groups are standing committees, their status within ISHAM must be acknowledged in any 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 on its activities.

Seeking financial assistance from ISHAM?

- ISHAM Council will be prepared to consider financial support of your working group. It would be expected that efforts would be made to obtain support from a number of sources and that the full costs of your activities would be defrayed across these funding sources.
- Requests for funding must be accompanied by a fully itemized budget will be required in which the costs are fully justified and explained. No award will be possible unless such a budget is provided.
- All requests for financial support by ISHAM must be directed as “unrestricted educational grants” to the Society. ISHAM's treasurer will disperse the Working

Group's funds when requested by the Convener(s), but it will be the responsibility of the Convener(s) to maintain appropriate financial records.

- 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.
- It is unlikely that any funding will be provided without a fully justified case for the need, aims and objectives of the group. 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 meetings, teleconferencing etc.
- While ISHAM may provide funds upon specified request, Convener(s) are encouraged to seek other sources of financial assistance from appropriate professional and commercial resources.

Could you please provide us with the following information?

- In order for the Council to review and approve the operation of a working group, the information specified below must be submitted by the Convener(s) to the responsible Working Group Coordinator.
- The general objectives of the working group, along with an itemized list of specific questions to be addressed by the working group and the methods or procedures to be employed to resolve these questions.
- A time-line of achievable and tangible objectives and outputs. Such outputs could include the writing of reports, reviews, protocols etc.
- The names and contact information for each of the Conveners.
- The names and contact information of the Working Group's membership.

Reporting and contact

- We would like to remain informed about your activities. Please include the ISHAM Council members responsible for Working Groups, listed below, in all your mailings.
- Please send us all deliverables or final outcomes to be 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.
- During the operation of the 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

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ISHAM President 2006-2009