



**IOBC Global: Guidelines for Global Working Groups and Regional Sections, version 6, 1 May 2008**

**International Organization for Biological Control of Noxious Animals and Plants (IOBC Global) = [www.IOBC-Global.org](http://www.IOBC-Global.org)**

**Mission of IOBC: to promote the development of biological control and its application in integrated control programmes**

These guidelines have been accepted by the IOBC Global Council in 2008

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**1. Aims and services of IOBC**

IOBC promotes the use of sustainable, environmentally safe, economically feasible and socially acceptable control methods of pests. The word pest in this guideline includes animal pests, diseases and weeds, according to FAO. IOBC encourages collaboration in the development and promotion of Biological and Integrated Protection systems. IOBC fosters research and practical application, training and information, of biological methods of control.

IOBC offers its members special services, such as:

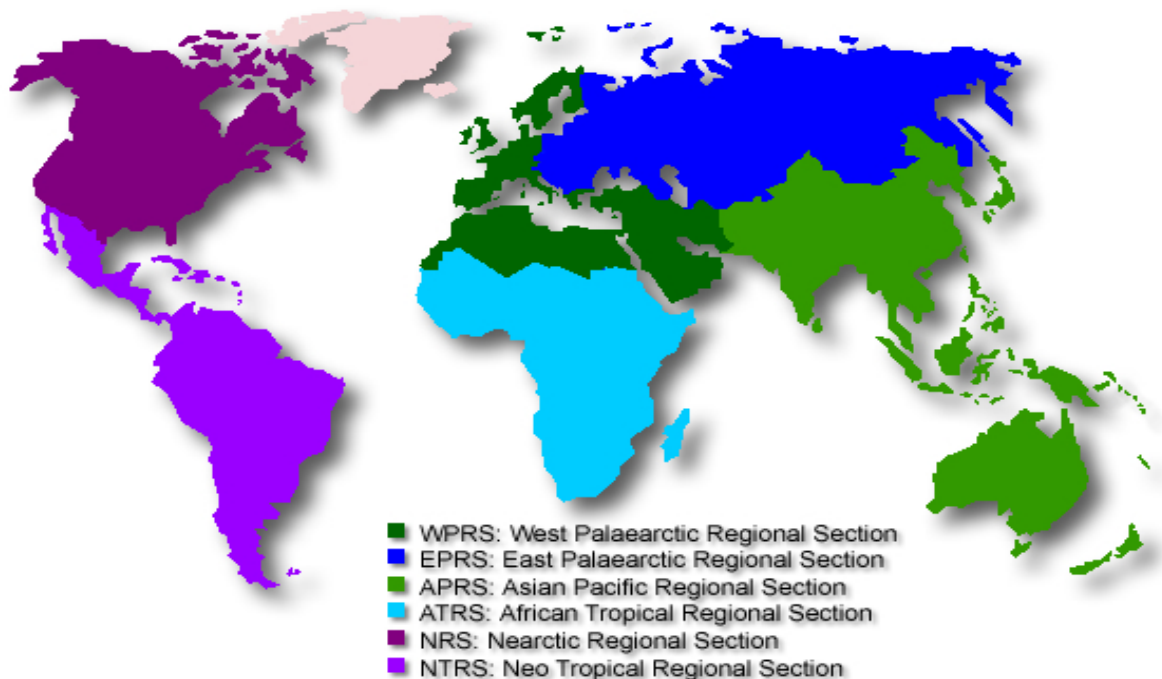
- Website with information on biological control (e.g. the IOBC Global Internet Book of Biological Control): [www.IOBC-Global.org](http://www.IOBC-Global.org)
- Networking and information
- Working groups
- Newsletters
- Writing partnership
- Greatly reduced subscription price of the scientific journal BioControl

## 2. Regional Sections and Working Groups of IOBC Global

Historically IOBC started in 1956 as an organization affiliated with the International Council of Scientific Unions (ICSU). Later it proved practical to form Regional Sections in addition to the Global IOBC. At present, IOBC-Global includes 6 Regional Sections and 9 Global Working Groups.

### 2.1 Regional sections of IOBC-Global (for information see IOBC Global Website):

- Asia and the Pacific Regional Section: APRS
- AfroTropical Regional Section: ATRS
- East Palearctic Regional Section: EPRS
- Nearctic Regional Section: NRS
- NeoTropical Regional Section: NTRS
- West Palearctic Regional Section: WPRS



### 2.2 Working groups of IOBC-Global (for information see IOBC Global Website):

- Arthropod Mass Rearing and Quality Control
- Benefits and risks of exotic natural enemies
- Biological Control of *Chromolaena* weed
- Biological Control of *Plutella* moth
- Biological Control of Water Hyacinth
- Ecology of Aphidophaga
- Egg Parasitoids
- IWGO, *Ostrinia* and other maize pests
- Transgenic Organisms in IPM and Biological Control

### **3. Structure of IOBC Global**

IOBC has the following statutory bodies:

- (a) the General Assembly;
- (b) the Council;
- (c) the Executive Committee
- (d) the Regional Sections;
- (e) other bodies that the Council deems necessary, such as working and groups.

The full texts of the Statutes and By-laws of IOBC Global are available on the IOBC Global website.

#### ***3.1 General Assembly***

The General Assembly, which is open to all Members, meets approximately every four years in conjunction with an international congress. The place and date of the General Assembly are fixed by the Council and announced at least one year in advance. The General Assembly elects for a term of four years the President, the two Vice-Presidents, the Treasurer and the Secretary-General. No more than two of these shall be of the same country. With the exception of the Secretary-General they are not eligible for a second consecutive term in the same office. The General Assembly decides on any modification to the Statutes. The purposes of the General Assembly are the provision of information on the affairs of the Organization, and the provision of opportunities for Members to express opinions on the activities of the Organization and to make recommendations to the Council.

#### ***3.2 Council***

The Council consists of the members of the Executive Committee and one representative from each Regional Section, all of whom should be Members of the Organization. The Council is convened as appropriate and preferably at least once every two years. The Council may establish services of general interest to Members, particularly relating to documentation, information and publication, and may act in such other ways as will promote the objectives of the Organization. The Council adopts its own rules of procedure and designates the persons entitled to sign on behalf of the Organization. The Council is responsible for the functioning of the Organization, and in particular for:

- a) stimulating international cooperation;
- b) providing advice and information;
- c) promoting and approving the establishment of Regional Sections and coordinating interregional activities;
- d) developing cooperative programs with other international organizations;
- e) presenting progress reports and programmes of activity annually to Members and to each General Assembly;
- f) preparing the budget;
- g) preparing the agenda of the General Assembly;
- h) organizing votes by postal ballot;
- i) formulating and amending By-laws.

#### ***3.3 Executive Committee***

The Executive Committee consists of the President, the Past-President, the two Vice-Presidents, the Treasurer and the Secretary-General. The Executive Committee is responsible for implementing the decisions of the Council and shall meet when necessary and convenient. The Executive Committee shall account for its actions to the Council, and shall seek its approval for any emergency action taken.

### **3.4 Regional Sections**

A major part of the activities of IOBC is carried out by the Regional Sections. The establishment of a Regional Section will be considered by the Council for any part of the world on the request of at least three institutional Members or of at least 15 individual Members from more than one country, located in the region concerned. Insofar as proves practicable, Regional Sections shall be based on biogeographical zones. Regional Sections are autonomous with respect to structure, finance, procedure and activities, subject only to compatibility with the Statutes of the Organization and the general policy of the Council.

The Statutes and By-laws of Regional Sections and amendments to them shall be submitted to Council for approval. Each Regional Section shall appoint a representative to the Council.

The cost of attendance of such a representative or proxy at Council meetings shall be borne by the Regional Section. The composition of the Executive Committees / Governing Boards of the Regional Sections, their statutes, as well as information on their activities can be found on the website of IOBC Global.

An important point concerns the finances of the Regions and Global. Financially, Regions are largely autonomous and need to finance activities from contributions of their members. Part of the membership fees are for support of IOBC Global. The following points concern the collection of membership fees and the subscription fee for BioControl.

1. The treasurers of the regions are responsible for the collection of membership fees.
2. The treasurers of the regions send out a payment request per 1 November, and send a reminder on 21 November. Those members that have not paid per 15 December will no longer receive the journal BioControl and IOBC Global information.
3. The treasurers of the regions inform the treasurer of IOBC Global per 20 December which of their members have paid for the subscription to BioControl
4. The treasurer of IOBC Global informs the publisher to whom they have to send BioControl
5. The treasurers of the Regions pay part of the membership fees and the subscription fees for BioControl at the end of each calendar year to the treasurer of IOBC Global.

### **3.5 Working Groups**

#### **3.5.1 Working Groups**

Another important part of the activities of IOBC Global is carried out by its **Working Groups** (WG). A WG is responsible for a certain field of study / area of interest related to biological control. WG activities should strictly conform to the mission of IOBC Global, i.e. to promote the development of biological control and its application in integrated control programmes. WG activities should increase the knowledge in the area of interest of the members and this knowledge should be offered to the scientific community and all other stakeholders that support the mission of IOBC Global. Participation in a WG is open to all persons and institutions actively concerned with the WG's specific topic and support the mission of IOBC Global.

Each WG is led by a **convenor** who is elected among and by persons who are member of IOBC. The convenor is responsible for initiating, co-ordinating and reporting all those WG activities, which are necessary to fulfil the mission of the WG with respect to exchange of information and collaboration within its subject area. Among the WG members, the convenor may appoint **co-convenor**(s) to replace and/or assist him/her if necessary. The convenor is the sole person responsible to IOBC for the functioning and financial accounting of the WG and WG subgroups.

Based on a proposal by email to the WG members, the **election of a convenor** is announced prior to a WG meeting. Candidate(s) are presented with a short cv, a photograph

and a motivation in the same email message. The election takes place during a WG meeting, and voting is organized by the present convenor (or someone replacing him/her) helped by two assistants appointed ad hoc among persons covered by IOBC memberships. Only members of IOBC are allowed to vote. Voting is secret, and a person is elected if he/she obtains at least half the votes plus one. A convenor is appointed for a period of 5 years, with the possibility to be re-elected for a second term of 5 years. The Executive Committee of IOBC Global must approve the elected candidate. Persons for whom the function as convenor may include a conflict of interest with activities of their employing institution are not eligible. Should such a situation develop before the end of the convening period the convenor will have to step down. The past convenor should provide the new convenor with all relevant WG material including all names and addresses of WG members. Convenors, or their representatives, will report about WG activities during the General Assembly. Convenors are responsible for maintaining the WG archive and adding relevant material.

The main activities of WGs are the regular WG meetings. Other activities like newsletters, websites, and WG publications may be developed where appropriate. Duties of the convenor may be divided among leaders of subgroups, appointed by the convenor and communicated to the Secretary General of IOBC Global. The convenor is to initiate WG meetings, invite WG members, and seek support of a local organiser and finances, if necessary. IOBC favours small meetings (around 50 participants or less) with a real working group character and not too many presentations, but ample discussion time. Some topics/occasions may demand larger gatherings, though. Meetings should be announced in the IOBC newsletter and on the website; for this purpose, convenors should send the Secretary General of IOBC Global information about the meeting. As the convenor is the official representative of IOBC, he/she should briefly introduce IOBC at the start of every meeting, and actively solicit membership. Information material about IOBC is available on the Website.

IOBC will financially support WG meetings, provided that the meeting fulfils the basic conditions of IOBC Global. These conditions are as follows: (a) the meeting should have a registration fee that is lower for IOBC members than non-members, with the registration fee for non-IOBC members should be about 30 Euro higher (the average annual membership fee) than for IOBC members, (b) the convenor should monitor the participation of members at meetings by circulating a list of participants that specifies member / non-member, and actively solicit membership by providing membership application forms, (c) the financial support should be used preferably to finance participation of young IOBC members (= < 35 years) with limited financial support, (d) the Treasurer of IOBC Global should receive a short report on how the Global financial support was used, including bills; (e) the Secretary General of IOBC Global should receive a short report about the meeting together with the list of participants mentioned under (b); this report will be published in the IOBC Global newsletter. A provisional payment will be made before the meeting, based on a request including a budget proposal of the WG. This payment will become definitive after the report and bills mentioned under (d) have been received by the Treasurer and when the basic conditions for funding have been met.

WGs are expected to annually provide information for the IOBC Global newsletter and distribute the newsletter and other Global information to all of their members.

#### **4. Publications of IOBC Global**

- The IOBC sponsored journal “BioControl” is a fully refereed international journal, that was preceded by “Entomophaga” (1956 - 1997). IOBC individual members can subscribe to it at greatly reduced price.
- The “IOBC Newsletter” provides the members twice a year with current news, meetings, books and selected information from the Regional Sections and Working Groups. All previously appeared newsletters are available on the website.
- The IOBC Internet Book of Biological Control provides the members with all kind of information about biological and integrated control, including a listing of biocontrol books and websites. The book is updated once or twice a year.
- Each of the Regional Sections and Working Groups publish their own information in the form of newsletters, proceedings, articles and books. Previous newsletters of Regions and Working Groups are available on the website.

Information about all the above mentioned publications can be found on the website.

#### **5. Finances of IOBC Global and Regional Sections**

IOBC is funded through membership fees of institutional, supporting and individual members, donations and an annual contribution by the publisher of our journal BioControl. IOBC has – directly or indirectly via institutional and supporting memberships – about 4650 members worldwide.

The money that IOBC Global receives is used for:

- Organization of workshops and symposia;
- Maintenance of the website;
- Production of newsletters;
- Production of the journal BioControl;
- Production of Bulletins with workshop / symposia proceedings;
- Management of IOBC Global.

#### **6. Membership of IOBC**

There are four categories of membership: individual, institutional, supporting and honorary. Individual membership is open to all individuals engaged or interested in biological control. Institutional membership is open to any institution, including government departments, academies of science, universities, institutes and societies, participating in biological control activities. Supporting membership is open to any person or institution interested in promoting the objectives of the Organization. For information about institutional, supporting and honorary membership, please contact the Secretary General of IOBC Global (see website).

##### ***6.1 Individual membership***

To apply for membership and for information about membership fees, see [www.IOBC-Global](http://www.IOBC-Global). Members usually apply for membership of their Regional Section

For all members: subscription to BioControl (normal price: 400 €): 94 €(price in 2008)

##### ***6.2 Institutional and supporting membership***

Contact the Treasurer of the Regional Section or of IOBC Global to obtain information about institutional and supporting membership.

## 7. Listing of annual activities Global Executive Committee

### January

- Treasurer (T): Prepare overview of financial activities of previous year
- T: Ask auditing committee to check the financial activities
- T: Report about the financial situation in the March Global Newsletter
- Secretary-General (SG): each month: update Website

### February

- SG: Send out requests for contributions to Global Newsletter

### March

- SG and President (P): Prepare and distribute newsletter
- P: Prepare agenda for Ex Cie meeting, SG: Distribute agenda and ask for comments

### April

- Executive Committee meeting; SG prepare report of Ex Cie meeting
- 2<sup>nd</sup> and 4<sup>th</sup> year Executive Committee meeting: prepare agenda / meeting place for Council meeting; invite participants for Council meeting (Ex Cie + 1 representative of each Regional Section, 11 persons)
- 3<sup>rd</sup> year Executive Committee meeting: contact candidates and prepare name lists for election new Executive Committee
- 4<sup>th</sup> year Executive Committee meeting: prepare agenda / meeting place for General Assembly; invite all members of IOBC to take part in General Assembly via newsletter Global

### August:

- 2<sup>nd</sup> and 4<sup>th</sup> year: Council meeting; SG prepare report of Ex Cie meeting
- 4<sup>th</sup> year: General Assembly during International Congress of Entomology

### September

- SG: Send out requests for contributions to Global Newsletter
- P: Prepare agenda for Ex Cie meeting, SG: Distribute agenda and ask for comments

### October

- Executive Committee meeting; SG prepare report of Ex Cie meeting
- SG and P: Prepare and distribute newsletter; update of Internet Book
- T: inform Regional Sections about membership fee collection, subscriptions BioControl

### December

- T: ask Regional Sections about their membership and subscriptions BioControl
- T: inform Springer/BioControl about number of subscriptions and addresses
- SG: 3<sup>rd</sup> year send out voting forms (email); collect and report about election (January)

## Acknowledgement

Part of these guidelines are based on the Convenor's Handbook of IOBC WPRS

J.C. van Lenteren, 1 May 2008, version 6