



GIREP Handbook of Internal Regulations

Based on the statutes, Art 8 , §5: The Board establishes and adapts the GIREP Handbook. This document describes all daily and changeable activities and processes within the GIREP organization. It is constantly available and is approved during each meeting by the General Assembly.

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Note: highlighted text is new text

1. Some clarifications on the statute articles

<p>Statutes: Version March 6, 2021 due to obligatory changes because of new legislation in BE, law of 23 March 2019</p>	<p>GIREP Handbook comments, clarifications.</p>
<p><u>I: Legal Status</u></p> <p>Art.1</p> <p>GIREP vzw (Groupe International de Recherche sur l'Enseignement de la Physique -International Research Group on Physics Teaching)(acronym: GIREP)(a continuation of the member organisation GIREP, founded in 1966 and active ever since within the framework of the articles of association Art.3, §1 to §4.) is a non-profit organisation.</p>	<p>Previous version:</p> <p><i>Between</i></p> <p><i>Marisa Michelini, (full address)</i></p> <p><i>Claudia Haagen-Schützenhöfer (full address)</i></p> <p><i>Leos Dvorak (full address)</i></p> <p><i>Dagmara Sokolowska (full address)</i></p> <p><i>Willen Peeters (full address)</i></p> <p><i>it is decided to establish a legal organisation, called International Research Group on Physics Teaching (acronym: GIREP).</i></p> <p>The names of the people in these statutes do not claim to be the founders of GIREP. They only took responsibility to establish a legal organisation in order to give the organisation more action power.</p> <p>March 21 version: rejected since “statutes are not history books”. The version of March21 sticks to the essence.</p>
<p>Art.2 The registered office of GIREP is established in The Flemish region of Belgium, in B2531 Vremde (Boechout), Millegemweg 49, judicial district of Antwerp</p>	

<p>Art.3</p> <p>§1 For the teaching of and learning of physics at all levels and in all contexts GIREP has the following disinterested aims and purposes:</p> <ul style="list-style-type: none">- to promote quality in physics education by spreading research results, for example, agreements with editors, commitments with other organisations.- to promote research, for example, by organizing international conferences, seminars, prizes for presentations.- to support the improvement of the quality of pre-service teacher education and in-service professional development, for example, by focussing on these topics at conferences and other networks- to support and facilitate cooperation between all stakeholders that aim at its enhancement, for example, by including other organisations in international meetings, mutual agreements and organising conferences in different countries and by taking part in projects on research and education- to support and facilitate the exchange of information on the subject, for example, via conferences, books, (social) media and newsletters. <p>§2 GIREP is entitled to set up and exploit facilities and services and can by all means organise and/or support projects and initiatives that are in line with the goals of Art3,§1</p> <p>§3 GIREP can carry out all legal actions which are necessary or useful to reach its selfless goals; it can therefore obtain or manage all goods and any movable or immovable property, or possession of the property or otherwise and use these goods, manage or put to disposal.</p> <p>§4 GIREP may perform on a secondary basis certain economic activities provided that the profits thereof are exclusively devoted to the aims and purposes of the organisation, described in Art 3, §1.</p>	<p>The new Art.3 formulates the goals in a more concrete way, more transparent and clear.</p> <p>This is probably the most important Article for the general public, the interested member. .</p>
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<p>Art.4.</p> <p>§1 The legal organisation is of indefinite duration. It may be dissolved at any time. Apart from cases of judicial dissolution and dissolution by law, the dissolution of the association may only be decided by the GA (see Art. 7) according to the Law of 23 March 2019 introducing the Code of companies and associations, and according to these statutes.</p> <p>§2 The dissolution of the organization can only be decided by a two-third majority of the members taking part in a GA meeting.</p> <p>§3 In case of dissolution of the npo the assets of GIREP, after taking into account the liabilities, will be given to an international association, whose activities are in favor of the teaching of and learning of physics or science teaching at all levels and in all contexts.</p> <p>§4 All issues not arranged by the these statutes, the Belgian Law of 23 March 2019 introducing the Code of companies and associations applies.</p>	
<p><u>II: Members</u></p> <p>Art. 5</p> <p>§1 The number of members is unlimited, but cannot be less than ten.</p> <p>§2 Individuals, organisations and legal entities can become member of GIREP</p>	

<p>Art.6.</p> <p>§1 Membership requires that the goals of Art3 §1 of GIREP are endorsed.</p> <p>§2 Membership is granted to any candidate who applies for it to the Board (see Art. 8) by paying his/her/its fee every year and as soon as such application is accepted by the Board by delivering a membership certificate. Different groups of members can be established.</p> <p>§3 Membership is valid from the 1st of January until the 31st of December.</p> <p>§4 Each year the Board establishes the amount of the membership fee for every group of members. Prolongation of membership is granted as from the very day of payment on.</p> <p>§5 Members not paying their yearly fee before the 1st of September of the current year are no longer considered as members.</p> <p>§6 The Board keeps a list of all members of the organization.</p>	
<p><u>III: The General Assembly (GA) of GIREP</u></p> <p>Art 7</p> <p>§1 The statutory bodies of the GIREP are:</p> <ul style="list-style-type: none">a) The General Assembly (GA, see Art.7)b) The GIREP Board (Board, see Art. 8) <p>§2 The General Assembly is the statutory body of highest authority of GIREP and formed by all members. The responsibilities of the General Assembly are described in articles 4 and 12 of the Belgian Law of 23 March 2019 introducing the Code of companies and associations. Its decisions are binding for all members.</p> <p>§3 A General Assembly meeting takes place at least once a year, convened according to the Law of 23 March 2019 introducing the Code of companies and associations. Each member has one vote. Members may be</p>	<p>The written proxy can be a mail, sent to 3 people at least: the representing (other) GIREP member, the president and the secretary of GIREP</p>

<p>represented at the GA by another member by written proxy.</p> <p>§4 Every meeting of the General Assembly shall be deemed duly convened, on first call, with the presence or representation of more than half of the total number of members or, at second call, to be held at least 15 days later, regardless of the number of members present.</p> <p>§5 The General Assembly can also be convened if at least half plus one of the members request this in a written form to the Board.</p> <p>§6 The President of the Board (see Art.8 of this statute) chairs the meeting of the General Assembly. In his absence another member of the Board takes over the presidency for the time of the session.</p> <p>§7 The General Assembly shall decide only on issues written in the agenda of the meeting, The agenda is announced together with the invitation.</p> <p>§8 The ways in which a member can take part to a meeting of the General Assembly are stated in the GIREP Handbook of Internal Regulations (see Art. 8, §5).</p> <p>§9 All decisions shall be taken by a majority vote of the members participating in the meeting.</p> <p>§10 The present Statutes may be revised by a decision of a 2/3 majority of the General Assembly. Each change of the statutes must be published in the “<i>Belgian Official Gazette</i>”, via the Court of Commerce. This is also obligatory for each change of the composition of the Board.</p> <p>§11 Decisions on changes of statutes, exclusion of members or dissolution of the organization can only be taken if the conditions, as stated in the Law of 23 March 2019 introducing the Code of companies and associations are taken into account.</p>	<p>A member is eligible for attending the GA when he paid his fee for the previous year, and/or until the 1st of June of the current year.</p>
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<p>§12 The GA decides on the approval of the Annual Report as presented by the Board.</p> <p>§13 Of each GA meeting a report is made and spread among all members of GIREP, at the last 1 month before the next GA meeting takes place.</p> <p>§14 Participating to a GA meeting is possible both face to face or via an on-line conference.</p>	
<p><u>IV: The GIREP board</u></p> <p>Art.8</p> <p>§1 The second statutory body of GIREP, the GIREP Board (called “Board”) is the executive organ of the organization.</p> <p>§2 It consists of at least five members elected by the General Assembly for four years. They are re-electable. The Board chooses among themselves the President, two Vice-presidents, the General Secretary and the Treasurer. The President and the Vice-Presidents shall belong to different countries and preferably to different linguistic regions.</p> <p>§3 The Board leads, represents and engages legally the organization, without additional authorization from the General Assembly, in all judicial and extrajudicial actions. It acts as plaintiff or defendant, in all legal proceedings, and decides whether or not to take actions. It is authorized for all actions, without exception, of its members, including buying or selling of movable or immovable property and the mortgaging, of the borrowing and lending, for any period, all trade-and banking activities, and the lifting of mortgages. For well-defined partial tasks from Art.8 §3 and for a defined period, the Board may give authorization to a member of GIREP or another person. This authorization must be signed by all Board members.</p>	<p>From 3/1/2016 until 2019 the GIREP Board was formed by:</p> <p><i>Marisa Michelini, president</i> <i>Claudia Haagen-Schützenhöfer, vice-president (resigned July 2019, replaced by Gesche Pospiech (U. Dresden) until Jan 2020.</i> <i>Leos Dvorak, treasurer</i> <i>Dagmara Sokołowska, secretary</i> <i>Willen Peeters, vice-president</i></p> <p>During elections of November 2019, the GB was extended to 6 members, who, among themselves distributed the GB tasks as follows:</p> <ul style="list-style-type: none"> ● President of GIREP, Marisa Michelini, University of Udine, Italy ● Vice-President of GIREP in charge of activities aimed at universities and research, Dagmara Sokołowska, Jagiellonian University, Krakow, Poland ● Vice-President of GIREP in charge of activities aimed at teachers, Wim Peeters, PONTOn vzw, Flanders, Belgium ● GIREP Secretary, Eilish McLoughlin, Dublin City University, Ireland ● GIREP Treasurer and Media Officer, Claudio Fazio, University of Palermo, Italy ● GIREP Communication and GIREP members, Paul Logman, Leiden University, Netherlands

<p>§4 The Board, at least once a year upon request of the President, shall be convened by message to be sent at least 8 days before the date of the meeting; the meeting shall be considered deemed duly convened with the presence of at least half of its members and act by a majority of the members present and, if necessary, the vote of the President of the meeting will sway the decision.</p> <p>§5 The Board establishes and adapts the GIREP Handbook of Internal Regulations. This document describes all daily and changeable activities and processes within the GIREP organization. It is constantly available and is approved during each meeting by the General Assembly.</p> <p>§6 Should a member of the Board stop its mandate by death, resignation or failure to meet membership requirements, the other members decide unanimously among themselves how to substitute this member for the rest of his period only. Approval of the General Assembly is needed during its next meeting.</p> <p>§7 The Board is responsible for all communications, both within the organisation as with external parties.</p> <p>§8 The Board can delegate all or partial responsibilities to one of its members for a specific goal and/or dedicated period.</p> <p>§9 The Board makes each year an Annual Report which, among other items, includes reports of all official meetings of the Board and the financial statement, and presents this during the GA meeting and makes it available to all members at least 15 days before the GA meeting.</p> <p>§10 Every member may protest within 15 days in case of disapproval with the Annual Report.</p>	<p>The board meets regularly, about once per month, via digital means.</p> <p>The GB can change their roles any time, they officially inform the GA during the next GA meeting.</p> <p>This handbook is work in progress.</p>
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<p>§11 The Board takes all responsibilities of the organisation that are not legally or by the statute attributed to the General Assembly.</p> <p>§12 A Board meeting can take place both face to face or via an on-line conference.</p>	
<p><u>V: Finances</u></p> <p>Art.9</p> <p>§1 The financial year starts on the 1st of January and ends the 31st of December.</p> <p>§2 An external auditor is elected by the General Assembly in the same way and for the same period as the Board. He shall not reside in the same country as the Treasurer. He oversees the correct management of accounting and administrative procedures and reports to the General Assembly via the Annual Report.</p> <p>§3 The treasurer prepares a financial statement within 4 months after the end of a year and submits it to the auditor and the Board for approval. After that, the statement becomes part of the Annual Report of GIREP.</p> <p>§4 The account books are kept with GIREP's records at the headquarter of the organization.</p> <p>§5 The financial responsibility of GIREP will be involved by joint signatures of the Treasurer and another member of the Board.</p>	<p>Members have time until 1st September to fulfil their duties. If they want to attend the summer conference with a reduced fee, they need to pay their fee at the same time, or in situ.</p> <p>From 2016 on Ton Ellermijer (ton@cma-science.com) (Amsterdam, NL) is the auditor.</p> <p>The treasurer delivers his report to him before April 25th. The auditor has 4 weeks to react and to hand in a short report for the Annual report. The annual report in general should be ready at least 2 weeks before the GA.</p> <p>In most cases it will be the president who delivers the second signature.</p>

2. The roles of the Board members, their tasks, not only their titles, and also of the external auditor

1. President:
Marisa Michelini, Physics and Mathematics Section of DCFA University of Udine, Italy, until 2020

President responsible of GIREP Policy (the guidelines of GIREP activities, initiatives, cooperation with external bodies, ...), of the quality of the GIREP activities, of the nomination of the responsables of implementation of decisions. S/he convocate and

chair the Girep Board meetings and Girep assembly. S/he is responsible of the verification of balances and Girep activities. S/he promote Girep programme.

2. Vice-President of GIREP in charge of activities aimed at universities and research, Dagmara Sokołowska, Jagiellonian University, Krakow, Poland

Claudia Haagen-Schuetzenhoefer, University of Graz, Austria, until July 2019

Gesche Pospiech, University of Dresden, until Jan 2020

The Vice-president (research) is responsible for supervising and supporting Local Organisers of GIREP conferences in procedures related to reviewing, editing and publishing conference contributions, starting from the call for contributions, to the reviewing process of papers. She/He is the coordinator of the GIREP THEMATIC GROUPs (GTGs), organizing a GTG leader meeting at each conference.

3. Vice-President of GIREP in charge of activities aimed at teachers, Wim Peeters, PONTOn vzw, Flanders, Belgium, since 2012

His role is to focus on physics education in primary and secondary level. To include secondary school teachers in activities of GIREP, to help bridging the gap between university level and research and daily practice at primary and secondary schools.

His second task is to maintain good relationships with the physics community all over the world via representatives in as many countries as possible. Therefore he writes at least two letters to the representatives per year to maintain contact and mainly to announce a new Newsletter, which then can be distributed among the local physics community. On the yearly conference there is a meeting with representatives to hear their voice.

For the 2016-2023 GB, he is also the person that pursues collaboration in EU projects for GIREP vzw as a legal entity.

4. GIREP Secretary, Eilish McLoughlin, Dublin City University, Ireland

Dagmara Sokołowska, Jagiellonian University of Krakow, Poland, until 2020

The secretary is responsible for finalizing each year before the end of May preparation of the GIREP vzw Annual Report on GIREP activities for the previous year and to present it to the GIREP Board for approval and to the GIREP President for putting a signature on it.

The secretary's task is to take notes during all GIREP Board meetings and during the General Assembly and to prepare minutes of these meetings afterwards.

The third responsibility of the secretary is to collect information for the GIREP newsletter and issue a GIREP newsletter twice a year.

5. GIREP Treasurer and Media Officer, Claudio Fazio, University of Palermo, Italy

Leos Dvorak, Faculty of Mathematics and Physics, Charles University, Prague, Czech Republic, until 2020

The treasurer keeps records on GIREP finances (on GIREP bank accounts and GIREP PayPal account), handles paying GIREP expenses, collects information on GIREP incomes, writes GIREP financial report for each year and presents it to GIREP Board and the external auditor in a due time. He or she also keeps records on payments of GIREP membership fees and confirms these payments in GIREP member database.

The Media Officer is in charge of the website (established in 2020), and social media

6. GIREP Communication and GIREP members, Paul Logman, Leiden University, Netherlands

In 2019 a sixth member was elected to the GB. For the GB 2020-2023 he takes care of:

- website: explore the functions necessary (database, forum, protected area for members, ...)
- GIREP membership: strategies to attract members, members list,
- He is also engaged in INDICO (see below)

7. External auditor

Ton Ellermeijer, Amsterdam, Netherlands, since 2016.

The GIREP Statutes Art7, 2 say *“The treasurer prepares a financial statement within 4 months after the end of a year and submits it to the auditor and the Board for approval.”* The auditor checks the financial report of the treasurer with a critical eye and reports back on it.

3.The way the GA is gathered

The call for the GA is made at least 2 weeks in advance. This done by the secretary, adding the following documents to the call (via links possibly): The agenda, report of the previous GA, the annual report and the financial report, as well as the Handbook of Internal regulations. Members can read these documents in view of the voting for approval during the upcoming GA.

If, in presence the required quorum (half plus one of the members) is not reached, a second call is made, at least 15 days later.

After this call, the GA can gather legally no matter how many members are present.

A member can give a proxy to another member. This way he is regarded as present too.

No member can receive more than two proxies.

Usually the GA takes place during the GIREP conference.

The list of members is kept at the headquarters of GIREP. This document is decisive to establish membership of a person present during GA. Members are eligible when they paid their fee the previous year, and/or paid it for the current year before 1st of June.

4. The way the Board is elected

1. Each GIREP member will vote for: min 5 members of the GIREP Board

2. The system of electronic voting will add the votes for all candidates in each list and will provide the following data:
3. The total number of people who voted.
4. The number of votes for each candidate – separately for all relevant lists.
5. The system should not provide information about individual votes (i.e. who voted for whom). However, this information can be stored in the system for purpose of piloting the system, checking results in case of some doubts etc.
6. The Board or other body that organized the elections will announce the results.
(The details will be specified in the Handbook together with information what detailed results concerning elections will be archived and how, etc.)

5. The template for a written proxy and the email addresses it is send to all eligible members of the GA

6. The GIREP THEMATIC GROUPS (GTG): formation, objectives, and current GTGs with responsables

GIREP Thematic Groups (GTG) are focused communities of GIREP members interested in contributing their expertise in particular facets of physics education, from working with children, through undergraduate work, to teacher training. This expertise is likely to be strong if they are research or development active in the area: doing work that yields insight or supports the development of practice. The aim of the GTG is to stay in touch as critical friends, exchanging thoughts, materials, and findings from the varied contexts in which we work and contribute to GIREP activities on the topic of GTG. The leader of a GTG takes responsibility for involving and organising the participation of active colleagues in the GTG in the conferences: offering an activity (workshop or poster-symposium, symposium) in each Conference or Seminar of GIREP. These bring the work back to the wider community, as well as being valuable times to discuss, refine expertise, research results and suggestions. The characteristics and focus of the work in each GTG are presented in the GTG proposal that a GIREP member submit to the GIREP Board for approval.

GTGs come into existence when someone offers to run one, and write to the GIREP Board. They look at this proposal, and try to offer advice so that it can run well, if that's needed. If the negotiations go well the GTG is announced in the newsletter. Since the newsletters are on the GIREP web site, you can always find out who is running GTGs and which ones are running by reading the newsletters.

Each GTG has a convenor, who will organise and coordinate activities amongst the members. You apply to be a member by contacting the convenor. To retain an active membership the idea is that you will be a member for a single year, which you can then renew. The success of the group will depend on the convenor and on the active participation of the members: but it's always been like that!

Interested parties can find out what each GTG is doing by means of regular reports from the convenor in the newsletter. The central aim of the GTGs is to continue focused conversations on the topics specified in the GTG proposal between conferences, and to bring the results to conferences.

GTGs in May 2021:

GTG on Energy	Group Leader: Paula Heron (University of Washington, USA) Contact: pheron@phys.washington.edu
GTG Innovative Pedagogical Methods for University Physics	Group Leaders: Gerald Feldman, George Washington University, USA & Guillaume Schiltz, ETH Zürich, Switzerland Contacts: feldman@gwu.edu, schiltz@phys.ethz.ch
GTG Laboratory Based Teaching in Physics (LabTIP)	Group Leaders: Ian Bearden, Neils Bohr Institute University of Copenhagen, Denmark Contacts: bearden@nbi.ku.dk
GTG Mathematics in Physics Education	Group Leader: Gesche Pospiech (Technische Universität Dresden, Germany) Contact: gesche.pospiech@tu-dresden.de
GTG Physics and Society	Group Leader: Dr. Aristotelis (Telis) Gkiolmas, University of Athens, Greece Contact: agkiolm@primedu.uoa.gr
GTG Physics Education Research at University (PERU)	Group Leader: Jenaro Guisasola (University of the Basque Country, Spain) Contact: jenaro.guisasola@ehu.es
GTG Physics Preparation of Teachers in Grades K-6	Group Leaders: Stamatis Vokos, California Polytechnic State University-San Luis Obispo, USA & Federico Corni, Libera Università di Bolzano, Italy Contacts: svokos@calpoly.edu, Federico.Corni@unibz.it
GTG Strategies for Active Learning (SAL)	Group Leader: Claudio Fazio, University of Palermo, Italy Contact: claudio.fazio@unipa.it
GTG TPACK in Physics Teacher Education	Group Leader: M. Fatih Taşar, Gazi Üniversitesi Contact: mftasar@gazi.edu.tr
GIREP Community on Teaching/Learning Quantum Physics	Group Leader: Marisa Michelini, University of Udine, Italy Contact: marisa.michelini@uniud.it
GTG Games with the Purpose of Physics Education (GaPE)	Group Leaders: Marilù Chiofalo, University of Pisa, Italy & Sabrina Maniscalco, University of Helsinki, Finland Contacts: maria.luisa.chiofalo@unipi.it sabrina.maniscalco@helsinki.fi

- *Extended guidelines for GTGs: GTGs present their initiatives and activities to the GIREP public on a regular basis. A GTG is terminated if it has not been active for the last 5 years. As active we defined: the organization of an activity (symposia, workshop, poster symposia, working meeting) at a GIREP conference plus a short report of this for the GIREP newsletter. On a regular base they also communicate the results of the GTG activities to the GIREP community via the Newsletter.*
- GTG responsables have to report to GIREP Board each year a month before the General Assembly (GA).

7. Bodies GIREP has agreements with:

- 2.1. AAPT
- 2.2. APS Phys-Tec
- 2.3. EPS-PED
- 2.4. ESERA*
- 2.5. IACPE
- 2.6. IAPS
- 2.7. ICPE*
- 2.8. iSER
- 2.9. LAPEN
- 2.10. MPTL
- 2.11. PESJ
- 2.12. DSK

8. How we communicate with our members: newsletters, website, emails

- The website www.girep.org
- Twice per year via the Newsletter, also available on [the website](#)
- **The GB communicates also with its members via email. This is kept to a minimum: mainly to convocate for the GIREP Assembly and to contact members for renewal of their membership.**
- **Girep also communicates with the country national representatives twice per year (see [Ch9.](#))**

9. The role of national representatives

The vision on having national representatives is readily available:

[GIREP representatives vision yyyy](#)

The list is not available for reasons of GDPR

10. Some ideas on how GIREP can participate in initiatives (locally, nationally)

- GIREP endorses the Vietnamese Conference on Physics Education - VCPE of Oct 21 in Vietnam

11. How GIREP can participate in EU projects and how to do this with members

- GIREP is prepared to take part in projects. GIREP can be a small partner.

12. Overview of all events in which GIREP is involved explicitly.

The whole list of the past events is [here](#).

- July 2018: Conference in San Sebastián, Spain
- July 2019: Conference in Budapest, Hungary
- July 2020: World Conference (WCPE 3) in Hanoi, Vietnam => postponed to December 2021, hybrid form
- 2020: Webinar in Malta => exclusively online
- 2021: Seminar in Malta => online, if possible also in person.

- In principle:
 - Girep Board meetings will be held at least six times per year.
 - GIREP General Assembly each year
 - GIREP-MPTL Conferences each two year in odden years
 - GIREP-EPEC Conferences each two pair years
 - GTG activities in Girep Conference each two-three years
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- **Future events:**
 - 2022:** GIREP-EPEC Conference
 - 2023:** GIREP-MPTL Conference
 - 2024:** 4th WCPE
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13. The INDICO tool.

The Indico tool allows you to manage complex conferences, workshops and meetings.

We have an agreement with CERN.ch to use their INDICO environment to support all of our GIREP events, and also some local events organisers ask for.

Our statutes say “ - to support and facilitate cooperation between all stakeholders that aim at its enhancement, for example, by including other organisations in international meetings, mutual agreements and organising conferences in different countries and by taking part in projects on research and education”

Look at [this link](#) for the overview.

The first event that will be supported fully in this way is the 3rd WCPE.

From then on, GIREP conferences/Seminars will use INDICO. This will be a requirement of GIREP (decision, minutes of 2021). In this way GIREP keeps all important information in its hands. This service should motivate future organisers.

A GB member (since 2021 this is Paul Logman) will introduce local organisers to the system, and afterwards support them when needed. Local organisers are responsible for setting up the system in order to manage their event.

14. The policy of GIREP’s General Data Protection Regulation (GDPR)

- name, surname, email, country (obligatory) and eventually affiliation and web-page (not obligatory) will only be kept (we delete phone number, address of institution, title, field of interest and any other information sent to Girep treasurer).
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15. GIREP publications

Three kinds of GIREP publication will be assured:

- **Girep Newsletter: two per year:**
<https://girep.org/newsletters/newsletters.html>
- **GIREP Book of selected papers with Springer edition related to GIREP conferences at least in two years from the Conference**
- **GIREP Proceedings of the Conferences with IOP approximately one year after the Conference**

Additional publications can be produced by GTG’s or on Special Topics under the scientific responsibility of the GIREP Board and edited by different people according to GIREP Board decisions on the detailed editorial plan (editorial board, content/topic, proposals, provisional contributions / authors, reviewing process, list of reviewers, etc.) presented.

