

## **ISWIM Policy and Procedure for Supporting Events**

### **Purpose**

The purpose of this document is to identify the policy and procedure for the Executive Board of ISWIM to approve events that ISWIM supports.

### **Policy**

The purposes of ISWIM is detailed in Article 3 of its Statues and is to support advances in and the more widespread use of WIM technologies and the applications of WIM data, this being achieved through:

- Dissemination of knowledge and understanding of WIM
- The promotion and support of international research and development projects or actions on WIM:
- The initiation, participation and/or monitoring of activities relating to WIM standardisation:
- Promotion of use and application of WIM systems and data.

One approach that ISWIM utilizes to achieve its purpose is by organizing and holding its own events and participating in other organizations' events. This policy applies to all such events apart from ICWIMs which are organized through a separate process.

ISWIM shall hold its own or participate in another organization's event when the proposed event is in-line with and addresses the purpose of ISWIM. This also includes events that ISWIM is invited to have participation.

### **Procedure**

Noting the annual events/promotion budget is approved by the ISWIM Board as a whole, the Executive Board is charged with the function of administering this policy and procedure.

The procedure comprises:

1. A proposal for an event (organized and hosted by ISWIM or participation in another organization's event) shall be made by an Executive Board Director to the Executive Board as a whole. For the avoidance of doubt proposals for events must be made to the Executive Board through at least one supporting Executive Board Member.<sup>1</sup>

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<sup>1</sup> This ensures the proposal is assessed, vetted and supported by at least one Executive Board member prior to Executive Board consideration.

2. The proposal shall include a description of the event, its basis and purpose and the rationale for ISWIM support referring to the ISWIM Statutes.
3. The proposal shall detail the topic(s) of the events and the stakeholder group audience/s that drives ISWIM participation namely researchers, users and vendors or a combination thereof.
4. Detail of ISWIM participation shall be included (people, material, side events, etc.). In particular, the match between the requested topics for the contribution (presentations) at the event, the experience of the potential speakers and specific preferences from proposer organization/s shall drive the speaker selection process by the Executive Board.<sup>2</sup>
5. The proposal shall detail the expected ISWIM costs (direct and indirect) for the event including possible available sponsoring by third parties that supports ISWIM participation.<sup>3</sup>
6. The proposal shall be considered by the Executive Board working in a collegiate manner to ensure for subsequent approval the following are met:
  - The proposal meets the ISWIM purpose
  - The proposal can be delivered within the annual 'ISWIM Events' budget
  - The proposal when considered across the other proposed or already approved events for the year (i.e. the ISWIM events program) ensures a balance in catering for all stakeholder group interests. For the avoidance of doubt, the Executive Board has an obligation to ensure an annual ISWIM events program that caters for all ISWIM member interests
7. Approval requires a majority (i.e. at least four of the six Executive Board Directors) supporting the event.

## **Revision**

This document will remain in force until it is modified by the ISWIM Board.

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<sup>2</sup> Speakers representing ISWIM should be an ISWIM Board Director or an ISWIM contractor. Under exceptional circumstances others may be considered based on expertise and identified topics

<sup>3</sup> Preference shall be given to people who can fund their own travel/expenses, however, it is recognized that this may not be possible as increasingly WIM events are being held standalone and not necessarily part of international conferences and such events that would be more widely attended. In cases where reimbursement is necessary, ISWIM shall reimburse travel (and associated costs), accommodation, sustenance and conference related costs borne by its attendee. This will be undertaken by presentation of an itemized expenditure listing and as applicable receipts/invoices (See Appendix A). Compensation for professional fees shall not be provided.

## **Appendix A - Items eligible for reimbursement**

1. Travel expenses to include economy air fare and/or standard class rail fare.
2. Cost for any Visa (application)
3. Travel Insurance (Note: All persons traveling for or on behalf of ISWIM – i.e. when ISWIM is paying for travel, must take out fully comprehensive travel insurance)
4. Airport or station parking if relevant
5. Taxi fares associated with the travel (inclusive of local tipping rates)
6. Local car rental if appropriate
7. Registration fee for event if needed
8. Accommodation expenses – standard room rate in hotel of at least 3 star.
9. In the case of a conference held at a hotel, arranged by the conference organising committee, then that rate will be reimbursed
10. Meals – breakfast, lunch and dinner, inclusive of drinks, plus snacks/coffees
11. Telecommunication costs associated with the travel

### **Note:**

**Total expenses payable will be subject to prior trip approval from the executive board, detailed as part of the event proposal.**

**The request for reimbursement (post -event) shall be issued to the ISWIM Treasurer and supported by scans/copies of underlying invoices (as available). The request for reimbursement may be up to 10% more than the originally approved amount (to cater for price rises, local currency fluctuations and unexpected costs) subject to documented substantiation.**