



ITD Alliance

Global Alliance for
Inter- and Transdisciplinarity

Procedures for Establishing New Working Groups

There are a range of ways in which working groups form. They are an important pillar of the ITD Alliance providing an opportunity for self-organised groups of members and interested others to actively engage on a topic of mutual interest, that furthers the aims of the ITD Alliance. Ideally, they also contribute to enhancing the global profile and expertise of the ITD Alliance.

When the Leadership Board learns about a proposal to form a new working group, the President and Executive Secretary will send information along the following lines to those leading the proposal. This information will also be included on the ITD Alliance website.

Information for those proposing to form a new ITD Alliance working group

Working groups are an important pillar of the ITD Alliance, providing an opportunity for self-organised groups of members and interested others to actively engage on a topic of mutual interest. They further the aims of the ITD Alliance and, ideally, contribute to enhancing our global profile.

Working groups can be of any size, cover any topic relevant to the mission of the ITD Alliance, and be organised in a variety of ways. Those leading the working group must be members of the ITD Alliance and, while non-members are welcome to join, working groups should aim to have a majority of participants who are members of the ITD Alliance.

To apply to be an ITD Alliance working group, please submit the following information to the Leadership Board:

- A. **Name** of the working group.
- B. Name/s of the leader or leadership group; please identify the designated contact person who will be the link with the Leadership Board, especially with the Executive Secretary.
- C. **Purpose** of the working group and proposed activities, ideally this would include a vision statement plus short-term and long-term activity plans.
- D. **Governance**, ie how the working group will be organised, make decisions, and recruit and relate to participants
- E. **How the working group will foster diversity**, especially cultural diversity that contributes to the global aims of the ITD Alliance.

Please also provide a **short description** of the working group (around 250 words) for the ITD Alliance webpage: <https://itd-alliance.org/working-groups/>.

Please address your information to the ITD Alliance Leadership Board, and send by email to info@itd-alliance.org.

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Global Alliance for Inter- and Transdisciplinarity

c/o td-net, Laupenstrasse 7, Postfach, 3001 Bern, Switzerland

Contact: info@itd-alliance.org Web: <https://itd-alliance.org>



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What the ITD Alliance asks of working groups

Please provide an annual report for the General Assembly and regular updates for the ITD Alliance News Bulletin.

Please keep the information on the website up to date.

Please aim to hold meetings in a way that allows for global participation, for example, hold meetings twice for different time zones.

How the ITD Alliance can support you

Don't hesitate to ask for help, especially in attracting a diverse group of participants. At this stage funding restrictions mean that the Executive Secretary cannot provide as much support as we would like, but we will do what we can, including:

- advertising activities through the news bulletin
- adding content to the website
- storing recordings on YouTube (for recordings of meetings that are not public) or adding them to the website
- maintain participant lists and help with targeted mailings.

Space will be reserved for working group activities at ITD Alliance conferences.

For assistance and questions, please contact us at info@itd-alliance.org.

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