

# PROTOCOL FOR THE LAUNCH AND ORGANIZATION OF EUROPEAN CONVENTIONS

## REVIEWED ON JULY 2023

### **I - The choice of topics** for future Conventions.

It is chosen at the end of the previous Convention, in the presence of all the areas, by those in charge of the Conference that has just ended, i.e., its Scientific Commission, the outgoing IGC team that organised “the School Day”. And the head of the Organisation Commission.

In relation to “the School Day” which precedes the two days of the Convention devoted to the IF, the European members of the IGC who were in office during the two years preceding the Convention decide on its topic and the organization of its programme. The topic is chosen according to a calendar adjusted to that of the IF, i.e., no later than two months after the event. **The titles of the two events are announced together**

### **II - The appointment of the responsible instances.**

The first Convention was decided on the initiative of the three representatives, France, Spain and Italy 2016-2018. This principle can be maintained: it is under the responsibility of the representatives in charge at the end of the preceding Convention in France, Italy and Spain and, starting from the second Convention, the multilingual area will be invited to co-organise the event, via its Representative.

**The scientific commission** of each convention includes two colleagues from each zone. The Representative elected for the two years preceding this Convention[i], and one other colleague. The latter is chosen by the representative, in agreement with the chairs of the zones or forums (one for France, two for Spain (F9 and FOE), three for Italy (FPL, Praxis-FCL, FLaI), six for the multilingual zone). Where the zone includes several forums or groupings of forums, it will be necessary to deal with permutation.

The committee appoints a secretary to oversee the deadlines and initiatives required for the committee to function.

**The organization committee:** it is made up inside the hosting zone. The two members of the scientific commission of the zone and the president of the organising forum decide on the person in charge, who will then make up the working group in agreement with the three colleagues who choose him.

### **III – Agenda.**

The two commissions are to be set up and operating two and a half months after the previous Convention, i.e., at the beginning of October of the same year. The announcement of the future Convention is then spread in the lists, with all the information **about the two IF Days and the Rencontre Ecole Day**

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[i] Example For the 2023 Convention, the Elected Representatives for 2021/2022 and so on.