

# INTERNATIONAL POLICE ASSOCIATION



## IPA DOCUMENTS

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# INTERNATIONAL STATUTES

## A Fundamental Principles

### Art. 1 Definition

The International Police Association (IPA) is a non-profit organisation ruled by its current International Statutes (IS) and additionally by article 60 onwards of the Swiss Civil Code (CCS). It is politically neutral and independent.

The IPA is a non-governmental organisation (NGO) in Consultative (Special) Status with the Economic and Social Council of the United Nations; in Consultative Status with the Organization of American States and UNESCO.

### Art. 2 Principles

The IPA is committed to the principles as set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948 and recognises that any form of torture is absolutely inconsistent with these principles.

### Art. 3 Motto

The IPA motto, in Esperanto, shall be "SERVO PER AMIKECO" (service through friendship).

### Art. 4 Emblems of the IPA

The emblems of the IPA are protected by trademark and may only be used within the framework of the Association.

### Art. 5 Seat

The seat of the Association shall be in Geneva, Switzerland, at the following address:  
p.a. Mo Costabella Pirkli Lawyers, Rue de Rive 6, CH-1204 Geneva.

### Art. 6 Official Languages

The official working language of the Association shall be English. The IPA documents, namely the International Statutes, the International Rules and the Procedures will continue to be published in the 4 official IPA languages of English, French, German and Spanish.

## B Aims

### Art. 7 Aims of the IPA

The aims of the IPA are to:

- create and strengthen bonds of friendship between members of the police service,

- promote international cooperation in social, cultural and professional fields,
- encourage peaceful co-existence between peoples and preservation of world peace,
- improve the public image of the police service,
- enhance recognition of the IPA by international bodies.

To this end the IPA, with a view to promoting greater tolerance, peace, respect for law and order, understanding between people and for the work of the police, shall develop and undertake nationally and internationally:

- exchange programmes, visits and trips for IPA members,
- scholarships for young members,
- professional seminars,
- emergency aid,
- social gatherings and events,
- social funds for its members,
- sport events,
- cultural exhibitions and competitions,
- youth exchanges and meetings with a view to promoting the work of the police,
- contacts with the authorities,
- publications, statements and campaigns,
- participation in events set up by other organisations,
- *any other activity following the goals described above, within the IPA or in cooperation with other organisations.*

## **C Resources**

### **Art. 8 Resources**

The resources of the IPA are made up of:

- the international levy paid by the members and fixed by the International Executive Council (IEC),
- donations and legacies,
- private and public subsidies,
- any other resources authorised by law.

All financial resources shall be used in conformity with the aims of the Association.

### **Art. 9 Financial Obligations**

The liabilities of the Association shall be limited to the assets of the Association (article 75a - CCS). The liabilities of any member section are limited to the payment of the international levy and any outgoing or expelled member section shall have no claim on the fortune of the Association.

### **Art. 10 Administrative and Financial Year**

The administrative and financial year shall be the same as the calendar year starting 1 January and ending 31 December.

## **D Membership**

### **Art. 11 Membership**

The IPA shall consist only of National Sections from states which are sovereign according to existing international law, members of the United Nations or recognised by the UN, and

where it is possible to execute unrestricted realisation of the principles as set out in the current International Statutes.

## **Art. 12 Procedure**

To be recognised as a National Section of the IPA, it shall follow the Procedure for the Foundation and Affiliation of National Sections and adopt national statutes in accordance with the International Statutes, especially with regards to article 2 of the International Statutes that shall be included in the national statutes.

## **Art. 13 Conditions**

The National Sections, affiliated or in the process of affiliation, gather members of the police service, whether in employment or retired, and without distinction as to rank/position, gender, race, language or religion.

There shall be the following categories and conditions of membership:

- **Ordinary Membership:** each Section shall determine for itself who is to be considered as belonging to the police service and who can be accepted as a member. Each Section may also restrict membership to police officers only.
- **Foreign Associate Membership:** members of the police service of a country where there is no IPA section, may be admitted to the membership of existing Sections as Foreign Association Members (FAM).
- **Extraordinary Membership:** Sections are permitted to admit widows and widowers of members as Extraordinary Members. However, such membership shall not entitle them to hold any governing office.

## **Art. 14 Proof of Membership**

An international annual membership card acts as proof of membership in the Association.

## **Art. 15 National Executive Board**

National Sections shall elect a National Executive Board whose term of office shall be limited in time by the national statutes and which shall consist of at least a:

- President,
- Secretary General,
- Treasurer.

National Sections are independent with regards to their administration.

## **Art. 16 Affiliation**

A National Section shall be affiliated at the annual IPA World Congress, proposed by the International Executive Board (IEB).

## **Art. 17 Recognition**

Only one IPA Section is permitted in a single state.

## **Art. 18 Suspension - Expulsion**

A section may be suspended or expelled from the IPA. The decision is to be taken by the IEC, or in exceptional cases, by the IEB. The reasons and the procedure shall be as defined in the International Rules.

## **E Bodies**

### **Art. 19 International Bodies**

The official bodies of the IPA are the:

- International Executive Council,
- International Executive Board,
- International Commissions,
- Internal Auditors,
- Crisis Committee.

### **International Executive Council (IEC)**

#### **Art. 20 Composition and Tasks**

The IEC is composed of one delegate from each Section and of the IEB. It shall meet every year for an ordinary session at an IPA World Congress. The International Executive Board shall convene the IPA World Congress at a time and place approved by the IEC.

The IEC is the supreme body of the Association and shall have overall responsibility for it.

At an IPA World Congress, the International Executive Council shall:

- affiliate, suspend or expel National Sections,
- elect the members of the IEB and the internal auditors every four years,
- vote on the annual reports and the accounts,
- vote on the annual budget,
- decide upon the international levy,
- decide upon modifications of the IPA documents: International Statutes, International Rules or Procedures,
- decide upon the dissolution of the Association.

#### **Art. 21 Quorum, Chair and Voting**

For the purpose of the IPA World Congress, a minimum of 3/4 of all Sections must be present or represented, plus a minimum of 5 IEB members.

The President, or if absent, the President's representative, shall chair the IPA World Congress.

The decisions of the IPA World Congress shall be taken by a simple majority of the votes cast for and against. Each delegate has one vote and the IEB has a collective vote. In case of equality, the vote of the IEB counts double.

Decisions regarding the modification of the International Statutes, the International Rules, the Procedures, the affiliation, suspension, or expulsion of a Section, as well as the dissolution of the Association can only be taken by a 2/3 majority of the votes.

#### **Art. 22 Extraordinary World Congress**

An IPA Extraordinary World Congress shall be convened if a proposal signed by at least half of all Sections is submitted to the IEB.

### **International Executive Board (IEB)**

#### **Art. 23 Composition and Tasks**

The IEB is authorised to render all acts that are in accordance with the aims of the Association and is responsible for its day-to-day management.

The procedure for elections shall be as defined in the International Rules.

The IEB shall be elected for a period of four years. A candidate can only run for one position on the IEB at any one time.

It shall be composed of the:

- President,
- Secretary General,
- Chairperson of the External Relations Commission,
- Chairperson of the Professional Commission,
- Chairperson of the Socio-Cultural Commission,
- Head of Administration,
- Treasurer Finances,
- Treasurer Social Affairs.

On completion of the elections to the IEB, delegates will then be asked to elect one Vice President from among the three commission chairpersons.

The IEB is responsible for the regular management of the Association and for the implementation of decisions taken by the IEC. It shall have the power to act on behalf of the IEC in any matter requiring immediate action and is especially in charge of:

- taking appropriate measures in order to fulfil the aims of the Association,
- calling for ordinary and extraordinary IPA World Congresses,
- taking care of the IPA documents (International Statutes, International Rules and Procedures) and administering the assets of the Association.

## **Art. 24 Representation and Signatory Authority**

The President and an additional member of the IEB shall represent the Association in and out of court.

The association is validly certified by the signatures of the President and an additional member of the IEB.

For financial transactions, the individual signature of one of the Treasurers is required, unless the amount exceeds the limits as specified in article 23 of the International Rules, in which case the additional signature of another IEB member is required.

## **International Commissions**

### **Art. 25 International Commissions**

In furtherance of the aims of the Association there shall be three standing commissions which shall support the work of the IEB regarding external, professional and socio-cultural matters:

- External Relations Commission (ERC),
- Professional Commission (PC),
- Socio-Cultural Commission (SCC).

The chairpersons of the commissions will select commission members according to the Procedure for International Commissions.

## **Internal Auditors**

### **Art. 26 Auditing**

Two internal auditors shall be elected for a period of 4 years. Their term of office shall be renewable once only.

They shall be responsible for examining the accuracy of the income and expenditure of the International Treasury annually and for submitting a report to the IEC.

In addition, an external accountant shall examine the accounts annually.

## **Crisis Committee**

### **Art. 27 Crisis Committee**

In the event that the IEB is unable to continue its work, a Crisis Committee shall be formed consisting of the Presidents of the five oldest Sections (United Kingdom - Netherlands - Belgium - France - Norway). Should one of these Sections be eliminated by dissolution or expulsion, its place shall be taken by the next most senior Section.

The Crisis Committee shall be responsible for the conduct of business until new elections can be held.

## **F Miscellaneous Provisions**

### **Art. 28 Impartiality**

IEB members, International Commission members, Internal Auditors and members of the Crisis Committee, shall carry out their duties independently of the interests of their Sections and for the exclusive good of the Association.

### **Art. 29 International Rules and Procedures**

International Rules and Procedures shall be established in support of the International Statutes. They are an integral part of the IPA documents.

### **Art. 30 Dissolution of the IPA**

The dissolution of the IPA may only occur at an IPA World Congress and in this event, the assets of the Association shall be donated to one or several international relief organisations chosen at the IPA World Congress.

### **Art. 31 Matters of Interpretation**

All matters of interpretation arising in conjunction with the International Statutes shall be settled provisionally by the IEB pending a decision by the IEC.

### **Art. 32 Entry into Force**

Any amendments to IPA documents shall enter into force at the end of an IPA World Congress, at a later date as specified in a motion, or at a different date determined by the IEB if necessary.

**These International Statutes were adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. They replace any previous International Statutes.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



<b>Amendments</b>	<b>Articles</b>	<b>Entry into force</b>
IPA WC Auckland - 2016	6	07.10.2016
IPA WC Albena - 2017	1	22.09.2017
IPA WC Rotterdam - 2018	20, 32	21.09.2018



# INTERNATIONAL RULES

## A Fundamental Principles

### Art. 1 Definition

The International Rules are the internal provisions of the IPA and are binding for National Sections and the various official bodies of the Association, in order to ensure the sustainability of the IPA in accordance with the principles and values expressed in the International Statutes.

### Art 2. Basis

The International Rules are based on article 29 of the International Statutes.

## B National Sections

### Art. 3 Membership

Members of the police service, whether IPA members or not, who transfer their residence to another IPA Section may be accepted as a member of that Section provided they satisfy their conditions of membership. If they are already an IPA member, they may choose to retain membership with their original Section. This shall also apply to members of a police service on secondment to another section.

Once a National Section has been established in a country, resident members shall automatically become ordinary members.

### Art. 4 National Statutes

The Statutes of National Sections shall be submitted to the IEB in one of the 4 official IPA languages as soon as they have been adopted or modified.

Any clashes between the National and the International Statutes resulting from national legislation shall be examined by the IEB first to find a resolution, and brought to the attention of the IEC if necessary.

### Art. 5 Administration and Structure

National Sections may be subdivided geographically into Regional Groups.

Regional Groups are not independent and may only be represented by the National Executive Committee as far as the IPA is concerned.

### Art. 6 Affiliation

Any National Section shall be affiliated by the IEC, in compliance with the Procedure for the Foundation and Affiliation of National Sections.

## **Art. 7 Suspension**

The suspension of a National Section is a decision taken in the overall interest of the IPA. It equals a warning to the section which, in the hope of seeing it fully reintegrate into the Association, deprives the Section of certain rights, without expelling either the Section or its members.

### **Conditions**

A National Section may be suspended:

- for a breach of the International Statutes, Rules or Procedures,
- when external circumstances prevent a National Section from carrying out its statutory activities in the foreseeable future, in particular when national legislation stands in the way of the implementation of the fundamental principles set out in the International Statutes,
- when the National Section has not paid its international levy for a period of 2 years and does not meet its financial obligations after having been formally reminded to do so by the IEB,
- when the National Section fails to supply any Progress Reports or other information required by the IEB for a period of 2 years,
- when the membership of a National Section falls below the minimum as required by the Procedure for the Foundation and Affiliation of National Sections,
- when the National Section so requests.

### **Authority**

The IEC has the authority to suspend a National Section at an IPA World Congress, following a motion submitted by the IEB.

In exceptional circumstances, a provisional suspension can be imposed by the IEB, if it considers that there has been a serious breach of the IPA documents. This provisional suspension shall be confirmed or lifted by the IEC at the next IPA World Congress.

### **Outcome**

Once a National Section is suspended, voting rights shall be lost; only observers may attend the IPA World Congress, and expenses shall not be reimbursed.

Upon the recommendation of the IEB, the IEC shall appoint another National Section to represent the interests of a National Section which has been suspended - but without the right to vote on its behalf - and to seek the lifting of the suspension.

Members of a suspended National Section shall continue to be recognised as IPA members, and positions on the IEB, the International Commissions or as Internal Auditors shall not be affected. Their membership card remains provisionally valid, provided their NEC is still operational and able to deliver it to the members.

### **Duration**

A suspension decision is valid until the following IPA World Congress, where it shall be re-evaluated.

The maximum duration for any suspension is limited to two years, by which time the suspension shall either be lifted, or the section shall be expelled.

The National Section appointed to represent the interests of the suspended National Section shall present a report to the IEB in due time for the IEB to draft a motion before the IPA World Congress.

Based on the findings of the report, the IEB shall submit a motion to the IEC, proposing either to:

- lift the suspension,
- extend the period of suspension for 1 year only,
- expel the National Section.

Before a suspension can be lifted, the IEB shall first settle the question of any outstanding international levy and reports by the suspended National Section.

## **Art. 8 Expulsion**

The expulsion of a National Section is a decision taken in the overall interest of the IPA. The National Section in question shall lose its right to membership in the IPA.

### **Conditions**

A National Section may be expelled:

- if its suspension has not been lifted under the conditions listed above,
- for the same conditions as listed above, but with immediate effect if there is a serious breach of the principles as set out by the IPA or the Universal Declaration of Human Rights as adopted by the United Nations,
- when the National Section so requests.

### **Authority**

The IEC has the authority to expel a National Section at an IPA World Congress, following a motion submitted by the IEB.

In exceptional circumstances the IEB may propose an expulsion, which shall be submitted as a motion to the IEC at the next IPA World Congress.

### **Outcome**

Individual members of an expelled Section may be accepted as Foreign Associate Members in any other National Section, provided that they satisfy the conditions of membership and are accepted.

### **Duration**

Expulsion is final.

To re-establish a National Section, members shall follow the Procedure for the Foundation and Affiliation of National Sections.

## **Art. 9 IPA Emblems**

Models of the two protected forms of the emblems shall be kept by the IEB, under the responsibility of the Head of Administration.

National Sections and Regional Groups are authorised to use the emblems of the Association as long as this does not jeopardise the trademark protection.

The IPA emblems must not be utilised for unapproved commercial purposes.

Sections may authorise their Regional Groups and members to use the emblems only under the above-mentioned conditions.

Any change made to the emblem jeopardises trademark protection and is therefore not permitted.

The emblems may be superimposed over other artwork, but other artwork may not be superimposed over the emblems. If in doubt, proposed artwork should be submitted by National Sections to the Head of Administration for evaluation and approval.

## **Art. 10 IPA Membership Card**

National Sections shall be responsible for the printing and issuing of the IPA membership card to all their members.

The membership card, credit-card style, is valid for one year only.

The IEB shall be responsible for providing the template for the membership card, print-ready in two formats, with or without the photograph of the member.

The IPA membership card shall display the member's name, section, membership number and year of joining the IPA, which must be in one of the 4 official IPA languages. The reverse side of the card may contain other information as required by the National Section.

## **C Official Bodies**

### **International Executive Council (IEC)**

#### **Art. 11 Delegates**

Each National Section, provided that it is not suspended, shall be invited by the IEB to send a delegate to attend the annual IPA World Congress at the expense of the Association.

The National President shall be the IEC delegate of the Section at the IPA World Congress, unless another member of the same Section has been appointed as the official delegate.

IEC delegates and observers shall register with the organising section of the IPA World Congress, by the deadline set by that section.

The organising section shall send a copy of each delegate's and observer's registration form by email to the IAC, at least 90 days prior to the start of an IPA World Congress.

Should unforeseen circumstances prevent the registered delegate from attending, the National Section may appoint a substitute from the same Section. In this case, a signed letter from the National President is required, designating the substitute as the official Delegate before participating in the IPA World Congress.

#### **Art. 12 Proxies**

Should a National Section wish to be represented by another Section at an IPA World Congress, written notification to this effect must be delivered to the IEB, at least 90 days prior to the start of the IPA World Congress.

Alternatively, notification may be delivered at any time prior to the start of the IPA World Congress, provided the National Section being represented was already registered to attend.

In either case, the notification is only valid if completed and signed by the President and the Secretary General of the Section. The form must also bear the written consent of the President or the Delegate of the Section appointed to act as proxy.

#### **Art. 13 Observers**

Every National Section may send, at its own cost, no more than two observers, to the IPA World Congress.

'Sections in Foundation' may send one observer to the IPA World Congress, at the expense of the Association.

## **Art. 14 Voting Rights**

Delegates not registered in accordance with articles 11 and 12 of the International Rules, and Delegates of National Sections that have not paid their International Levy as required in article 22 of the International Rules, shall have no voting rights for the duration of the IPA World Congress.

In addition, travel and hotel expenses in connection with the IPA World Congress shall not be paid.

Observers from Sections in Foundation have no voting rights.

## **Art. 15 Agenda**

The IEB shall be responsible for the contents and timely circulation of the documents for the IPA World Congress to all participants.

The documents may only include motions that have been submitted by national sections or the IEB. These motions shall be sent to the IAC at least 150 days before the start of the IPA World Congress, in English, on the official form provided by the IAC, justified and with discussion points explained. Details of any financial or administrative implications must also be given.

The timetable thereafter shall be as follows:

- 80 days : Agenda of the IPA World Congress to be sent out,
- 50 days : Deadline for sending amendments of motions to the IEB,
- 20 days : Amendments to be sent to National Sections.

The documents shall include reports from the

- IEB,
- Auditors.

Furthermore the documents shall include:

- a draft agenda,
- motions,
- a list of the IEB, internal auditors, delegates, observers and names of proxies,
- a list of candidates for all positions, when an elective congress takes place.

The IEB may include in the Agenda 'urgent motions' in case of an emergency or if an important matter arises, up to the beginning of the Congress. The Delegates shall first vote to accept the 'urgent motion' and then vote on the contents of the motion.

## **International Executive Board (IEB)**

### **Art. 16 Working Methods**

The IEB shall meet at least once a year to review the administration of the Association. Between meetings, business shall be conducted by the IEB members according to their job descriptions and the strategic plan defined for the term by the IEB.

The President shall chair the meetings of the IEB and shall have a casting vote in the event of a tie.

The working methods of the IEB members are defined in the IPA Procedure for IEB and Internal Auditors Job Descriptions.

The minutes of all IEB meetings shall be stored at the IAC. Minutes of the IEB meetings between each IPA World Congress shall be made available at the IPA World Congress that follows these meetings, subject to privacy laws.

## **Art. 17 Elections**

### **Candidates**

Candidates for positions on the IEB and as Internal Auditors shall be notified to the IEB at least 90 days before an elective IPA World Congress.

After the elapsing of the 90 days' limit, no notifications are permitted unless there is no candidate for a position at the time of the elections, in which case nominations for this position may be submitted by the delegates to the IEC.

Candidates may not be nominated or elected without their consent and the support of their own National Section.

### **Election Process**

Voting shall be by electronic system. Where this is not possible, voting shall be by secret ballot.

The election process shall be directed by a Delegate or outgoing member of the IEB, to be chosen by the participants from their midst and accepted by vote as Election Officer. A suitable number of tellers may be appointed by the Election Officer to assist in the election process.

The Election Officer and the tellers must not be nominated as candidates and shall not originate from the same Section as any of the nominated candidates.

The election of the IEB shall be conducted in the following order:

- President,
- Secretary General,
- ERC Chairperson,
- PC Chairperson,
- SCC Chairperson,
- Head of Administration,
- Treasurer Finances,
- Treasurer Social Affairs,
- Vice President (from one of the Commission Chairpersons).

A candidate who obtains more than half of the votes cast shall be considered elected.

If there are several candidates and none of them reaches the required percentage, a run-off shall be organised between the two candidates with the highest number of votes.

Once a new President has been elected, the outgoing President may be appointed by the IEC to the IEB as Advisor for one year only, without voting rights. In this case the proposal must be brought forward by the newly elected President or by a Delegate who will then need to be seconded. A vote will take place.

## **Art. 18 Alternates**

The question of alternates shall be resolved as follows:

- the President shall be replaced by the Vice President,
- the Secretary General by the Head of Administration and vice versa,
- the Treasurer Finances by the Treasurer Social Affairs and vice versa,
- chairpersons of Commissions by another IEB member.

If a position falls vacant, the alternate shall stand in until the next IPA World Congress when an election shall take place.

## **D International Administration Centre (IAC)**

### **Art. 19 Definition**

The International Administration Centre is the official office of the IPA, maintained by the IEB who employ professional staff.

The IAC shall be under the control of the Head of Administration who is responsible to keep the job descriptions of the staff up to date. It shall facilitate the administrative work of the IEB and of the Association.

On a daily basis, the IAC is placed under the responsibility of the office manager designated by the IEB.

### **Art. 20 Location**

The IAC is based in Nottingham, at the Arthur Troop House.

The IEB shall have responsibility for negotiating the lease, rent and employment contracts.

### **Art. 21 Tasks of the IAC**

The main tasks of the IAC are as follows:

- assisting the IEB,
- supporting the National Sections by dealing with enquiries and visitors,
- preparing and distributing the documentation for the IPA World Congresses and IEB Meetings,
- compiling and circulating the IPA Newsletter,
- collating the information and amendments for the IPA information guide,
- maintaining an up-to-date filing system of all IPA records.

## **E Finances**

### **Art. 22 International Levy**

Each section must deposit, not later than the start of the IPA World Congress, its international levy, as fixed by the IEC.

## **F Other Regulations**

### **Art. 23 Financial Transactions**

For any financial transaction above 10 000 Euros the signature of a Treasurer and an additional IEB member is required.

### **Art. 24 Business Enterprises**

The IEB, National Sections and Regional Groups are permitted to enter into contracts and agreements with any other organisation or business, provided that such organisations or businesses shall not have any control or influence over any part of the IPA.

### **Art. 25 Code of Conduct**

All IPA bodies shall conduct themselves in accordance with the provisions contained within the IPA documents.



A violation of the International Statutes, Rules or Procedures shall be dealt with by the National Section to which the member belongs. If the National Section does not act, it will be held responsible for the violation and dealt with in accordance with article 7 of the International Rules.

## **Art. 26 Publications**

Statements on political, religious or racial issues may not be made or published on behalf of the Association.

The Association's strict policy of neutrality shall be observed in all publications.

Sections are responsible for ensuring that any material circulated or sent to the IAC for publication meets copyright law.

## **Art. 27 Internal Affairs**

Reports and minutes shall be signed. The list of authorised recipients must be mentioned.

If they are considered and marked 'confidential' they may neither be published, nor passed on to unauthorised persons.

The confidentiality status of reports and minutes shall be determined by the IEB, with the exception of reports submitted to the IEC, when the decision shall be taken by that body.

The confidentiality status of documents fixed by National Sections or their Regional Groups shall be respected by all members of the Association.

Restricting the status of IPA documents to 'confidential' should only be used in cases where publication could damage the Association.

## **Art. 28 Revision of the International Statutes, Rules and Procedures**

The IPA documents shall be amended at an IPA World Congress and shall be submitted as a motion, either by a National Section or the IEB.

Before the World Congress, the Secretary General shall examine if any amendment to the IPA documents would create a contradiction with any existing article. If this is the case, the motion may be altered and re-submitted within the specified timeframe.

Any amendment shall enter into force at the end of the IPA World Congress or at a later date as specified in the motion.

Once a motion to amend the IPA documents has been placed before an IPA World Congress, the same issue cannot be discussed for a period of 3 years, unless to prevent or correct a contradiction with another article within the IPA Documents.

If deemed necessary and not requiring an amendment of the IS and IR, the Procedures, as a working tool of the IEB, may be amended by the IEB between IPA World Congresses with immediate entry into force or at a later date as specified. Amended versions of the relevant Procedures shall be circulated to all sections as soon as practicable and shall be presented again at the next IPA World Congress for information.

All matters of interpretation arising in conjunction with the IPA Documents shall be settled provisionally by the IEB pending a decision by the IEC.

These International Rules were adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. They replace any previous International Rules.

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos

<b>Amendments</b>	<b>Articles</b>	<b>Entry into force</b>
IPA WC Auckland - 2016	4,10,15	07.10.2016
IPA WC Albena - 2017	11	22.10.2017
IPA WC Rotterdam - 2018	28	21.09.2018



# Procedure for IEB and Internal Auditors Job Descriptions

## A IEB

### Art. 1 References in IPA Documents

Please refer to the following articles:

- IS art. 19: International bodies
- IS art. 23: Composition and tasks
- IR art. 16: Working methods

### Art. 2 General IEB Skill Profile

- Strategic vision
- Analytical skills
- Experience in leadership and project management
- Communication skills
- Presentation expertise
- Representation skills
- Ability to communicate in one of the four IPA official languages
- Good proficiency in spoken and written English
- Ability to work on own initiative as well as part of a team
- Discipline to work to agreed deadlines
- Computer literacy

### Art. 3 Permanent Tasks of IEB Members

- Uphold the ideals of the IPA
- Represent the IPA
- Represent the IEB when required
- Liaise with IPA sections
- Attend all IEB meetings (2-4 p.a.; 12 days)
- Attend the annual IPA World Congress (7 days)
- Communicate with IEB members and the IAC
- Provide items for the agendas
- Provide a yearly report
- Complete actions assigned within agreed time limits
- Carry out specific projects and research if requested

## **Art. 4 IEB Individual Job Descriptions**

### **PRESIDENT**

- Lead the current business of the IPA
- Define and implement the overall strategy of the IPA
- Ensure the development and recognition of the IPA
- Propose and develop an IPA PR strategy
- Deal with correspondence of general interest to the IPA
- Set the agendas for IPA World Congress and IEB meetings
- Chair the IEB meetings
- Chair the annual IPA World Congress
- Maintain contact with the sections
- Represent the IPA at official events
- Propose IEB motions, ensuring the development of the IPA
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the Secretary General, Head of Administration and Treasurer Finances)
- Validate and present the annual IPA report
- Report annually about the President activities

### **SECRETARY GENERAL**

- Act as the right hand of the President in all matters
- Set the annual strategy of the Secretary General's tasks
- Prepare the draft of the annual IPA report
- Ensure the follow-up of the actions and decisions taken by the IEB and the IEC
- Be in charge of the affiliation process of new sections
- Analyse the documents of the new sections
- Ensure the adherence to the IPA documents
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Head of Administration and Treasurer Finances)
- Write IEB motions
- Organise World Congresses, including the congress theme topic, (with the Treasurer Finances and the Head of Administration) in co-operation with the organising section
- Supervise the voting system at IPA world congresses and define the voting strength during the congress
- Collect and analyse data from allocated IEB liaison sections
- Compile data from IEB members relating to their liaison sections, in order to propose measures for development
- Report annually about the Secretary General's activities

### **CHAIRPERSON OF THE EXTERNAL RELATIONS COMMISSION (ERC)**

- Maintain and enhance the IPA's recognition among international organisations
- Look for new partnerships with international organisations
- Propose a plan of action and goals for the term in order to develop the impact of the IPA among the international organisations, together with the designated members of the ERC
- Compile and disseminate the UN Quadrennial Report
- Propose and recruit ERC members with the sections' support and IEB agreement
- Take part in events of international organisations if appropriate
- Propose PR activities in relation to ERC activities
- Set the annual strategy of ERC tasks
- Collect and analyse data from allocated IEB liaison sections

- Report annually about the ERC activities

### **CHAIRPERSON OF THE PROFESSIONAL COMMISSION (PC)**

- Define the projects for the PC
- Monitor the development of the professional projects
- Propose a plan of action and goals for the term
- Encourage the exchange of best practice on a professional level between sections
- Manage the Arthur Troop scholarship programme
- Develop and strengthen the IPA Police Exchange Programme
- Support and guide the IPA Young Police Officers' Seminars
- Set up projects such as conferences or seminars that will allow a better visibility and recognition of the IPA
- Liaise with sections' PC liaison officers
- Act as official representative of the IEB for Gimborn
- Propose and recruit PC members with the sections' support and IEB agreement
- Take part in professional events if appropriate
- Propose PR activities in relation to PC activities
- Maintain the PC Facebook page
- Liaise, support and provide advice to sections and members with regard to requests concerning the police profession
- Initiate and maintain relations with other international associations related to the police profession
- Set the annual strategy of PC tasks
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the PC activities

### **CHAIRPERSON OF THE SOCIO-CULTURAL COMMISSION (SCC)**

- Define the projects for the SCC commission
- Monitor the development of existing social and cultural projects
- Propose a plan of action and goals for the term
- Encourage the exchange of best practice on a social and cultural level between sections
- Be responsible for the international management of the IPA houses and other accommodation
- Follow the International Youth Gathering project and Youth Holiday Programme
- Liaise with sections' social and cultural liaison officers
- Act as official representative of the IEB at the House Managers' Meeting
- Propose and recruit SCC commission members with the sections' support and IEB agreement
- Monitor and develop IPA travel activities
- Co-ordinate international sports events
- Initiate and support international cultural events
- Take part in social and cultural events if appropriate
- Propose PR activities in relation to SCC activities
- Maintain the SCC Facebook page
- Liaise, support and provide advice to sections and members with regards to requests concerning social and cultural topics
- Set the annual strategy of SCC tasks
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the SCC activities

## **HEAD OF ADMINISTRATION**

- Manage and set the goals of the IAC
- Oversee the official IPA website and all official social media of the IPA
- Set the annual strategy of the Head of Administration's tasks
- Keep all IPA documents updated in the four official IPA languages
- Propose measures to assist with the administrative development of the IPA and the IEB
- Ensure the follow-up and development of new technologies from a PR aspect
- Organise World Congresses (with the Secretary General and the Treasurer Finances) in co-operation with the organising section
- Oversee the preparation of documents for the IPA World Congress
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Secretary General and Treasurer Finances)
- Communicate relevant dates for IPA World Congresses and IEB meetings
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Head of Administration, IAC, webmaster and archivists' activities
- Have responsibility for trademark issues regarding the IPA logos
- Act as IEB liaison with the UK Section's NEC, owners of the IAC office building

## **TREASURER FINANCES**

- Manage the assets of the association
- Set and defend the annual budget
- Supervise the yearly financial management of the IPA
- Devise a medium-term financial strategy
- Set the annual strategy of the Treasurer Finances' tasks
- Balance the annual accounts
- Invoice the sections for the annual levy based on up-to-date membership numbers
- Pay the bills
- Organise the financial management of the IPA World Congress and IEB meetings
- Advise the board (with the Treasurer Social Affairs) on any financial implications of decisions taken and inform them about their financial duties and responsibilities
- Organise World Congresses (with the Secretary General and the Head of Administration) in co-operation with the organising section
- Keep up-to-date with financial and accounting legislation
- Be in charge of the annual payment to IBZ Gimborn
- Prepare and organise the internal and external auditing of the accounts
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Secretary General and Head of Administration)
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Treasurer Finances' activities

## **TREASURER SOCIAL AFFAIRS**

- Assist the Treasurer Finances
- Set the annual strategy of Treasurer Social Affairs' tasks
- Manage miscellaneous financial contributions of the treasury
- Organise IEB meetings
- Collect data in case of emergencies / catastrophes and co-ordinate the aid
- Advise the board (with the Treasurer Finances) on any financial implications of decisions taken and inform them about their financial duties and responsibilities
- Take care of the IPA membership card
- Collect and reimburse travel and accommodation costs for relevant participants at IPA World Congresses, IEB meetings and any other meetings as agreed by the IEB

- Be in charge of IPA gifts, IPA promotional items and IEB members' visiting cards
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Treasurer Social Affairs' activities

#### **VICE PRESIDENT**

- *Take the President's place in case of the President's absence or incapacity*
- *Remain in close contact with the President in all matters*

## **B Internal Auditors**

### **Art. 5 References in IPA Documents**

Please refer to the following articles:

- IS art. 19: International Bodies
- IS art. 26: Auditing
- IR art. 15: Agenda

### **Art. 6 Skills Profile Internal Auditors**

- Financial background preferable
- Experience in dealing with treasury issues
- Accounting skills
- Strategic vision
- Analytical skills
- Ability to communicate in one of the four IPA official languages
- Good proficiency in spoken and written English

### **Art. 7 Internal Auditors Job Description**

- Take part in an internal auditors meeting once per year in order to examine the annual IPA accounts provided by the International Treasurers (balance sheet plus income and expenditure)
- Monitor and evaluate how well the finances of the Association are governed, that internal decisions and processes are working and respected, i.e. verifying the adequacy between decisions taken by the IEC / IEB and the action of the Treasury
- Provide a written report for the attention of the IEC which will, if accepted, release the Treasury and the IEB of the responsibility of the accounts and the financial result
- Provide an oral report at the annual IPA World congress based on the conducted audit
- If required, act as consultants, advising the IEB on how to improve the financial management of the Association

**This Procedure for IEB and Internal Auditors Job Descriptions was adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. It replaces any previous documents relating to IEB and Internal Auditors job descriptions.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos





# Procedure for International Commissions

## Art. 1 Basis

The Procedure for International Commissions is based on articles 25 and 29 of the International Statutes as well as the Procedure for IEB and Internal Auditor Job Descriptions.

## Art. 2 Standing International Commissions

In accordance with article 25 of the International Statutes there shall be three standing International Commissions:

- External Relations Commission (ERC)
- Professional Commission (PC)
- Socio-Cultural Commission (SCC)

Each commission shall have a member of the IEB as its chairperson.

## Art. 3 Purpose of the International Commissions

The international commissions are supporting bodies of the IEB. Within their working areas they shall develop projects based on the strategic plan of the IEB.

They are not decision-making bodies and any recommendations require the approval of the IEB.

## Art. 4 Selection of Commission Members

IPA members willing to help with the work of the international commissions by offering their expertise in a specific field will have the opportunity to apply before an elective IPA World Congress.

Candidates shall be notified to the IEB at least 90 days before an elective IPA World Congress.

Candidates may not be nominated and selected without their consent and the support of their own national section.

Once elected, the commission chairpersons will select commission members according to the projects defined by the IEB. These members shall not necessarily be permanent. The number and final appointment of commission members is placed under the responsibility of the IEB. Once the selection has been completed, all applicants shall be informed by the IEB of the outcome.

Should a commission member not be able to fulfil their task anymore or should a new project require the appointment of a new commission member, the relevant chairperson may propose a replacement or an additional commission member to the IEB, preferably selected from the remaining applicants.



Regarding the ERC, the representatives of the Association should be residents of the location of the international bodies as stated in article 1 of the International Statutes. Nevertheless, other candidates are welcome to apply, as the ERC might develop further projects in other locations where specific tasks might be assigned.

As the working language of the commissions is English, language skills shall also be considered for the workability of the commissions.

## **Art. 5 Allocation of Tasks**

The following list displays the main tasks of the commissions and is subject to changes depending on decisions taken either by the IEB or the IEC.

### **Commission for External Relations (ERC)**

The main task of the ERC is to promote the IPA through establishing and maintaining relations with international organisations approved by the IEB or the IEC by:

- attending conferences of other international organisations when appropriate,
- attending at the centres of other international organisations when appropriate,
- collating relevant information for submission to other international organisations,
- collating relevant information for IPA publications.

### **Professional Commission (PC)**

Tasks of the Professional Commission are:

- developing matters relating to police development, structure and history,
- comparing surveys regarding police work within IPA sections,
- promoting and representing the IPA at international education centres,
- administering the applications of IPA scholarships,
- monitoring, advertising and promoting international criminology events,
- promoting, developing and strengthening the IPA Police Exchange Programme,
- supporting and working with IBZ Gimborn on professional and educational issues,
- liaising, supporting and providing advice to sections and members with regards to requests concerning the police profession,
- coordinating and supporting the Young Police Officers' Seminar,
- maintaining the PC Facebook page,
- liaising with sections' PC liaison officers.

### **Socio-Cultural Commission (SCC)**

Tasks of the Socio-Cultural Commission are:

- promoting and co-ordinating social and cultural activities ,
- dealing with matters regarding IPA houses and other accommodation,
- co-ordinating international sports events and championships,
- dealing with matters regarding travel,
- advising International Youth Gatherings ,
- organising international educational events other than policing matters,
- organising competitions,
- co-ordinating matters regarding hobbies,
- managing the SCC Facebook page.

The IEB shall decide which commission shall undertake a specific task, which is not already clearly defined in "Allocation of Tasks" above.

## **Art. 6 Working Methods**

The work of the commissions and the number of commission members shall be determined by the projects proposed by the commission chairpersons and approved by the IEB.

The primary working method shall be by correspondence between the commission chairpersons and the commission members. Potential meetings are subject to IEB approval.

The commission chairpersons shall submit working plans for each intended project detailing clearly the goals, main steps, financial implications and deadlines, to the IEB for approval.

## **Art. 7 Reporting**

The chairperson of each commission shall inform the IEB about their work by submitting reports at IEB meetings as well as copies of agendas and minutes if appropriate.

The commissions shall provide any necessary reports for the information of organisations in which the IPA is represented.

The chairpersons of the commissions shall provide the IEC with a written report of their activities in accordance with article 15 of the International Rules.

## **Art. 8 Liaison Officers**

National sections may appoint liaison officers to the international commissions. Although these shall not be members of the commissions, they may be encouraged to participate in commission work, in particular when their national section is involved.

**This Procedure for International Commissions was adopted by the IEC during the IPA World Congress in Cyprus and entered into force on 16 October 2015. It replaces any previous directives or decisions on international commissions.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



# Procedure for the Foundation and Affiliation of National Sections

## Art. 1 Basis

The Procedure for the Foundation and Affiliation of National Sections is based on articles 11-17 of the International Statutes and articles 3-6, 10, 13-14 of the International Rules and shall apply to all applications for foundation and affiliation of a new national section, either as founding member(s) of that new section or when acting as a sponsor section.

## A FOUNDATION PROCEDURE

The foundation procedure is led by the IEB and is divided into two steps:

### Art. 2 Assessment of the Request

Foreign Associate Members (FAMs), serving or retired police officers, with the assistance of an official IPA national section, wish to establish a national section.

Contact with the Secretary General must be established and the following conditions must be met:

- proof of 50 FAMs
- proof that the country fulfils the IPA criteria according to the International Statutes (articles 2 and 11)
- report about the potential for development and growth, shown as acceptable
- letter of support from the police directorate and, if possible, from the ministry in charge of security

Once these conditions are fulfilled, the Secretary General shall report to the IEB who shall sign a declaration in favour of starting the process and designating a sponsor section to assist with the next steps required.

### Art. 3 Section in Foundation Status

FAMs, with the assistance of the Secretary General and the sponsor section, shall thereafter be requested to:

- create an official committee (president, secretary general and treasurer as a minimum)
- draft a constitution and statutes

They shall then submit this information, including a report from the sponsor section, to the Secretary General in one of the 4 official IPA languages, with the request to be recognised as 'Section in Foundation'.

Based on the recommendation of the Secretary General, the IEB will render its decision.

The new committee will thereafter organise a founding meeting, attended by representatives of the sponsor section and the IEB.

The founding meeting shall include, among others, the following steps:

- election of the Founding Committee
- signing of the IPA official Declaration of Human Rights provided by the Secretary General, on behalf of their members, stating their commitment to the principles set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948
- signing of the new national statutes
- signing of the International Statutes
- awarding of a certificate of recognition for the status 'Section in Foundation' by a representative of the IEB

After the founding meeting, the new section in foundation will send the following documentation to the IEB:

- copy of the minutes of the founding meeting
- names, addresses and telephone numbers of the elected committee
- list of the members attending the founding meeting

#### **Art. 4 Miscellaneous Provisions**

The IEB will inform all national sections as soon as a new section in foundation has been accepted.

A delegate of the new section in foundation shall be invited to attend the next IPA World Congress as observer, according to article 13 of the International Rules.

Should external circumstances prevent a section in foundation from carrying out its statutory requirements, in particular when national legislation inhibits the implementation of the fundamental principles set out in the International Statutes, the IEB may withdraw the 'Section in Foundation' status.

#### **Art. 5 Sponsor Section**

The role of the sponsor section shall be to provide guidance, support and administrative assistance to the section in foundation

The sponsor section shall be responsible for the issuing of IPA membership cards to the FAMs of the section in foundation until such time as affiliation is attained.

### **B AFFILIATION PROCEDURE**

The affiliation procedure is led by the IEB, submitted to the IEC for decisions, and is divided into two steps: provisional and full affiliation.

#### **Art. 6 Provisional Affiliation**

Once granted the 'Section in Foundation' status, the founding committee and the sponsor section shall submit a full report to the Secretary General every 6 months, on the official template and in one of the 4 official IPA languages.

If progress is satisfactory and proof of development regarding an increase in membership and IPA activities are reported, the section in foundation, with the support of the sponsor section, may submit a request for provisional affiliation to the Secretary General after 1 year at the earliest.

Based on the recommendation of the Secretary General, the IEB will render its decision.

The IEB shall thereafter draft a motion for 'Provisional Affiliation' for a minimum of 2 years.

If the motion is passed, the section in foundation shall be granted the status 'Section Provisionally Affiliated'.

Thereafter the section shall be responsible for issuing membership cards for its members and paying the international levy to the International Treasury starting from the next calendar year.

The section shall report every 6 months to the Secretary General about the progress of the section. The sponsor section is welcome to continue providing guidance, support and administrative assistance until full affiliation is granted, and beyond if invited.

A delegate of the 'Section Provisionally Affiliated' shall be invited to attend the following IPA World congress as delegate, with full rights. In addition, the section may also send two observers.

## **Art. 7 Full Affiliation**

If progress is satisfactory and proof of development regarding an increase in membership and IPA activities are reported, the 'Section Provisionally Affiliated', with the support of the Sponsor Section, may submit a request for Full Affiliation to the Secretary General.

Based on the recommendation of the Secretary General, the IEB will render its decision.

The IEB shall then draft a motion of 'Full Affiliation' for the attention of the delegates for the next IPA World Congress.

If accepted by the delegates, the section will then be granted the status of "National Section".

**This Procedure for the Foundation and Affiliation of National Sections was adopted by the IEC during the IPA World Congress in Cyprus and entered into force on 16 October 2015. It replaces any previous directives or decisions on the Foundation and Affiliation of National Sections.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



# **Procedure for the Conduct of IPA World Congresses and IEB Meetings**

## **Art. 1 Basis**

The Procedure for the Conduct of IPA World Congresses and IEB Meetings is based on article 20 of the International Statutes and articles 11-18 of the International Rules, and shall apply to all IPA World Congresses and IEB meetings of the IPA.

## **A IPA WORLD CONGRESSES**

### **Art. 2 Agenda**

The agenda of the IPA World Congress shall be circulated to all participants in due time by the IAC, in conformity with article 15 of the International Rules.

Amendments to the agenda may be proposed by the IEB or the delegates until the beginning of the Congress, when the final agenda shall be put to the vote.

### **Art. 3 Minutes**

All matters discussed and all decisions made shall be recorded. The electronic files shall be stored at the IAC who are responsible for producing the minutes, which shall be approved by the President and signed by the President and the minute taker. The minutes shall be circulated by the IAC to all sections and the IEB as soon as practicable after the IPA World Congress.

### **Art. 4 Congress Languages**

The IPA World Congress shall be interpreted simultaneously into English, French, German, Spanish and Russian.

### **Art. 5 Chairing the IPA World Congress**

The chairperson decides the timing of the IPA World Congress.

The chairperson shall decide who, apart from members and official observers, may attend each congress. Their presence will be announced and recorded in the minutes.

The chairperson may agree to the temporary appointment of another participant (observer or delegate) to replace a delegate who, after informing the chair, leaves the congress.

The chairperson gives speakers the floor, and may also take it away from them. Speakers may only take the floor regarding items related to the matter discussed.

The chairperson may permit items, not submitted in accordance with the International Statutes and Rules, to be discussed under Any Other Business, but no decision may be taken in this instance, unless an immediate decision is necessary, in which case the delegates shall first decide upon the necessity of a decision, then if granted, upon the contents of the item.

At the request of a delegate, the chairperson may permit an observer to speak on specific matters.

The chairperson's decision is final in all matters not subject to a vote.

## **Art. 6 Motions**

Every motion must be moved by the delegate of the section proposing the motion and by the chair when it concerns an IEB motion before it can be discussed and put to the vote.

## **Art. 7 Amendments**

No amendment to a motion will be accepted during the session, unless the original motion presents an obvious breach or contradiction with the International Statutes and/or International Rules.

If an amendment is considered, it will be put to the vote first and, if adopted, the amended motion shall then be put to the vote. If two or more amendments are moved to a motion, the last amendment must be voted on first. They are dealt with in reverse order before the motion is altered.

The chairperson's decision is final when distinguishing between acceptable and unacceptable amendments which may be contrary to, or remote from, the intention of the original motion.

If the discussion is moving away from the original motion, the chairperson may call a halt to the proceedings and remove the motion from the current agenda.

## **Art. 8 Roll Call - Voting Strength and Voting**

At the opening of the meeting on the first day, there shall be a roll call of delegates and observers. The Secretary General shall ask each section in turn if they are present or represented as registered. Only where there are changes is there a need to ask for names to be given.

No further roll call shall be taken. It is the responsibility of the individual sections to ensure that their delegate is present.

Each delegate shall have one vote to cast in all matters, plus any properly appointed proxy vote. The IEB shall have one collective vote on all matters.

The total number of votes possible, including all nominated proxies and the single vote of the IEB shall be advised to the IEC. This shall be the agreed voting strength for the rest of the congress.

Decisions shall be taken by the votes cast for and against, provided the number of votes cast is more than half of the voting strength.

The Secretary General shall advise the number of votes needed to pass a motion (or amendment); i.e. 50% + 1 of the votes cast for and against, or 2/3 of the votes cast for and against in the case of votes on matters which cause a change of the International Statutes, International Rules and Procedures, as well as regarding suspensions, expulsions and affiliations.

Voting, including elections, shall normally be by electronic system. Where this is not possible, voting shall be by show of hands, except for elections, which shall be by secret ballot.

In the case of an equality of votes, whether electronically or on a show of hands, the IEB shall be entitled to a second and casting vote; provided they have exercised their first vote.



## **B IEB MEETINGS**

IEB meetings enable the International Executive Board to deal with the current business of the Association. They shall take place in an atmosphere of transparency and mutual respect, with the aim of taking constructive actions and decisions in line with IEC decisions and the principles of the Association.

### **Art. 9 Frequency**

The frequency of IEB meetings shall be determined by the necessity of the items to be discussed, while simultaneously respecting the allocated budget. The meetings will be proposed by the President and decided upon by the IEB members.

### **Art. 10 Location**

The IEB shall decide upon the location of the IEB meetings, in line with the requirements and interests of the Association.

### **Art. 11 Agenda**

All IEB members are required to submit agenda points of their interest within an agreed timeframe, allowing the President to finalise the agenda, so it can be circulated in due time.

### **Art. 12 Minutes**

The discussions of the IEB meetings shall be recorded. The electronic files shall be stored at the IAC who are responsible for producing the minutes, which shall be approved by the President and signed by the President and the minute taker. The minutes shall be circulated by the IAC to the IEB as soon as practicable after the IEB meeting.

In addition, an up-to-date file detailing all actions and decisions, enabling a regular check-up of all tasks, will also be provided by the IAC.

### **Art. 13 Chairing the IEB Meeting**

The President or a designated replacement shall lead the IEB meetings.

Only IEB members and IAC staff shall attend the IEB meetings, plus an interpreter if required. The discussions shall in general be held in English, or in one of the official IPA languages.

If individual IEB members are unable to attend the IEB meeting, it is their duty to inform their colleagues of the relevant discussion points by either providing a report, or by delegating the discussion of items to another IEB member.

### **Art. 14 Voting**

All decisions shall be taken by simple majority. In the case of an equality of votes, the President's vote counts double.

**This Procedure for the Conduct of IPA World Congresses and IEB Meetings was adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. It replaces any previous directives or decisions concerning the conduct of meetings.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



<b>Amendments</b>	<b>Articles</b>	<b>Entry into force</b>
IPA WC Auckland - 2016	2,3,4,6	07.10.2016



# Procedure for the Organisation of an IPA World Congress

## Art. 1 Basis

The procedure for the organisation of an IPA World Congress is based on article 20 of the International Statutes, articles 11-18 of the International Rules and on the Procedure for the Conduct of IPA World Congresses and IEB meetings.

## Art. 2 Venue

National sections willing to organise an IPA World Congress must apply by submitting a motion to the IEB. This motion shall specify the dates as well as the location, and include a framework budget including envisaged price estimates of accommodation and congress facilities.

## Art. 3 Advice

IPA World Congresses should be held in September or October to be equally spaced apart.

## Art. 4 General

Once the proposal to host is adopted by the IEC, the IEB entrusts the hosting National Section with the planning, administration and organisation of the World Congress. The Organising Section and IEB shall work in full co-operation and agreement.

Liaison is particularly necessary with the International Treasury (TF) and Secretary General (SG) who shall visit the Organising Section to finalise arrangements and costings at least one year prior to the World Congress. Details of potential hotels and their websites shall be provided to the SG and TF prior to their visit.

The Organising Section must not sign a contract or publish brochures and prices before approval of the TF/ SG has been obtained.

## Art. 5 IEB Financial Responsibility

The IEB is only responsible for the official part of the World Congress.

The International Treasury is financially responsible for the accommodation expenses of the:

- Delegates (1 per Section)
- IEB
- IAC staff
- Interpreters
- Internal Auditors
- *Representative for Gimborn (if present)*

Observers have the same status as visitors, and the IEB shall bear no financial responsibility for them.

The entertainment and tour programmes for participants, including any Friendship Week organised after the World Congress, are the full responsibility of the Organising Section.

## **Art. 6 Participants**

The official participants of an IPA World Congress are:

- One delegate from each national section
- Members of the IEB
- Observer(s) of section(s) in foundation
- IAC Staff members
- Internal auditors
- Interpreters

Further participants may include:

- Observers (maximum of 2 per national section)
- Representative(s) for Gimborn
- Webmaster
- Any invited guests (as agreed by the President)

## **Art. 7 Facilities required by the IEB**

A small conference room for the IEB will be necessary, to seat 12 people around a large table from Monday until Saturday night.

The following facilities will be required:

- Extension cables and sockets to accommodate 12 computers
- Access to a printer and photocopier
- Overhead projector and screen
- Flip chart with paper and pens
- Wi-Fi connection

The Secretary General should be provided with the telephone contact details of the Organising Committee for the duration of the congress, with at least one contact available at any one time should the need arise.

Prior to the congress, the IAC will send several parcels to the organising section, to an address to be advised by the section. The parcels will need to be at the congress facility by the Monday before the start of the congress. The organising committee is kindly asked to send the parcels back to the IAC after the congress; the cost for postage will be reimbursed by the International Treasury.

## **Art. 8 Accommodation**

Hotels of reasonable quality and average price are to be sought, preferably with good access to airports and within walking distance from the congress hall. Sections must be cautious and responsible when selecting accommodation. The use of hotels with additional facilities such as swimming pool, sauna, fitness centre etc. can be costly, and these are not important.

The Organising Section must negotiate favourable prices, with alternatives, before the IT is approached with final cost estimates.

The Organising Section should provide a “package price” per person (delegate/observer; guests), according to three different choices:

- stay in a single room
- stay in a double room
- stay in a double room with single use

This package price should be presented, in the first instance, to the Treasurer Finances in a detailed format, i.e. cost of rooms, meals, each coffee break, hire of meeting rooms, etc.

This price should as a minimum include:

- five nights (Tuesday to Sunday)
- all meals from Tuesday night to Sunday breakfast (inclusive)
- transport to / from airport or other collection point
- social programme for the stay

It is also important to obtain a price for an additional night for a single or double room. The TF will go through the list of attendees at the beginning of the congress and ascertain those whose extra night will be paid for by the International Treasury.

It is mandatory that Observers are accommodated in the same hotel as the Delegates.

Observers and Visitors are responsible for paying the Organising Section or the hotel for the cost of their rooms directly.

## **Art. 9 Congress hall**

The hall must be suitable to accommodate approximately 200 participants:

- One delegate from each national section
- Members of the IEB
- Observer(s) of section(s) in foundation
- Representative of Gimborn
- IAC staff members (2)
- Internal auditors (2)
- Interpreters (9)
- Observers (maximum of 2 per national sections)
- Webmaster
- Any invited guests (agreed by the President)

Each section will need a table and 3 chairs, set out in 'classroom' style. Sockets need to be available under each table for the congress participants to plug in their laptops. On the table of each delegation, the name of the section should be indicated and be clearly visible. The IAC will provide the name plates.

The IEB is to be seated on a platform facing the delegates. The IEB requires a good-sized table and 8 chairs. Name plates including the job titles will be provided by the IAC.

Close to this platform, provision of a good-sized table should be made for the IAC staff members, with a second table nearby for the placing of the documents.

A number of chairs for guests should be made available.

A lectern on or near the podium for presentations is required.

A large screen for projection set up high (above the IEB's seats), or 2 screens to the side of the IEB table are necessary. Please ensure the projector light will not shine directly into the faces of the IEB.

One or two screens will need to be set in front of the IEB table, to enable the IEB to follow the presentations.

An overhead projector with connections for 2 laptop computers is required.

An E-voting system fully functional, including one remote control per section, one for the IEB and a few spare ones to replace any defect ones, is to be set up.

Sufficient electrical sockets and extension cables for computers of IEB members plus 2 computers and a printer at the table of the IAC staff members are required.

Clear signs in the hotel indicating the location of the congress hall are necessary.

The following arrangements are required regarding microphones:

- 200 headsets for receiving translations for all congress participants
- 1 microphone for each member of the IEB on the podium
- 1 microphone for each delegate
- 1 microphone for the IAC staff table
- A prominent notice in the congress hall showing on which channel each language is located
- 1 remote control for the electronic voting system for each delegate plus 1 for the IEB
- 1 hands-free microphone for presentations
- 1 or 2 hand microphones
- All microphones to have an optical activity signal (indicating if they are on or off)

In addition:

- Equipment for the recording of the congress proceedings (in English). The software is to be numbered and dated, then handed to the IAC staff at the conclusion of the congress.
- A permanent technician for the period of the World Congress (3 days). It is vital that the technician speaks English.

### **Art. 10 Simultaneous interpretation**

Simultaneous interpretation is in 5 languages: English, French, German, Spanish and Russian. Consequently 8 interpreters will be in attendance.

The organising section should make contact as soon as possible in the planning stage with the company supplying interpreters for the IPA World Congress. Contact details are available from the IAC.

The following equipment is required:

- 4 cabins (booths) each fully equipped for 2 interpreters with 2 seats and 2 headsets. The booths must be fully enclosed. The headset consists of half-closed earphones with microphone and with the possibility of changing the volume and listening to the other channels (switching over to listen to the other interpreters).
- Additional rest facilities close or next to the interpreters (table with 3 chairs).
- Projection screens in front of the interpreters' booths.

### **Art. 11 Security**

The organising section provides for the security of all participants during the entire duration of the congress.

The organising section should appoint a Sergeant-at-Arms, to be in charge of the congress hall.

### **Art. 12 Catering**

Arrangements are to be made by the Organising Section for daily breakfast, lunch and dinner throughout the duration of the IPA World Congress: from dinner on the official day of arrival to breakfast on the official day of departure.

Lunch is to be served preferably with a buffet system on session days, to ensure faster service – 1 hour break only.

Coffee breaks for all participants should take place in a room adjoining the congress hall, during morning and afternoon congress sessions.

Water is to be made available on the tables of the congress hall for the duration of the sessions.

The organising section should include a question in the registration form for the IPA World Congress relating to dietary preferences, including medical and / or religious requirements. This should cover all meals provided.

### **Art. 13 Programme**

Prior to the congress, the Secretary General should be informed of the programme of events and any dignitaries attending the congress. An indication of dress to be worn and whether speeches will be necessary is also requested.

### **Art. 14. Congress theme**

The IEB will provide the theme, after consultation with the organising section.

The organising section is invited to submit ideas for a professional theme with an international scope. It is recommended that suggestions are sent to the Secretary General as soon as possible, but at least 1 year prior to the congress, so that an IEB decision can be made in good time for arrangements to be made.

### **Art. 15 Gifts**

It remains the decision of the organising section to advise national sections whether gifts are to be presented or alternatively whether donations are to be given instead to a nominated charity.

## **DURING THE CONGRESS WEEK – ADDITIONAL INFORMATION**

### **Art. 16 Accommodation and programme**

These are the specifics of the programme, from the first arrival until the end of the IEB meeting following the congress. Please look at the requirements and have an offer ready to cater for these points as soon as possible.

#### **Sunday**

Arrival of the SG, HA, TF, TS and IAC staff. Dinner at hotel.

#### **Monday**

Joint meeting SG, HA, TF, TS, IAC staff and Organising Committee representatives.

The TF will need information (electronically) of the:

- Name of each Delegate
- Section
- Type of room
- Date of arrival and date of departure

The same information will be required for all IEB members, internal auditors, IAC staff members, the webmaster, the Gimborn representative and the interpreters.

The SG will require a key for the IEB meeting room for the duration of the congress week.

The joint meeting should include an inspection of the congress hall to ensure that the layout and facilities are suitable.

- Lunch.
- Arrival of all other IEB members.
- Dinner for IEB, IAC staff and 1 interpreter.

## **Tuesday**

IEB meeting all day, requiring:

- Meeting room
- Light lunch
- Coffee breaks, morning and afternoon

Arrival of Delegates, Observers and guests – registration and introductions.

19:30: welcome drink (optional) and dinner.

## **Wednesday**

10:00: official opening of the IPA World Congress

11:00: official photograph

12:00: light lunch for all

14:00: beginning of the session

15:30: coffee break

18:00: end of 1<sup>st</sup> day

## **Thursday and Friday**

08:00: beginning of the session

10:00: break

12:30: light lunch for all

14:00: beginning of the session

15:30: coffee break

18:00: end of session

## **Saturday**

IEB meeting following the IPA World Congress.

Social programme for congress participants.

The IEB might finish its meeting early and should have the opportunity to join the social programme.

## **Art. 17 Summary of additional IEB requirements**

The following should be taken into account when preparing a cost estimate:

### **Additional meals:**

- Dinner Sunday (6)
- Lunch Monday (6)
- Dinner Monday (11)
- Lunch Tuesday (11)
- Lunch Saturday (11)

### **Nights:**

- Sunday night (6 rooms)
- Monday night (11 rooms)

The Organising Section will be informed beforehand if any IEB members are accompanied.

## **MISCELLANEOUS**

### **Art. 18 Visas**

The Organising Section shall provide a list of the IPA Sections that will require a visa to enter the country and any other advice useful to obtaining the visa.

### **Art. 19 Opening ceremony**

The Organising Committee is requested to inform the IEB before the congress of the location and price of the opening ceremony.

A row to seat the IEB is required.

The organising section should plan for the opening ceremony to last no longer than 90 minutes, including speeches and any musical or cultural performances. This will ensure that the working session of the congress is able to commence on time.

The opening ceremony should include the IPA hymn.

The Organising Committee shall inform the IEB of any speakers and officials expected to take part in the opening ceremony well in advance.

### **Art. 20 Official photograph**

The Organising Section shall arrange for a photo of all official participants (including observers), with agreement of the Treasurer Finances regarding the cost. This photo is to be taken at an appropriate time (to be arranged with the SG).

### **Art. 21 Main congress hall**

Please specify if the congress hall is in the hotel or in another location (avoid long distances between the two).

### **Art. 22 Gala evening**

The gala evening should take place on the Saturday evening of the congress week and include a formal dinner. Guests are requested to wear formal dress or uniforms.

The organising section should arrange a seating plan for the gala dinner that allows for the IEB members, IAC staff, and partners to sit together, with the hosting section's national board members.

Please keep the official part of the gala dinner as short as possible. During the official part, awards will be given and photographs taken.

The traditional handing over of the flag from the current organising section to the organising section of the next IPA World Congress will take part during the gala evening. The Organising Section is requested to post the flag to the Organising Section of the next World Congress.

### **Art. 23 Social programme**

A social programme will be organised for the guests during the entire duration of the congress. We remind the organising section that this programme must not interfere with the programme of the congress as mentioned above.

On Saturday everybody (delegates, observers and guests) should have the opportunity to take part in the social programme.



**This Procedure for the Organisation of an IPA World Congress was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous directives or decisions concerning the organisation of an IPA World Congress.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos

<b>Amendments</b>	<b>Articles</b>	<b>Entry into force</b>
IPA WC Rotterdam - 2018	9,10,12,19,22	21.09.2018



**INTERNATIONAL  
POLICE ASSOCIATION**  
INTERNATIONAL EXECUTIVE BOARD

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# Procedure for the Arthur Troop Scholarship (ATS)

## Art. 1 Basis

The procedure for the Arthur Troop Scholarship (ATS) is based on article 7 of the International Statutes.

## Art. 2 Definition

The Arthur Troop Scholarship, as a legacy to Arthur Troop, is a professional education and advanced training bursary, with the aim of aiding IPA members in their professional careers and promoting the International Police Association.

## Art. 3 Programme

The Arthur Troop Scholarship shall be awarded to IPA members annually at the IPA World Congress.

A total budget of 25,000 € shall be set side annually for the Arthur Troop Scholarship.

Each awardee may receive a bursary of up to 2500 € which shall contribute to the cost of the seminar, conference or symposium fee, as well as travel and accommodation expenses.

## Art. 4 Applicants

Applicants must have been a member of the IPA for a minimum of 2 years and must currently be performing a law enforcement role.

## Art. 5 Application

The relevant Arthur Troop Scholarship Application Form shall be uploaded onto the international website of the IPA ([www.ipa-international.org](http://www.ipa-international.org)) in December each year. Applicants are obliged to complete the application form to the required quality and standard. An estimated budget must be included. The completed application form shall be submitted to the national secretary general of the applicant.

On completion of the certification of the:

- applicant's membership
- role of the applicant in law enforcement in the national section,

the national secretary general shall forward the completed Arthur Troop Application Form to the Chairperson of the Professional Commission (PC) via the International Administration Centre (IAC) at [iac@ieb-ipa.org](mailto:iac@ieb-ipa.org).

## Art. 6 Timeframe

The closing date for sending completed application forms for the following calendar year to the IAC is 31 March.

Each Arthur Troop Scholarship must be used between 1 January and 31 December of the year following the granting of the scholarship.

Awardees who are unable to use their scholarships in the relevant year due to extraordinary circumstances may have the bursary carried over to the following year. The Chairperson of the PC shall be the final arbitrator.

## **Art. 7 Finances**

Applicants are required to read and abide by the 'Procedure for Travel and Accommodation Expenses'.

Advances of the Arthur Scholarship bursary shall only be granted in exceptional circumstances, following a written request and including an estimated budget. The decision will be made by the Chairperson of the PC.

Any advance payments are to be repaid by the awardee if the scholarship is not used as agreed.

## **Art. 8 Assessment**

The Chairperson of the PC shall oversee the administration of the assessment of the Arthur Troop Scholarship. The assessment board shall consist of no less than 3 temporary members of the PC.

It is mandatory that the applicants complete all application fields, in their own words.

Applications shall be evaluated using an assessment matrix.

Any applications which do not meet the minimum requirements shall not be evaluated further.

## **Art. 9 Awarding Process**

The Chairperson of the PC shall ratify the decision of the assessment board and submit the list of awardees to the IEB for formal approval.

The awardees of the Arthur Troop Scholarship shall be announced by the Chair of the PC at the IPA World Congress.

The Arthur Troop Scholarship shall preferably be awarded to at least one applicant from each continent, provided an application has been submitted that is of the required quality and standard.

Applicants may only be awarded the Arthur Troop Scholarship once and awards are not transferable from one IPA member to another IPA member.

## **Art. 10 Bursary payment**

After completion of the Arthur Troop Scholarship, awardees shall submit, by email (signed and scanned):

- a report detailing the acquired knowledge, including photographs
- a reimbursement form
- a bank detail form
- supporting receipts

To receive the bursary, the above-listed documents are to be forwarded to the Chair of the PC within 1 month following the completion of the seminar, conference or symposium.

## **Art. 11 Agreement**

All reports and photographs submitted by recipients of the Arthur Troop Scholarship shall become the property of the IPA. All documents may be used as decided by the Chair of the PC, for advertising and promotion of the IPA.

## **Art. 12 Promotion**

Award recipients agree to deliver presentations on the benefits of the Arthur Troop Scholarship as requested by the national board of the applicant.

It is expected that recipients shall endeavour to create opportunities within their law enforcement agencies to share their acquired knowledge gained from the attended seminar, conference or symposium and promote IPA membership.

**This Procedure for the Arthur Troop Scholarship was adopted by the IEC during the IPA World Congress in Bulgaria 2017 and entered into force on 22 September 2017. It replaces any previous directives or decisions concerning the Arthur Troop Scholarship.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



## Procedure for the International Learning and Development Exchange Programme (ILDEP)

### Art. 1 Basis

The Procedure for the International Learning and Development Exchange Programme (ILDEP) is based on article 7 of the International Statutes.

### Art. 2 Definition and aims

The International Learning and Development Exchange Programme (ILDEP) relates to an international exchange of IPA members pertaining to their professional working role and is placed under the responsibility of the Chairperson of the Professional Commission on behalf of the International Executive Board (IEB).

The *exchange* is a focus on sharing knowledge, ideas, practices and policy. The *exchange* is an intellectual one; it does not imply that there needs to be a physical exchange where participants' enter into a reciprocal visiting arrangement.

The term *programme* implies a clearly defined structure, a recorded plan that shall promote learning and development resulting in a recognised IPA certification of endorsement at the conclusion of the activity.

The aim of the programme is learning and development with the intention of ensuring that participants gain professional and personal development during their exchange.

### Art. 3 Beneficiaries and Eligibility

Applicants must have been a member of the IPA for a minimum of 2 years and must currently be performing a law enforcement role.

ILDEP is suitable as an exchange to develop IPA members with a minimum of 3 years' operational policing experience, thus enabling them to share their knowledge further.

Members would see benefit when linking evidence gained through ILDEP as part of a career plan. ILDEP offers a clear programme of development for individual members and vicariously their policing organisations, and in doing so ensures the programme is valued by chief officers.

Individual exchanges are the current norm for the Association, but groups may be welcomed on attachment in certain circumstances and there is potential opportunity to develop such exchanges through this programme.

### Art. 4 ILDEP Coordinators

Each IPA section participating in ILDEP shall appoint an IPA member as ILDEP coordinator.

ILDEP coordinators shall be responsible for developing contacts in each policing organisation within a national section, to promote opportunities available through the

programme and to assist in responding to requests for exchanges from members from other national sections, by identifying the most appropriate organisation to fulfil the requests.

## **Art. 5 Mechanism**

ILDEP will adopt the following stance:

- Applicants have a duty to undertake research on their own behalf to identify potential suitable sections for exchanges.
- If a professional exchange is arranged, local IPA representatives shall offer additional support where possible.

## **Art. 6 Application process**

Applicants are required to complete an ILDEP application form.

The application process assists in identifying the applicants' objectives and promotes the idea of development for the IPA member involved.

The application shall include:

- personal details
- IPA membership details
- aim of the exchange
- objectives of the exchange
- specific requirements
- special considerations

Completed application forms shall be submitted to the national Secretary General of the applicant.

On completion of the certification of the:

- applicant's IPA membership
- role of the applicant in law enforcement in the national section,

the national secretary general shall forward the completed ILDEP Application Form to the section of interest.

Once submitted, the national section's ILDEP coordinator shall evaluate the application form and offer assistance in:

- developing the applicant's aims and objectives
- creating a development plan
- identifying the most appropriate host
- facilitating the exchange

## **Art. 7 Placement**

Exchange locations shall be identified as the most appropriate to fulfil the applicants' objectives with regards to learning and development, from the list of local agencies willing and able to cooperate.

## **Art. 8 Applicants' responsibilities**

Applicants are responsible for arranging:

- travel (including finance)
- accommodation (including finance)
- visas (if required)

## **Art. 9 Personal objectives**

The *objectives* will consist of a list of activities the applicant hopes to undertake in support of completing their aim.

## **Art. 10 Post ILDEP placement responsibilities**

Following the ILDEP placement, the hosting ILDEP coordinator shall provide the following documentation:

- Post exchange review, including the member's recorded evidence of their aims and objectives, identification of the exchange's benefits and the member's plans how to take the learning forward.
- Post exchange questionnaire, featuring qualitative and quantitative information for efficient evaluation
- Post exchange feedback
- Post exchange evaluation, for completion by the ILDEP Coordinator
- Written report from the beneficiary within 1 month of the completed ILDEP placement.

## **Art. 11 Publicity**

IPA members participating in ILDEP agree to be involved in publicising the exchange via all IPA media channels, so that others can see the benefits to be gained.

**This Procedure for the International Learning and Development Programme was adopted by the IEC during the IPA World Congress in Bulgaria 2017 and entered into force on 22 September 2017.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



# Procedure for Emergency Aid

## Art. 1 Basis

The Procedure for Emergency Aid is based on article 7 of the International Statutes and article 4 of the Procedure for IEB and Internal Auditors Job Descriptions.

## Art. 2 Purpose and responsibility

The purpose of the Procedure for Emergency Aid is to establish a speedy implementation of emergency aid and is the responsibility of the Treasurer Social Affairs (TS).

The emergency aid which can be applied for falls into 2 categories:

- Emergency Aid Appeal:  
official IPA call for help, whether financial or material, launched by the IEB, in favour of a section affected by a disaster.
- Immediate Emergency Aid:  
direct financial help from the IEB in favour of a section affected by a disaster.

It is essential that when a disaster takes place within a National Section, the Secretary General of the affected Section or another designated member initiates contact with the TS, so that rapid aid can be provided.

## Art. 3 Outcome

When all relevant facts have been established and an Emergency Aid Appeal has been launched, donor sections will have the opportunity to transfer funds to a designated bank account without delay.

In addition, the IEB is authorised to release an instant payment as immediate emergency aid.

## Art. 4 Process

### Affected Section

It shall be the responsibility of the affected section to advise the TS of the disaster and of its intention to proceed with the provision of emergency aid to those affected.

The affected section shall establish the extent of the disaster, the number of casualties and the damage.

Furthermore, the affected section shall appoint an IPA member to co-ordinate the provision of assistance at national level and to administer international contributions.

All relevant details are to be submitted by the affected section to the TS by completing the attached 'Application for IPA Emergency Aid' form.



The designated IPA member in the affected section shall ensure that the assistance is distributed appropriately, all contributions are acknowledged, the TS is kept fully informed throughout, and a comprehensive report is prepared and sent to the TS with a copy to the International Administration Centre (IAC) for the information of all national sections.

### **Treasurer Social Affairs**

It shall be the responsibility of the TS to maintain contact with the affected section. In the event that this is not feasible, the TS shall establish contact with the nearest national section.

On receipt of the request for aid from the affected section and on being satisfied with the information supplied in the 'Application for IPA Emergency Aid' form, the TS shall present the case to the IEB and, following the approval of the IEB, inform all sections with the assistance of the IAC that an IPA Emergency IPA appeal has been launched.

### **Donor Sections**

Sections wishing to provide assistance can send their donations to the affected section, after the bank details have been circulated.

When transferring contributions to the designated bank account of the affected section, the donor section shall inform the affected section of the transfer, by providing details of the amount donated, the transfer date and any specific instructions to which the contribution is subject, with a copy to the TS and the IAC.

The IEB suggests that IPA Sections establish an Emergency Aid Fund to enable quick and efficient action.

### **Art. 5 Immediate Emergency Aid**

Where financial assistance is required immediately following a disaster, the IEB is authorised to make an instant payment from international funds up to a maximum amount equal to 1% of the yearly income for the International Treasury from the preceding calendar year (rounded to the nearest 500 Euros) per incident, up to 4 times per annum. If more than 4 requests for emergency aid are received during a financial year, the IEB may grant further aid in exceptional circumstances. Payments may only be made in support of an appeal.

Should the IEB make an instant payment, they will notify Sections as soon as possible and provide a report to the IEC at the next IPA World Congress.

**This Procedure for Emergency Aid was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous directives or decisions on Emergency Aid.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos

## Application for Emergency Aid - *for reference only* -

<b>Affected Section:</b>			
<b>Facts:</b>			
<b>Extent of damage:</b>			
<b>Extent of the proposed disaster relief:</b>			
<b>Affected:</b>	<b>Total:</b>	<b>IPA members and/or their family members:</b>	<b>Police officers and/or their family members:</b>
<b>Number of victims:</b>			
<b>Fatalities:</b>			
<b>Injured persons:</b>			
<b>Total number of destroyed houses:</b>			
	<b>Property of IPA members</b>	<b>Property of Police officers</b>	
<b>Damage:</b>			
<b>Proposal regarding the kind of assistance:</b>			
<b>Emergency Aid Account:</b>	<b>Account name:</b>		
	<b>Name of the bank:</b>		
	<b>Full postal address of the bank:</b>		
	<b>Account number:</b>		
	<b>BIC:</b>		
	<b>IBAN:</b>		
	<b>Name:</b>	<b>Contact Details:</b>	
<b>Disaster coordinator:</b>			
<b>President of Section:</b>			
<b>Secretary General of Section:</b>			
<b>For IEB/IAC use:</b>	<b>Date received:</b>	<b>IEB approval:</b>	



# Procedure for IPA Houses and Other Accommodation

## Art. 1 Basis

The Procedure for IPA Houses and Other Accommodation is based on articles 7 and 29 of the International Statutes and shall apply to IPA Houses and Other Accommodation such as defined hereafter.

## Art. 2 Definition

IPA Houses relate to IPA properties that are officially owned, leased or rented by IPA sections and/or their subdivisions and which have duly been designated as an IPA House in accordance with this procedure.

Other Accommodation relates to properties owned and managed by private persons/entities and/or IPA members, not officially recognised as IPA Houses, and offering accommodation for IPA members and their immediate dependants at discounted rates.

## Art. 3 Objective

This Procedure regulates the management and operation of officially registered IPA Houses. It ensures that IPA Houses provide cost-effective, good-quality and friendly accommodation for all IPA members, their families and other visitors within the framework of a well-managed environment.

Other Accommodation properties are not the responsibility of the national IPA sections and / or their subdivisions.

## Art. 4 Principle

In accordance with this Procedure national sections and/or their subdivisions shall be entitled to own, purchase, rent or lease the following properties with the intent to be designated as IPA Houses:

- Houses
- Apartments or flats
- Chalets
- Mobile Homes
- Houseboats
- Any other property provided that there is overnight accommodation available

## Art. 5 Minimum Requirements

Each IPA House shall have the following minimum facilities:

- Living Room
- Bedroom(s)
- Fully equipped kitchen

- Bathroom / Shower with hot and cold water
- Toilet

The rooms and facilities of the house shall be at the sole disposition of the guests.

## **Art. 6 Utilisation of IPA Houses**

IPA Houses are to be utilised primarily for the benefit of IPA members and their families, providing overnight accommodation, holiday accommodation and/or as a venue for social activities and meetings

## **Art 7. Approval of IPA Houses**

The approval of any property as an IPA House is the responsibility of the respective national section.

## **Art 8. Designation of IPA Houses**

As soon as a national section intends to establish a new IPA House, they shall provide the Chairperson of the SCC, the Head of Administration as well as the International Administration Centre (IAC) with the following documents and request for the status of IPA House to be granted:

- A description of the property
- Address and location of the premises
- Number and type of rooms, including the number of beds in each bedroom (indicating type - double beds, twin or single beds)
- Whether bedding and linen is provided
- Availability of towels, hairdryers and laundry facilities on site
- Bathroom and toilet facilities
- Kitchen facilities and amenities
- Availability of dining room and lounge facilities
- Other facilities available at the House (conference rooms, parking, club and/or bar facilities, TV, internet, etc.)
- Tourist attractions nearby
- Maps of the country and the local area, indicating the location of the IPA House

The IEB shall upon recommendation of the SCC grant the approval for an IPA House, and shall inform all sections via the IAC.

## **Art 9. IPA Plaques**

Each approved IPA House shall receive the official IPA House Plaque supplied by the IAC.

The plaque shall be prominently displayed on the building.

## **Art 10. Ceasing to Operate as an IPA House**

If the national section or the IEB are of the opinion that an existing IPA House has fallen below the required criteria, they may remove its status as an IPA House. In this instance, the national section shall return the plaque to the IAC.

## **Art 11. Accountability**

National sections and / or subdivisions shall be responsible and accountable for the financial control, administration and operation of their IPA Houses.

## **Art 12. Collective Responsibility**

The national sections and / or subdivisions within which IPA Houses are situated, have a collective and specific responsibility towards ensuring the effective management of the IPA Houses.

They are bound to apply, comply with and enforce international as well as national operational procedures and standards, applicable legislation, policies and regulations to ensure sound governance and effective management of IPA Houses.

All cases of abnormal or substantial financial expenses not covered in the budget, as well as other serious matters pertaining to the House, must be communicated to the NEC for formal approval of such costs and/or advice or assistance in dealing with serious issues.

## **Art 13. National Procedures or Directives**

National Sections and / or subdivisions may in addition draft their own regulations concerning the management and operation of their IPA Houses, provided that such regulations do not conflict with the conditions contained in this Procedure and/or legislation applicable in the respective countries.

## **Art 14. Accommodation Fees**

As IPA Houses are primarily intended to be utilised by IPA members and their families, accommodation fees should be beneficial so as to motivate IPA members to utilise the Houses as often as possible. Affordable prices should additionally also serve as an incentive for potential members to join the Association.

## **Art 15. Reservation**

All IPA Houses should establish formal reservation procedures which are to be appropriately communicated, published and adhered to.

## **Art 16. Insurance Cover**

Adequate Insurance Cover for each IPA House must be maintained. Consideration must be given to at least the following categories of cover:

- Fire & storms
- Water damage
- Burglary, theft of IPA assets and other criminal acts
- Calamities
- Public Liability

Particulars of the insurance shall be published, specifying the extent to which different types of damage are covered.

Insurance policies should be evaluated on a regular basis as negligence regarding insurance cover could lead to considerable financial loss.

A "Liability Disclaimer" shall be appropriately and visibly displayed in all IPA Houses.

## **Art 17. Safety Arrangements**

Safety arrangements, conforming to national standards, shall be provided for by the respective national section and/or subdivision.

## **Art 18. IPA Employees**

National sections and / or subdivisions shall comply with national employment legislation when hiring staff.

## **Art 19. Other Accommodation**

The IPA is not responsible for reservations, maintenance or management of these properties and cannot be held accountable for any aspect relating to them.

## **Art 20. Publishing IPA House Information**

The Socio-Cultural Commission (SCC), in coordination with the International Administration Centre, will facilitate the publication of information relating to IPA Houses and Other Accommodation in the International Newsletter, Information Guides, on the Website, on social media, and via other appropriate media.

National sections and / or subdivisions are encouraged to publicise information relating to IPA Houses and Other Accommodation in their Newsletters, on their websites and other social media as appropriate.

Every effort should be made to ensure that the description of the accommodation and its facilities is accurate at all times. Changes are to be reported to the International Webmaster through the IAC and SCC immediately, in order to update the information and distribute any changes through the correct channels.

**This Procedure for IPA Houses and Other Accommodation was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous documents related to IPA Houses.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



# Procedure for the Hosting Sections' Meeting

## Art. 1 Basis

The Procedure for the IPA Hosting Sections' Meeting is based on articles 7 and 29 of the International Statutes and is placed under the responsibility of the Chairperson of the Socio-Cultural Commission on behalf of the International Executive Board (IEB).

## Art. 2 Definition

The IPA Hosting Sections' Meeting (hereafter referred to as HSM) relates to an international meeting that is directed at addressing matters pertaining to official IPA Houses as well as Other IPA Accommodation.

## Art. 3 Frequency

The HSM shall be a biennial meeting organised in an IPA Section as approved at an IPA World Congress.

## Art. 4 Applications

Any IPA section may apply to organise a HSM, through a motion placed on the agenda of the IPA World Congress, at least one year before the event, including a draft programme, agenda and budget.

## Art. 5 Responsibilities

National sections organising a HSM are responsible for all arrangements concerning the meeting.

The SCC should, however, be consulted by the Organising Section at all stages, including that of planning, programming and finalising the event.

## Art. 6 Governance

The SCC shall be responsible for finalising the agenda and minute keeping of the HSM.

The agenda shall be sent to all Sections 80 days before the start of the meeting.

Before finalising the agenda, the SCC should ask sections for their input on the topics to be discussed.

Following the HSM, the SCC shall ensure that minutes are distributed to all sections as well as the IEB.

## Art. 7 Chairing of Meeting

The Chairperson of the SCC or, by delegation, one of the SCC members, shall chair the HSM.

## **Art. 8 Attendance & Participation**

Attendance is open to representatives from all IPA sections, preferably to people dealing with IPA Houses and Other Accommodation.

## **Art. 9 Schedule**

The HSM should preferably be organised as follows:

- Day 1: Arrival
- Day 2: HSM working session
- Day 3: Social Programme
- Day 4: Departure

## **Art. 10 Finances**

Participants shall bear the cost of travel, accommodation and attendance.

The Organising Section shall draft a budget in coordination with the SCC, including per delegate:

- Cost of accommodation
- Cost of all meals from dinner on the day of arrival until breakfast on the day of departure
- Cost for duration of the meeting (conference costs)
- Cost of the social programme
- Overall cost for visitors or partners

The Organising Section must do its utmost to limit the costs for the participants in order to give as many people as possible the opportunity to participate. The Organising Section is free to provide part or all of the expenses for the event in accordance with its financial resources.

The IEB will contribute to the overall cost with an amount of 150 EUR per section present at the meeting, up to the number of IPA sections. This overall amount will be sent by the International Treasury to the organising section and shall help to reduce the package price for the participants.

## **Art. 11 Registration**

The Organising Section is responsible for issuing a registration form that participants shall submit through their national section in due time. A final list of participants shall be sent to the SCC.

## **Art. 12 Communication**

The SCC, in coordination with the Organising Section, shall publish all relevant information regarding the HSM in the International Newsletter and on the International Website.

**This Procedure for the Hosting Sections' Meeting was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos





## Procedure for International Youth Gatherings

### Art. 1 Definition

International Youth Gatherings (hereafter referred to as 'IYG') are to be held annually within any National Section which has been accepted as the organiser at an IPA World Congress.

The Socio-Cultural Commission (SCC) will be responsible for all aspects of an IYG on behalf of the International Executive Board (IEB). The SCC should be consulted by the organising section at all stages, including that of planning, programming and finalising the event. Following the event, the SCC will provide a report, with any recommendations, to the IEB.

National Sections organising an IYG are, without exception, responsible for all arrangements concerning the gathering. The National Section concerned is, however, permitted to delegate the organising to a region, branch or person appointed by their national executive board.

To have a fairly equivalent maturity among the participants and make it easier for the organiser to produce an interesting and instructive programme, it is important that those participating will be of a similar age group. The age of an IYG participant shall be 16 or 17 years of age at the start of an IYG, and no exceptions should be permitted.

Participation at an IYG will be open to the children or grandchildren of current IPA members. The registration form will indicate the parent's/grandparent's IPA membership number.

In accordance with the aims of our Association, participation at an IYG should be permitted without distinction as to gender, race, language or religion.

Once a young person has participated in an IYG, they may not attend any subsequent IYG.

### Art. 2 Application Procedures

National Sections who wish to arrange IYGs will forward a written application to the Secretary General not later than 150 days before the commencement of an IPA World Congress. World Congress approval is requested at least twelve months prior to the proposed gathering.

The Secretary General will present the application to the IEB and if accepted, present the application as a proposal from the IEB to the next IPA World Congress.

Information regarding the gathering should be published by the organising section through the International Newsletter at least nine months before the opening of the gathering.

National Sections which have been accepted as the organising section must send the invitations for participation to all sections in good time. The invitation should specify the maximum number allocated to the section and the maximum number of participants for the gathering.

The registration form will be completed by the applicant who may also support the application with written information regarding themselves.

The registration form will include parental consent and obligations of the applicant. Those conditions will be fully explained to both parents and applicant by the applicant's section before the document is signed by the applicant and the parents.

Where a section receives more applicants than the number allocated to their section, the applicant's section will make the final selection, bearing in mind the high standard expected of the applicant who will be representing their section.

The applicant's section will verify on the registration form that the parent / grandparent of the applicant is a current member of the Association and that the applicant is of good character. The registration form will be submitted by the national executive of the applicant's section to the organising section at least three months before the opening of the gathering.

When nominations are complete, the organising section will publish a notice to the effect in the International Newsletter.

### **Art. 3 Responsibilities**

National sections have varying responsibilities when organising an IYG. The nature of the gatherings as well as the organisation can vary from section to section. There are, however, basic principles which ought to be followed.

An IYG must, with regard to its programme, conform to the international spirit and aims of the International Police Association.

An IYG shall give the participants a deeper knowledge of the nature, culture, history, social character and family life of the hosting country. The organising section should consider introducing a 'theme' which would encourage discussion and comparison with other sections.

It should appear to the young people who take part in the gathering that the event is not only meant as a very pleasant holiday, but also as an essential part of the endeavour of our Association, to create contacts across the borders and to reach mutual understanding and peaceful relations with people in other countries. The programme shall therefore contain, in order to achieve these aims, activities where participants are engaged in study groups to undertake research of different kinds.

Participants at an IYG shall at the end of the gathering produce a written report, a copy of which will be forwarded by the organising section to the SCC and all the participating sections. It is therefore essential that participants are informed at the start of the gathering to make notes which can be the basis for the written report.

In discussions on subjects which have a political reference, the participants must display extreme restraint and moderation. The principle of understanding and respect for the opinion of others is of utmost importance.

### **Art. 4 Organisation**

To prepare and carry out an event such as the gathering, calls for careful planning in order to make the gathering meaningful to the young people participating.

The location of the gathering must be selected carefully in order to give the participants valuable experience of their visit and a glimpse of the historical, cultural and social character of the hosting country.

Because of the annual school holidays, the IYG should be held during the main school holidays and have duration of FOURTEEN days.

An IYG should comprise a minimum of THIRTY participants. It is not recommended to have more than FIFTY participants. In consultation with the SCC, a larger number of participants may attend, taking into consideration the conditions prevailing in the host country.

It is desirable that the participants at an IYG have knowledge in one of the official languages of the Association (English, French, German or Spanish).

The organising section will appoint a number of adults who will be made responsible for the participants during their stay.

It is also desirable that young people be chosen from the organising section who have experience from earlier youth gatherings, to assist with the planning and also participate during the gathering. They can effectively make a valuable contribution to the success of the gathering.

## **Art. 5 Financing**

The basic principle is that the participants bear the cost of participation.

The IEB, on the recommendation of the SCC, will provide a subsidy to the organising section in respect of each participant attending the IYG.

To obtain this subsidy, the organising section must present to the International Treasury the names and particulars of the participants attending the gathering.

The organising section must do its utmost to limit the costs for the participants in order to give as many young people as possible the opportunity to participate.

The participants bear their own travel expenses. National sections, however, are free to subsidise the travel expenses and any other expense incurred by their young people who participate at an IYG.

The organising section is free to provide part or all of the expenses for the event in accordance with its financial resources. Such financial support must not be associated with any commitment or participation on the part of the participants.

## **Art. 6 Rules and practicalities**

The organising section should establish written rules for the gathering. These rules will vary from section to section, but must include the fundamental features of these recommendations and a clearly expressed prohibition against alcohol and illegal drugs.

A copy of the rules should be sent with the invitation to the young people who intend to participate in the IYG and also to the Secretary General for the SCC.

The organising section will obtain an *Indemnity Insurance Policy* against accidents, loss, damage and Third Party Liability at every gathering. This is to protect the organising section and members of its organising committee against claims by participants and members of the public. This is in addition to the Health and Travel Insurance provided by the participant.

Medical help must be made available for the participants during the gathering.

The address and telephone number where the participating young people can be reached during the IYG will be provided to the participant and the parents. In good time before the opening of the IYG.

## **Art. 7 Conclusion**

These recommendations for the IYGs are meant as guidelines for organising sections and should be taken as an expression of the philosophy and spirit of the International Police Association.

The Socio-Cultural Commission is available to the organising section for any advice or assistance they may require in connection with the organising of an IYG, in order to maintain a high standard of performance.

**This Procedure for International Youth Gatherings was adopted by the IEC during the IPA World Congress in Luxembourg 1994 and entered into force on 7 September 1994. It replaces any previous documents related to the International Youth Gathering.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos

<b>Amendments</b>	<b>Entry into force</b>
IEC Athens - 1998	01.01.2000
IPA WC Antalya - 2009	08.10.2009

**INTERNATIONAL POLICE ASSOCIATION**

**SECTION .....**

**INTERNATIONAL YOUTH GATHERING (IYG)**

**DATE .....**

**REGISTRATION FORM**

**1. APPLICANT:**

Surname ..... First Name .....  
Date of Birth .....  
Nationality ..... Religion .....  
Blood Group..... Gender .....  
Address .....  
.....  
Tel.....  
Studies/Occupation .....  
Languages spoken .....  
Sport/Hobbies .....

**2. APPLICANT'S FAMILY:**

Full Names of Parents:  
1. Mother ..... Occupation .....  
2. Father ..... Occupation .....  
Name of IPA Member (parent/grandparent) .....  
IPA Membership No.....  
Person to be contacted in case of emergency .....  
Full address .....  
.....  
Phone Number .....

### 3. PROCEDURES:

You are required to sign the Terms and Conditions Agreement overleaf.  
The form, having been completed, is to be submitted to the Secretary of your local IPA, who will forward the document to the Executive Committee of your National Section. If Registration is accepted, you will be required to provide particulars of Travel (Medical) Insurance and method of travel to the Gathering.

### 4. VERIFICATION BY SECTION that parent/grandparent is a current member of IPA.

Signed

Official Status .....

### 5. ADDRESS OF THE ORGANISING SECTION OF THE IYG

.....

.....

.....

Phone Number.....

Closing date for Registration .....

## INTERNATIONAL POLICE ASSOCIATION

### INTERNATIONAL YOUTH GATHERING

#### 1. OBLIGATION OF THE APPLICANT – TERMS AND CONDITIONS

You are going abroad as a representative for your country and your IPA National Section will be judged according to the way you conduct yourself. You should therefore remember that you are an ambassador and as such, you are responsible for your conduct and general behaviour.

The object of the trip is to bring you into contact with persons from other countries so that you will get to know their way of life, their thinking and their culture. Thus, helping to promote better understanding between peoples in the best traditions of the International Police Association. You should therefore try to establish and afterwards maintain contact with your new friends – in other words “be a mixer and become involved”.

Every participant will be required to produce a written account of their experience during the Gathering.

Participants are **prohibited from consuming alcohol and other drugs**. You will not be permitted to drive a motor vehicle while under the control of the International Youth Gathering. You will immediately be sent home should the Organisers decide that your actions and conduct are not in the spirit of the International Police Association.

Those who do not agree with these guidelines and are not prepared to conform, should not apply for the International Youth Gathering.

#### 2. APPLICANT’S AGREEMENT:

I, the undersigned applicant, hereby acknowledge that I have read the above Terms and Conditions of the International Youth Gathering and agree to honour them without exception. I further understand that during my period of residence with the International Youth Gathering, I will be under the full control of and responsible to, the Organising Committee and to the adult members of any host families.

Signature of Applicant

Date.....

#### 3. PARENTAL CONSENT:

Our son/daughter has discussed the matter of the International Youth Gathering with us, we have read the “Obligations of the Applicant” and we agree that

he/she has our permission to apply for participation in the International Youth Gathering.

We, the parents of the applicant shown overleaf, hereby grant permission for our son/daughter to travel abroad under the Terms and Conditions of the IPA International Youth Gathering, which we have read and agree to abide by. We further certify that our son/daughter will be insured against illness, accidents and third party risks during his/her stay abroad.

We hereby declare that he/she is in good health and has, as far as we know, no contagious disease. Should serious illness occur during his/her stay abroad, his/her hosts are authorised to ask for medical advice, the cost of which shall be our responsibility. We also agree to pay the cost of transportation to and from the host country and we will provide our son/daughter with adequate spending money to cover the duration of his/her stay.

Signature of Parents


Date .....





# Procedure for the Award of the IPA World Prize

## Art. 1 Definition

The IPA World Prize may be awarded to any individual or organisation for special and lasting commitment through a project for the benefit of society on matters of Human Rights or the preservation of World Peace.

## Art. 2 Prize

The prize will be equal to 0.5% of the yearly income for the International Treasury from the preceding calendar year (rounded to the nearest 500 Euros) and shall be accompanied by a certificate.

## Art. 3 Nomination

Nominations may be put forward by sections.

## Art. 4 Procedure

Full details of the nominee should be submitted in writing to the Secretary General no later than 150 days before the start of the IPA World Congress for consideration that year, and supported with such documentary material as may be considered necessary.

## Art. 5 Decision

The IEB will make the final decision.

## Art. 5 Miscellaneous

As a norm, one prize may be awarded per year. In exceptional and justified circumstances the IEB may decide to award several prizes.

Any prize awarded will be formally announced at the IPA World Congress and when possible be presented at the same time.

An official press release will be issued by the IEB regarding each award.

**This Procedure for the Award of the IPA World Prize was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous directives or decisions on the IPA World Police Prize.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



**INTERNATIONAL  
POLICE ASSOCIATION**  
INTERNATIONAL EXECUTIVE BOARD

# Procedure for Travel and Accommodation Expenses

## **Art. 1 Basis**

The Procedure for Travel and Accommodation Expenses is based on articles 11 and 29 of the International Statutes. It defines who is entitled to claim reimbursement from the International Treasury of the IPA, what kind of expenses are reimbursed and the procedure to follow.

## **A ENTITLED MEMBERS**

### **Art. 2 IPA World Congresses**

- IEB members
- IAC staff
- Internal Auditors
- Delegates (1 per section)
- 1 observer per Section in Foundation

### **Art. 3 IEB Meetings**

- IEB members
- IAC staff
- Interpreter(s)

### **Art. 4 Other Meetings**

- based on IEB decisions

## **B EXPENDITURE**

### **Art. 5 Type of Expense**

- travel to the meeting
- accommodation/meal costs during the meeting
- return travel following the meeting

### **Art. 6 Train**

- ticket in 2nd class, including any necessary extra costs (reservation supplement)
- sleeping car, if required due to the length of the journey, after consultation and with prior agreement of the International Treasury

## **Art. 7 Plane**

- ticket with the best value tariff in economy class

## **Art. 8 Boat**

- ticket in 2nd class
- a cabin, if required due to the length of the journey, after consultation and with prior agreement of the International Treasury

## **Art. 9 Private Car**

- 0.50 Euros per km, up to a maximum reimbursement not exceeding the price of a plane ticket as mentioned above. This price includes petrol costs
- an additional payment of 0.04 Euros per km shall be paid for any passenger entitled to reimbursement of travel expenses
- extra expenses such as ferry, toll, car park, etc., shall also be reimbursed upon presentation of the receipts

## **Art. 10 Reimbursement of Meals**

- 10 Euros for breakfast
- 20 Euros for a main meal
- where a claim is made for meals whilst travelling, the times of starting and finishing each journey must be shown on the reimbursement form

## **Art. 11 Overnight Accommodation**

- 110 Euros maximum, without breakfast

## **Art. 12 Insurance**

- cancellation insurance only will be refunded

# **C PROCEDURE**

## **Art. 13 Authority**

The International Treasurers are authorised to make further decisions in accordance with this procedure.

## **Art. 14 Reimbursement Form**

The reimbursement form, available from the International Treasury, shall be used in all cases.

It must be signed by the claimant.

All receipts must be attached.

Forms shall be submitted to the International Treasury within the time limit specified by the IT. Any form returned after the given date shall not be reimbursed.

## **Art. 15 Reimbursement**

The International Treasury shall reimburse the claimants' expenses to the bank account provided.

In the event of missing documents or vague explanations, the International Treasury is authorised to decide whether or not to refund these expenses.

The International Treasury is also authorised to deduct any debt of the claimant's section from the reimbursement, provided that prior notification has been given.

#### **Art. 16 Receipts**

- train/boat : copy of the ticket plus receipts for any additional expenses
- plane: copy of the ticket with all details relating to the flight. If insurance for cancellation is obtained, a copy of the policy and payment receipt must be provided
- private car: The distance in km and the route taken plus all receipts must be provided
- meals/ overnight accommodation: receipts must be provided

#### **Art. 17 Miscellaneous Provisions**

All claims not covered by the current procedure or for other purposes must have the prior approval of the International Treasury, before any expense is incurred.

**This Procedure for the Travel and Accommodation Expenses was adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. It replaces any previous directives or decisions concerning travel and accommodation expenses.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos



# Procedure for Travel Assistance

## Art. 1 Basis

The Procedure for Travel Assistance is based on articles 7 and 29 of the International Statutes, and aims to standardise the process of helping IPA members (individuals or groups) requesting IPA assistance when travelling and visiting IPA Sections worldwide.

It promotes the use of a form designed to officially inform the requested section of the trip details and the kind of assistance required.

It is not necessary to use this form when personal contacts are already in place, i.e. regular group exchange visits, visiting friends, etc., or in case of an emergency (i.e. medical reasons).

This procedure is placed under the responsibility of the Chair of the Socio-Cultural Commission

## Art. 2 Deadlines

Sufficient time before the visit must be allowed so that assistance can be provided at its best:

<b>Group travel:</b>	At least 3 months' notice
<b>Individual travel:</b>	At least 1 month's notice.

## Art. 3 Conditions

An anticipated itinerary and requirements should be clearly given by the applicant.

A separate form should be used for each requested IPA section.

## Art. 4 Procedure

The travel form and details of all IPA sections can be found on the international website, or on request by the secretaries general of all IPA sections worldwide.

The applicant is required to complete the travel form and send it to their national section, who will provide written confirmation of the applicant's membership and sign the document.

The national section or the applicant shall then send the travel form electronically to the person in charge in the requested section(s).

## Art. 5 Financial Responsibility

The applicant is expected to bear any financial costs incurred during their visit

## Art. 6 IPA Travel Form

Applicants are requested to complete the IPA Travel Form attached in the appendix to this procedure.

**This Procedure for Travel Assistance was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous directives or decisions concerning this issue.**

**President** : Pierre-Martin Moulin

**Secretary General** : Georgios Katsaropoulos

# IPA TRAVEL FORM - *for reference only* -



Section: **TO the applicant's National IPA-Section:**

Email:

1. Applicant's Details

Family Name: First Name:

2. Address: (Give full private address)

Email:

3. IPA membership number:

4. Police Force: Department: Position:

5. Telephone Numbers: Personal: Work:

6. Accompanying persons (give full name of accompanying persons and in the case of children, age).

	Name	Relationship	Children's Age
A.			
B.			
C.			

7. Destination: Complete a separate form for each section you intend to visit. When visiting more than one place in any section, please list each area.

A. Country:	B. Town:

8. Date of Arrival: Time: Place of Arrival:

9. Date of Departure: Time: Place of Departure:

10. What kind of accommodation is required?

11. What kind of assistance do you require during your visit?

Please bear in mind that visiting a police unit requires a specific request and your police background details.

Signed:

Section:

Date:

**FOR OFFICIAL USE**

TO: Section Name:

I certify that the applicant is an IPA Member. The request (as outlined) for assistance during the visit to your Section is forwarded for your attention. You may communicate with the applicant directly. Thank you in advance for your assistance.

Signed: Position: Date:

*-for reference only -*

**INTERNATIONAL  
POLICE ASSOCIATION**  
INTERNATIONAL EXECUTIVE BOARD

## IPA INTERNATIONAL APPLICATION FORM

Please return to: [iac@ieb-ipa.org](mailto:iac@ieb-ipa.org)

I hereby express my interest in becoming a member of the International Police Association (IPA) and would like to be contacted by the relevant authorities.

First name:	
Surname:	

Email address:	
Phone number:	

Country of residence:	
Home address:	

Law enforcement agency:					
Rank / Title:					
Status:	Active		Retired		← Please select

Preferred method of contact:	Email		Phone		Post	
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By submitting this document, I agree that the above information will be forwarded to the appropriate IPA section. I understand that further information may be required and that the final decision regarding membership shall be made by the relevant national IPA section.

Administration:	
Date received at IAC:	
Forwarded to IPA Section:	