

## GUIDELINES FOR IAGA OFFICERS

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### 1. Preliminaries

#### 1.1 Introduction

These guidelines and templates are intended to help newly elected officers of IAGA understand their duties and provide a framework for them to carry them out. **We emphasise that they are only guidelines, not rigid rules, and that this should be regarded as a working document that will be revised from time to time.** IAGA has a 'bottom-up' tradition in which the Working Groups and Divisions have the responsibility of deciding how to structure themselves and how to undertake their own business. In areas such as arranging the scientific programme for Assemblies, coordination between Working Groups, Divisions, and the Executive (particularly the Secretary General) is necessary. We hope that these notes will be useful to those persons who, like nearly all of us, were landed with a job without much idea of what to do. Those of us who have done these jobs before find that these guidelines are useful particularly with regard to the schedule for arranging the scientific programme. As we are all doing these jobs on a voluntary basis and we have other pressing jobs, a well-thought-out schedule is helpful.

*Abbreviations*

EC = Executive Committee  
 NC = Nominating Committee  
 FC = Finance Committee  
 RC = Resolutions Committee  
 BM = Business Meeting  
 WG = Working Group

'01 denotes the year of the last Scientific/General Assembly

'02 denotes the intervening year

'03 denotes the year of the Assembly

**1.2 IAGA Assemblies**

IAGA Scientific Assemblies are held every 4 years on odd-numbered years (leap year + 1). They alternate with the IUGG General Assemblies that are also held every 4 years (leap year - 1) when all seven Associations of the IUGG meet.

**1.3 IAGA Structure**

The structure of IAGA includes Committees, Scientific Divisions, Inter-Divisional Commissions and Inter-Association bodies. The Scientific Divisions may have several Working Groups and may appoint 'Task Forces' to deal with specific issues.

**1.3.1 IAGA Committees**

<b>Executive Committee:</b>	<b>Term of office</b>
President	4 years
Past-president	4 years
2 Vice Presidents	4 years
Secretary General	8 years
5 members	4 years
2 members for developing countries	4 years

The Executive Committee members, other than the Secretary General, are appointed by election at the second Conference of Delegates at each General Assembly of IUGG. The Secretary General is appointed by election at a Conference of Delegates, generally at every second Scientific Assembly. The Nominating Committees in 1999 and 2003 decided that at least two out of the ten members of the IAGA Executive Committee should be from Developing Countries.

**Finance Committee (FC):** Chair, two members.

Appointed within six months of the start of each General Assembly by the EC to serve until the end of the General Assembly.

**Nominating Committee (NC):** Chair, 4 members.

Appointed at least six months prior to a General Assembly, by the President, to serve until the end of the General Assembly.

**Resolutions Committee (RC):** Chairman and three members (covering fluency in English and French).

Appointed at the start of an Assembly by the Executive to serve until the end of the Assembly.

**1.3.2 IAGA Scientific Bodies**

<b>Divisions and Working Groups</b>	
<b>Div.I</b>	<b>Internal Magnetic Fields</b>
WG I-1	Theory of Planetary Magnetic Fields and Geomagnetic Secular Variation
WG I-2	Electromagnetic Induction and Electrical Conductivity
WG I-3	Palaeomagnetism
WG I-4	Rock Magnetism

<b>Div.II</b>	<b>Aeronomic Phenomena</b>
WG II-A	Electrodynamics of the Middle Atmosphere
WG II-B	Thermospheric Dynamics
WG II-C	Meteorological Effects on the Ionosphere
WG II-D	External Forcing of the Middle Atmosphere
WG II-E	Ionospheric Irregularities, Fields and Waves
WG II-F	Long-term trends in the Mesosphere, Thermosphere and Ionosphere (IAGA/ICMA/SCOSTEP)
WG II-G	Polar Research (joint with WGIII-5)
IAGA/URSI WG VERSIM	VLF-ELF Remote Sensing of the Ionosphere & Magnetosphere
<b>Div III</b>	<b>Magnetospheric Phenomena</b>
WG III-5	Polar Research (joint with WGII-G)
<b>Div IV</b>	<b>Solar Wind and Interplanetary Field</b>
<b>Div V</b>	<b>Geomagnetic Observatories, Surveys and Analyses</b>
WG V-OBS	Geomagnetic Observation
WG V-DAT	Geomagnetic Data and Indices
WG V-MOD	Geomagnetic Field Modelling --Task Force: World Magnetic Anomaly Map --Task Force: IGRF revisions
<b>INTER-DIVISIONAL COMMISSIONS</b>	
IDCDC	IDC Developing Countries
IDCH	IDC History
<b>INTER-ASSOCIATION WORKING GROUP</b>	
EMSEV	Electric and magnetic studies of earthquakes and volcanoes

#### **1.4 Calendar of preparation of the scientific programme of a General Assembly**

This is a notional cycle of events, starting with an IAGA Scientific Assembly in year '01. In practice, the timings are likely to vary from one Assembly to the next.

Jul/Aug	01	IAGA Scientific Assembly
Aug	01	First circular for next Assembly (available at previous Assembly)
Dec	01	IAGA News published, proceedings of last Assembly
Jan	02	Convenors submit brief descriptions of sessions
Feb	02	Second circular published
July	02	IAGA News published, including the sessions and convenors for the next Assembly
Aug	02	Division Chair asks convenors to circulate a call for papers
Sep	02	Convenors circulate calls for papers for their symposia
Oct/Nov	02	WG Chairs remind those convenors who have not sent out a call for papers to do so
Jan	03	Convenors circulate reminders about their symposia with abstract deadline warning
Feb	03	Abstract deadline
Mar	03	Session convenors send session programmes to Division Chair
Apr	03	Assembly Programme Committee meeting
Jul/Aug	03	General Assembly

----- cycle repeats -----

#### **1.5 Programme formulation for an Assembly**

The plans for the programme at an Assembly start at the previous Assembly when the Working Groups and Divisions suggest their symposia topics and convenors for the next Assembly. The proposals of the different Working Groups are agreed at their Business Meetings and are discussed at the Business Meeting of the Division. The agreed list is then submitted to the Secretary General. The proposals from all Divisions are discussed by the Executive and a final programme is proposed,

which again may be slightly modified, particularly if the meeting planned is an IUGG Assembly where IAGA has to coordinate with the other Associations. Once the programme is approved by IAGA, the Divisions will work out their programme in consultation with the Secretary General.

## **2. President**

### **General responsibilities**

- Provide leadership and a strategic perspective for the Association
- Chair the meetings of the Executive and the Conference of Delegates
- Prepare an agenda for EC meeting (in consultation with the Secretary General)
- Represent IAGA on the IUGG Executive Committee
- Liaise with other Associations and bodies
- Bring items of business to the attention of the Secretary General and the EC
- Keep a master file recording the main business of the Association (to be handed to successor). This need contain a record of only the most essential items of business, reports and new officers.
- Appoint the Nominating Committee
- Appoint Liaison Officers
- Check and provide updates to the IAGA website

## **3. Secretary General**

### **General responsibilities**

- Handle administration, communications and publicity for the Association.
- Maintain and keep the records of the Association
- Maintain a list of officers (Executive, Divisions and Working Groups)
- Bring items of business to the attention of the President and EC
- Prepare and circulate IAGA News
- Present an annual budget to the Executive
- Prepare agenda for the EC meetings (together with the President) and arrange circulation of reports and briefings
- Attend the meetings of the Executive and the Conference of Delegates and prepare the minutes for both.
- Manage the preparation of the scientific programme for Assemblies and communicate the final programme to Division chairs.
- Oversee the maintenance of the IAGA website.
- Ensure that business is conducted according to the Statutes and By-Laws of the Association.

## **4. Executive Committee**

### **General responsibilities**

- Have overall charge of the Association
- Set and manage the execution of the policy of the Association
- Review the policy of the Association from time to time with a view to improving it
- Discuss and approve the scientific programmes of the Assemblies
- Discuss and approve the budget for the Association
- Appoint the Division leaders
- Approve the establishment or abolition of Divisions and Inter-Divisional Commissions
- Solicit invitations to host future IAGA Scientific Assemblies
- Manage publicity for IAGA

## **5. Executive Committee members**

### **General responsibilities**

- Attend Executive Committee meetings
- Help carry out the responsibilities of the EC
- Represent the interests of IAGA scientists
- Support the President and Secretary General in the execution of their duties; lead special initiatives and help with any tasks that may be assigned to them by the Executive Committee.
- Check and provide updates to the IAGA website

- One of the Vice-Presidents shall act for the President when the latter is indisposed

## 6. Division Chair

The Division Chair is assisted by a co-Chair. The co-Chair will act on behalf of the Chair as required, e.g. when the Chair is not present at an Assembly.

Officers normally serve for 4 years (i.e. they preside at one IAGA and one IUGG meeting). A newly elected officer will normally take over duties after the end of the Assembly at which s/he is elected.

(The IAGA Executive Committee has the responsibility to appoint Division Chairs and co-Chairs and generally accepts the nominations that come forward following voting at Divisional Business Meetings.)

### 6.1 General responsibilities

- Handle administration, communications and publicity for the Division
- Chair the Business Meetings of the Division
- Prepare the proposed programme of the Division and hand it to the Secretary General at the end of the Assembly
- Prepare Resolutions, if any, and hand them to the Resolutions Committee
- Ensure that short descriptions (synopses) for the symposia are prepared by the time required
- Keep a master file recording the main business of the Division (to be handed to the successor). This need contain a record of only the most essential items of business, reports, new officers, and so on.
- Maintain a list of Divisional officers: names addresses, emails etc.
- Place information relevant to the Division on the IAGA web site.
- Attend the Conference of Delegates and present a Divisional report
- Attend, by invitation, the first and last Executive Committee meetings at an Assembly
- Recommend the distribution of travel funds to the Secretary General
- Report to the IAGA Executive Committee via the President
- Submit a written report on Divisional activities at the request of the Secretary General or the President – usually once a year, prior to EC meetings of IAGA or IUGG.

### 6.2 Preparation for an Assembly

- Oct '01* Circulate a list of symposia titles and convenors (including sponsoring groups and durations) to the WG chairperson; remind chairperson they are responsible for confirming the convenors and co-convenors. For Divisions without WGs, the Division Chair will communicate directly with the convenors.
- Nov '01* Send official invitations to convenors asking them to prepare short descriptions for their symposia
- Dec '01:* Help prepare a timetable; circulate it to WG chairs and convenors for discussion and suggestions to minimize clashes.
- Jan '02:* Circulate to convenors and WG chairs a list of symposium descriptions for the Division. Obtain feedback about schedule and scopes of the symposia and in relation to each other.
- Feb '02* Send the list of symposia short descriptions to the Secretary General. The Division Chair is assumed to be the convenor for the General Session, if there is one.
- Aug '02* Notify convenors of each symposium to circulate a **call for papers**; include a timetable, information about abstract layout, submission requirements, list of all symposia and short descriptions and arrangements for posters. Send same information to the WG chair advising them to check up and remind convenors if necessary.

### 6.3 At the Assembly

- Contact the President to discuss any relevant business.
- Contact the Secretary General with regard to
  - what time allocation should be planned for symposia at the next Assembly?
  - when and to whom must next symposia details be handed?
  - when and to whom must resolutions be handed?
- Contact WG Chair before their WG meetings to discuss any important business; solicit items for the BM agenda.
- Attend WG meetings; if meetings clash, the chair and co-chair should coordinate to attend all meetings, if possible.
- Collate symposium suggestions from WG Chair. Suggest inter-Divisional symposia.

- Present the proposed symposia and resolutions to the Division BM for discussion and coordination.
- Prepare the proposed programme of symposia and hand it to the Secretary General
- Make the final version of any resolutions agreed by the BM of the Division and pass them to the Chair of the Resolutions committee.
- Convene the General Session for the Division, if there is one.
- Attend, by invitation, the initial and final meetings of the IAGA Executive Committee; report on Divisional business.

#### **6.4 Division Business Meeting (BM)**

- Chair the meeting.
- Arrange for minutes to be kept (by a co-chair).
- Ask if there are any other items to include on the agenda.

A typical agenda might be:

=====

Adoption of the agenda  
Chair's report  
Working Group reports  
Nominations for new Working Group officers  
Special business item(s)  
Symposium topics and convenors for the next Assembly.  
Resolutions from the Division  
Any other business

=====

- Decisions are normally made by a majority vote of persons attending the BM. Resolutions should be approved by the Business Meeting.
- Collect a list of those attending the meeting and their email addresses.

#### **6.5 After the BM**

- Hand the list of approved Resolutions to the Chair of the Resolutions Committee
- Hand the list of symposium topics to the Secretary General.
- Attend the Conference of Delegates and last meeting of EC, by invitation, and present a Division report.
- Hand over the file for the Division to the new Chair

#### **6.6 After the Assembly**

- Write a report on any important developments for publication in IAGA News (November '03 issue).
- Write thank-you letters to WG Chairs. Include a draft listing of symposium titles and convenors for the next Assembly, and ask them to check for errors or omissions. Include any other relevant reports.
- Send relevant updates for the IAGA website to the Secretary General.

### **7. Working Group chairperson**

The Chair is assisted by the co-Chair. The co-Chair shall act on behalf of the Chair as required, e.g. when the Chair is not present at an Assembly.

#### **7.1 Term of office**

Officers normally serve for 4 years (i.e. they preside at one IAGA and one IUGG meeting). A newly elected officer will normally take over duties after the end of the Assembly at which s/he is elected. It is common in many WG's for the Vice-Chair to become the Chair for the purpose of continuity, but this is not a rule or requirement. Appointment should follow nomination and election.

#### **7.2 General responsibilities**

- Handle administration, communications and publicity for the WG
- Report to the Divisional Chair

- Keep a master file recording the main business of the WG (to be handed to the successor). This need contain a record of only the most essential items of business, reports, new officers etc.
- Maintain a list of WG Members names, addresses etc. S/he may also wish to keep a mailing address list of non WG members who should also receive news reports or be invited to symposia relevant to the WG
- Confirm the lead convenors and co-convenors for the WG symposia, and joint symposia and give their names and full contact addresses to the Division Chair.

### **7.3 Preparation for the next Assembly**

- When a provisional timetable for the next IAGA/IUGG meeting is circulated, check for acceptable scheduling of symposia and WG Business Meetings. Check for clashes with groups with overlapping interests and liaise with Division Chair and Secretary General to resolve clashes.
- Notify WG members and other interested persons about any important business that may require preparation before the Assembly (in case a circular is not sent out, a WG meeting agenda should be included and attendees are asked to come prepared with symposium suggestions and draft resolutions).
- *Aug '02*: Remind convenors of each symposium to circulate a call for papers; include information about abstract layout and submission requirements.
- *Nov '02*: Check up and re-remind convenors to circulate a call for papers, if they have not done so.

### **7.4 At an Assembly (before the WG meeting)**

- Contact the Division Chair to discuss any relevant business.
- Prepare an agenda for the WG Business meeting; find out in advance if anyone has any business to put on the agenda.
- Find out from the Division Chair how much time is available for symposia at the next Assembly; prepare in advance a list of possible symposium topics and convenors for the next Assembly (to be used if suggestions from the floor are not forthcoming).
- Collect suggestions for WG symposia and convenors for the next Assembly.

### **7.5 The WG business meeting**

- Chair the WG Business meeting.
- Arrange for minutes to be kept (by the co-chair).
- Circulate an attendance list to be filled in during the meeting.
- Ask at the beginning of the meeting if there are any other items to include on the agenda. A typical agenda might be:

=====

Chair's report  
Election of Officers (every 4 years)  
Special business item(s)  
Resolutions  
Symposium topics and convenors for the next Assembly.  
Any other business

=====

Decisions are normally made by a majority vote of persons attending the Working Group meeting, be they official members of the WG or not (some WGs deem that all attending persons are automatically members of the WG). In the rare case of a controversial decision, the Chair should decide and announce in advance if voting is to be restricted to official WG members.

### **7.6 After the business meeting**

- Report outcomes of the WG meeting to the Division Chair (cc. The Secretary General) as soon as possible, providing:
  - A list of suggested symposium topics and convenors (with contact details) and symposium duration;
  - A list of proposed Resolutions, if any;
  - details of any newly-elected officers.

### **7.7 At The Divisional Business Meeting**

- Put any prominent items of WG news/business on the BM agenda.
- Attend the BM to represent the WG, answer any questions, and promote the interests of the WG; in case you cannot attend ensure that the co-chair or some body else well informed about the business of the WG attends the Division BM in order to help with any business relating to the WG.
- Any special WG activities should be reported to the BM (by yourself, WG representative or the Division Chair).

### **7.8 After the Assembly**

- If you are stepping down, hand over the WG file, WG membership and mailing lists to the new chairperson.
- Write a report on any important developments for publication in the November issue of IAGA News. (IAGA News is normally published in the November after an Assembly and at the end of the following year.)
- Send an official invitation to convenors, including a list of duties (see Appendix-A). If a convenor has already accepted (at the WG meeting), then the letter should be reworded to thank him/her for accepting.

## **8. Chief convenor**

### **8.1 General Responsibilities**

These notes contain suggestions for steps to be taken by the chief convenor of a symposium. The chief convenor should normally be assisted by one or more co-convenors; two co-convenors are preferably chosen in such a way that one co-convenor can takeover in case the lead convenor is unavailable and the second co-convenor is a young scientist to gain experience. The chief convenor will normally be issued with specific instructions, deadlines, etc., by the Division Chair or by the IAGA Secretary General. Convenors should keep their division chairs informed of their activities.

*Sep '01* Contact your co-convenors to prepare a description of the scope of your session and a mailing list.

*Early '02* Request preliminary expressions of interest and preference for oral or poster presentation. Send a copy of the circular to the Secretary General and the Division Chair.

\*It is normal to invite a few talks by persons who you would particularly like to contribute to the session.

(OPTIONAL EXTRA: circulate a letter describing the symposium to potential participants)

*July '02* Find out from the Division Chair or the WG chair if there are any funds for supporting needy cases.

*Aug '02* Circulate the main **call for papers** (by regular mail as well as by email) giving a longer description of the session than that published in IAGA News and the Second Circular for the Assembly. Include information about how to submit abstracts. Send a copy of the circular to the Secretary General and the Division Chair.

A note in specialist newsletters announcing the session provides effective publicity.

Send a special invitation to a few scientists that you would particularly like to present a (solicited) paper at the symposium. Some scientists may ask for invitations, as this is a prerequisite in some countries for obtaining funding to attend the meeting.

*Jan '03* Circulate a reminder about your symposium to potential attendees, with a warning about the impending abstract deadline and information about how to submit abstracts (most people will have been deluged with this information by now).

*Feb '03* Abstract deadline. Abstracts are usually submitted directly to the meeting organizers, with copies to the chief convenor and the Secretary General.



*Feb '03* Prepare a programme of talks and posters to occupy the time allocated for your session. Submissions that would fit better in a different symposium should be forwarded to the relevant convenor. There is often a General Session for your Division that can be used to accommodate presentations that do not fit any symposium.

Send a copy of the programme for your session to the Division Chair (with a copy to the WG Chair). Conference organisers sometimes wish to know which papers are invited. The meeting organizers communicate directly with session convenors concerning final adjustments to the programme. Any major change of the programme has to be accepted by the Secretary General.

Send to the Division Chair a prioritised list of scientists requesting financial support to attend the meeting.

*Mar '03* Notify the principal author that his oral/poster has been accepted, transferred to another symposium or rejected (rejection is rare).

Arrange for a chair for each part of the session. Share the chairing among your co-convenors and others. A knowledgeable and respected chair can improve the value of questions and discussion time. Invite additional chairpersons well in advance of the Assembly, and provide each chairperson with the appropriate part of the programme with abstracts.

Notify your WG Chair of the arrangements you have made.

### **8.2 At the beginning of the Assembly**

- Check that speakers and chairperson are present. Some rescheduling may be desirable to fill gaps, but remember that many delegates move between sessions to hear particular talks, so it is often better to leave gaps in the programme when there are cancellations (easily filled with additional questions and discussion).
- Check that room allocations are satisfactory; check the visual aids and become familiar with the controls.

### **8.3 After the session**

Immediately after the completion of the session, prepare a brief report on the proceedings (around one page). Highlight the most interesting outcomes of the session and avoid just rewording the programme; include an estimate of the number of persons attending the session. Give the report to the WG Chair and/or the Division Chair before the end of the Assembly.

## **9. Procedures concerning IAGA Resolutions**

### **9.1 General observations about Resolutions**

Resolutions are a formal means for IAGA to express a view on a matter, usually with the intention of influencing an external agency. Support is often expressed for new scientific initiatives under consideration by national or international agencies that will benefit IAGA science. At the final meeting of the Conference of Delegates proposed Resolutions are presented by the Chair of the Resolutions Committee; they are debated, often amended, and either approved or rejected by a vote of the delegates present.

A guiding principle in preparing a Resolution is:

**Resolutions are IAGA's voice to the outside world; they should not be addressed to IAGA**

Resolutions in the spirit of 'New Year resolutions' will almost certainly be rejected.

Resolutions can be influential (helping to speed up the production of the world digital magnetic anomaly map, for example). So, the opportunity to formulate a Resolution to advance Divisional (or wider) objectives, which is possible only every two years, should be considered carefully.

### **9.2 Practicalities**

If you are considering writing a Resolution, before bringing it forward, check whether there is an existing Resolution that already covers the intent of your proposal. Do not repeat a Resolution approved in the previous Assembly. Copies of Resolutions from previous Assemblies are on the IAGA website and will be available in the IAGA office.

Members of the Resolutions Committee (usually named at the first Conference of Delegates) may be consulted on the appropriateness of a proposed Resolution and may assist in wording it.

The mechanism for bringing forward Resolutions is not specifically defined in the IAGA Statutes. However, usual practice is to present them for discussion and approval at a Working Group and then at a Divisional Business Meeting (sometimes more than one) for further discussion and vote. Proposed Resolutions endorsed by a vote at a Divisional Business meeting are handed to the Resolutions Committee by the Division Chair. Proposals sent to the Resolutions Committee without the endorsement of a Division, or Inter-Divisional Commission, are likely to be rejected by the Resolutions Committee.

It is often helpful to the Resolutions Committee to have an explanatory note setting out the motivation and intention of a proposed Resolution. This is particularly true where the wording is carefully chosen for a specific purpose, or where the real message is 'between the lines'. It is, of course, better if the proposed Resolution can be written simply and has an obvious interpretation.

The Chair of the Resolutions Committee will explain the intent of each proposed Resolution at the second Conference of Delegates. Nevertheless, it is advisable for the appropriate Division Leader and/or the originator of a proposed Resolution to attend the second Conference of Delegates to assist in answering questions asked by the delegates prior to the vote.

### **9.3 Example Resolution (from Sapporo, 2003)**

#### **IAGA, noting that**

- the achievements of the IGY in 1957 launched a dramatic advance in geospace science and understanding,
- several "International Year" concepts are under discussion, including the International Heliophysical Year (IHY) and the International Year of Planet Earth (IYPE),
- the cutting edge science in IAGA depends on coordinated data characterising the global solar and terrestrial systems,

#### **recognising**

that it is central to IAGA's charter to promote international science by encouraging world-wide open access to real-time data, existing data bases, and digitised versions of analogue data,

#### **endorses**

the intent of CAWSES (Climate and Weather of the Sun-Earth System) and "International Year" activities, and

#### **urges that**

- such activities be coordinated to maximise their collective effectiveness under an overarching umbrella concept, and
- data archival activities be emphasised under an "electronic Geophysical Year" (eGY) initiative and maintained thereafter to promote world-wide electronic access to data.

## **Appendix A : TEMPLATES**

### **A.1 AGENDA: FIRST CONFERENCE OF DELEGATES AT A GENERAL ASSEMBLY**

Call to Order (President)  
Roll call of Chief Delegates (Secretary General)  
Approval of the Agenda  
Report from the Executive Committee (Secretary General)  
Report concerning the next Assembly and the Scientific Programme  
Closing remarks

### **A.2 AGENDA: SECOND CONFERENCE OF DELEGATES AT A GENERAL ASSEMBLY**

Call to Order (President)  
Roll call of Chief Delegates; explanation of voting procedures (Secretary General)  
Approval of the Agenda  
Election of Officers for the next quadrennium  
Review of officer representation – geographically and scientifically  
Report on meetings of the EC held during the Assembly (Secretary General)  
Finance (Chair, Finance Committee)  
Reports from Task Forces, Division Chairs and Special initiative groups (e.g., IGY+50)  
Report about the next Assembly and the Scientific Programme  
Closing remarks

### **A.3 AGENDA: NEW EC MEETING WITH DIVISIONAL LEADERS**

(held at the end of an IUGG General Assembly)  
Opening, welcome and introductions (new Pres)  
Tasks and ways of working of the EC (S-G)  
Major issues and projects in the next few years (Pres)  
News from the Divisional Leaders  
Invited reports  
Arrangements for the next Assembly  
Any other business  
Date for the next EC meeting  
Close

### **A.4 EXAMPLE OF AN INVITATION TO A SESSION CONVENOR**

Dr S. H. Kowifyspent  
Tasmanian Institute for Geomagnetism  
Captain Cook Boulevard  
Hobart, AUSTRALIA

Dear Dr Kowifyspent,

#### **IAGA WG V-8: Analysis of the Global and Regional Geomagnetic Field and its Secular Variation**

At the IUGG General Assembly in Colorado, August 1995, WG V-8 is sponsoring a one-day session entitled: "Analysis of the geomagnetic field". Your name has been suggested as the chief convenor for the session.

On behalf of the Working Group, I am writing to formally invite you to be the chief convenor of the session. The proposed co-convenors are:

Joseph C. Cain  
Geology Department B-160  
Florida State University

tel: +1-904-644 4014  
fax: +1-904-644 0098  
email: cain@geomag.gly.fsu.edu

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Guidelines for IAGA Officers

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A list of notes for convenors is enclosed for your information. Division V has limited funds at its disposal to assist a few persons to attend the meeting. The level of support offered is not very much and is designed mainly to help contributors to get partial support from their own countries. Please contact me, or the Chairperson of Division V, if anyone proposing to attend your session requires such support.

I would appreciate it if you could confirm your contact address, email, telephone and fax

Yours sincerely,

Norman Peddie  
Chair, IAGA Working Group V-8  
1st September 1993

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