The Working Groups are the constituent units of the Association in which the intellectual activities of EADI are conducted between the periodic General Conferences. They play an important part in the work of the Conference itself. The Groups focus on thematic or functional areas. Each Working Group is composed of researchers or professionals, drawn from several EADI member countries.

This note explains:

1. **The constitutional aspects of the Working Groups and their relationship with other parts of EADI**

2. **The role of the Working Groups**

3. **The organisation of the Working Groups**

4. **How EADI supports the Working Groups**

5. **The procedures for establishing a Working Group**

1   The constitutional aspects of the Working Groups and their relationship with other parts of EADI

A   Working Groups are established by the Executive Committee, based on an application, the Sub-Committee of the Executive Committee on Working Groups makes a recommendation to the Executive Committee and organizes, if need be, a pre-consultation with concerned Working Groups already working on adjacent topics. Working Groups are supervised by the Sub-Committee of the Executive Committee for Working Groups which is also responsible for making recommendations to the Executive Committee regarding any changes in Working Groups. In particular, Working Groups need approval (during an Executive Committee meeting or virtually) from the Executive Committee when:

- a new Working Group is created;
- there is a change in the title or scope of a Working Group;
- there is a change in the convenors of a Working Group.

B   Convenors must submit an Annual Report by 31 January each year. On the basis of this report, the Sub-Committee will report to the Executive Committee on the progress of all the Groups and make recommendations for any changes in the number of groups. Groups that do not report back are considered inactive and will be removed from the list of EADI Working Groups.

2   The role of the Working Groups

A   All Working Groups must pursue topics or activities relevant to EADI's aims as specified in its Constitution, in particular:

- promote research and training in development, as approached through the social sciences and interdisciplinary studies;
- promote contacts among its members, inter alia by disseminating information on research in progress or on new training schemes;
- establish or facilitate working relations and useful co-operation between EADI members and the regional associations in Latin America, Africa, Asia, or individual research institutes and researchers from the Global South.

B   Working Groups differ in how they approach their objectives. EADI recognises three types of Working Groups:

- a network of institutes and individuals to exchange information, discuss research in progress, and publish completed research. Their activities may include newsletters, electronic conferences, seminars, and exchanges of research;
- a group jointly pursuing research on a specific topic, with the intention of reporting the findings in a publication at the end of its work;
- a group providing joint input or service to development research or training.

3   The organisation of the Working Groups

A   Each Working Group is responsible for the planning, management, financing and implementation of its activities, in accordance with its programme.

B   Each Working Group must have a minimum of two convenors who are responsible for ensuring that it carries out its programme and that its work is of high quality.

C   Each Group must submit an Annual Report to the Sub-Committee on Working Groups by 31 January of each year.

D   Each Working Group can include in its programme an appropriate contribution to each General Conference including, but not limited to, panels and roundtables. The Convenors of each Group are responsible for issuing call for contributions, selecting contributions, organizing feedback and communicating with participants. Separate convening guidelines for activities at the General Conferences will apply. These guidelines will be set up for each conference individually by the Executive Committee and be communicated to the Convenors.

E   Working Groups are responsible for informing all members of EADI about their activities and their research results. This includes providing output for EADI media outlets regularly.

F   Publications arising out of the programmes of Working Groups should include the Working Group in their acknowledgements. EADI encourages publication in one of the EADI publications.

4   How EADI supports Working Groups

The Working Group Sub-Committee is the focal point for the Convenors of Working Groups. All reports and requests should be addressed to it and sent through the Executive Secretary.

A   Contacts and Advice: EADI is an extensive network, and is connected to many others, both in Europe and in developing countries. It can offer contacts and advice. It can provide information on sources of funding and conditions for using these. It encourages EADI Working Groups to co-operate with each other, and can assist in this. It can also provide an introduction to national Working Groups On the basis of the information supplied by Working Groups, EADI advises new members (or members seeking contacts) on Working Groups appropriate to their interests.

B	Exchange of information and publicity: The EADI web site and newsletters report the activities of the Working Groups. The electronic newsletter is particularly suitable for notices of meetings or calls for papers. The EADI Annual Report will include the annual reports of the Working Groups.

C	Publication: EADI offers three forms of publication

- the European Journal of Development Research - articles should be submitted to the editor. This is intended to be the major vehicle for the output of the Working Groups, especially those of the network type;
- the EADI Book Series - proposals should be submitted to the Publications Sub-Committee. This is particularly suitable for Working Groups pursuing a specific topic. The Convenors are responsible for ensuring the quality of material submitted;
- the EADI Website - material should be submitted to the Secretariat.

D	Participation in the General Conference: The General Conference provides an opportunity for Working Groups to disseminate their research and their programme to a wide variety of participants from all European countries and globally, to co-ordinate with other Working Groups, and to identify other researchers who share their interests. It can offer the opportunity to invite speakers from outside the Group.

E	Financial support: There is a possibility of limited financial support for specific needs. EADI issues a competitive Call for Activities indicating the financial amount available twice annually. The Working groups have to fill in a standard funding application form provided by the EADI Secretariat. The proposal should contain a brief description of the activity, the expected outcome (i.e. a publication), a budget including the amount requested. Costs for travel, accommodation and catering can be supported, but no personnel costs. The focus of the travel costs should be on speakers and participants from the Global South. The proposal should be submitted to the Secretariat. A decision will be taken either by the Executive Committee or the Management Committee, depending on the date of the submission of the proposal. Proposals can be submitted at any time, but it is recommended to combine it with the Annual Report of the Working Group. A narrative and financial report with a breakdown of costs and accompanying vouchers should be sent to the Secretariat after the activity.

5   The procedures for establishing a Working Group

EADI encourages all members to become members of Working Groups and welcomes applications from new potential convenors. Applications will be considered by the Sub-Committee on Working Groups, and a recommendation on approval will be made to the Executive Committee. Continued activity must be confirmed through the submission of an annual report.

An application must include:

A   A clear programme of work, specifying:

- the subject matter;
- the expected output, for example the type of continuing collaboration or the project to be completed;
- the types of activities planned in order to achieve this, for example newsletters, conferences, electronic bulletin board, with target dates where relevant;
- any possible collaboration with other EADI Working Groups.

    The application should also explain how its programme will be different from that of any existing Working Group, if it is in a related field.

B   The names of at least one convenor willing to take on the responsibility for organising its activities and monitoring the quality of its output. After an initial phase, a second convenor is a requirement (see 3B).

For further information see the EADI website: http://www.eadi.org
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