



Guidelines for IUSSP Scientific Panels

(Revised in May 2018)

One of the main functions of the IUSSP is to identify emerging and critical population issues and to encourage high-level scientific research on these issues. The scientific activities of the IUSSP also aim to stimulate interest in population matters among governments, national and international organizations, the scientific community and the general public (cf. Article 1.2 of the IUSSP Constitution).

Scientific Panels play a key role in developing and implementing the IUSSP's work programme. Depending on the subject matter, context and organizational considerations, the working methods of IUSSP Scientific Panels may vary. The following "rules of play" aim to support Scientific Panels in their work.

1. **Panel Chair:** Each Panel is headed by a chair (or co-chairs) appointed by the IUSSP Council. If not a current member of the Union, appointment as Chair will be conditional upon taking up membership of the Union.
2. **Council Liaison:** For each Panel, the IUSSP Council assigns one of its members to serve as Council Liaison to serve as the link between the Panel and the Council. The Council Liaison's role is to provide help in scientific matters, when possible, and to assure that the activities are consistent with the scientific programme initially approved by the Council. The Council Liaison's degree of involvement in the Panel's activities may vary but it is necessary to copy him/her at least on all important emails.
3. **Steering committee:** The chair will be asked to identify additional three to five members to constitute the Panel's steering committee. Appropriate attention should be given to discipline, geographic and gender balance. The list of steering committee members must be approved by the Council. If not current members of the Union, steering committee members should be encouraged to join the Union. Ideally at least one member of the steering committee should be a junior or mid-career researcher.
4. **Programme of activities:** Once the composition of the steering committee has been approved by the Council, the Scientific Panel should develop a well-focused, concrete proposal describing the activities to be undertaken, the objectives of those activities, and expected outputs. A short paragraph summarizing the aims of the Panel will serve as terms of reference to be posted on the Panel's webpage on the IUSSP website. The description of the activities should ideally include a tentative programme, a publication plan and possible sources of funding. For fundraising purposes, the description of proposed activities should highlight the relevance of the activity to specific policy concerns, capacity building and/or training.
5. **Use of Internet:** IUSSP Scientific Panels operate in different ways and each scientific activity will be different. While some Panels will want to organize seminars or workshops others may opt to operate exclusively through the Internet, by organizing cyberseminars, a list-serve or a blog. For *all* Panels, the IUSSP recommends using the Internet as much as possible for communication and dissemination, as it allows a larger

number of members to participate in the activities, including members from low- and middle-income countries.

6. **Organizing a face-to-face activity:** Panels that wish to organize a face-to-face meeting (seminar, workshop, training workshop...) should designate a host institution to serve as co-sponsor and handle local arrangements. Whenever possible, meetings should take place in low- and middle-income countries to maximize the participation of local scholars and, when relevant, local policy makers to ensure that the results of IUSSP activities have an impact on national policy in countries and regions where the issues considered are of greatest concern. Similarly, the IUSSP encourages panels to organize their meetings at universities or research centres, or to hold them in conjunction with a regional conference. A specific set of guidelines to help organize a seminar will be sent before any meeting to those involved in organizing such an activity to clarify the role of each actor (seminar organizer, local organizer, IUSSP Secretariat). Participation of local researchers as well as junior scientists is encouraged. A training workshop can precede the seminar and/or a junior demographer can help with the organization of the meeting and the summary report.
7. **IUSSP Support:** Although the IUSSP will support its Panels to the best of its capabilities, which may sometimes include limited seed-money to start up activities, Panels should not expect substantial funding from the IUSSP. Activities that address issues of interest to IUSSP donors and contribute to goals such as capacity building and training in low-income countries are more likely to receive funding from the IUSSP.
8. **Fundraising:** Before making any contacts with funding agencies or foundations, please check with the IUSSP Secretariat to avoid duplicate overtures by other IUSSP Panels and competition for fundraising by the IUSSP among its major donors.
9. **Publications:** The Scientific Panel will be responsible for planning the means of dissemination of outputs from its activities, These outputs may take various forms including an article in the IUSSP Bulletin, a N-IUSSP article, a policy paper, a special issue of a journal, studies being published independently in different journals or an edited volume of the IUSSP series International Studies in Population published by Springer.
10. **Reports:** No later than six weeks following a Panel activity, its principal organizer should send to the Secretariat and the Council Liaison a short summary report. This report, along with photos taken during the activity, can be used to write an article for the IUSSP Bulletin.
11. **Report for the General Assembly:** The Panel Chair shall make a written report on the Panel's activities for the IUSSP General Assembly, which is held every four years at the International Population Conference. (Article 13.4 of the IUSSP Constitution).
12. **End of mandate:** Scientific Panels' mandates are limited in time. The Council may authorize, upon request, an extension of the Panel's mandate to complete its planned activities. However, this does not preclude the Panel from proposing further activities to the Council under the conditions set out above, ideally with a change in the composition of the Panel's steering committee.