



International Network of Research Management Societies (INORMS)

Operating Principles

Background/Parties

INORMS was formed in 2001 to bring together research management societies and associations (*Association(s)*) from across the globe. Its purpose is to enable interactions, sharing of good practice, and joint activities between the member Associations, to the benefit of their individual memberships.

Purpose

The nature of research management and administration is changing, as it becomes more professional and more international. The economic and political imperatives and pressures are common across the globe. The network enables the officers of its member Associations to compare their national, international or regional issues, and to learn from each other. Each member Association has its own distinct remit, constitution, membership and geographical base, but all face similar issues. Through INORMS, member Associations are able to transfer training course structure and content, adopt comparable support mechanisms, jointly develop training materials, and jointly influence policy.

Objectives

1. To internationalize the body of knowledge on research management
2. To exchange best practice
3. To develop international approaches to supporting the research enterprise

The INORMS Council is responsible for implementing these objectives under the leadership of the Presidents/Chairs of the Association(s) hosting the immediate past INORMS Congress and the upcoming INORMS Congress.

Council and Council Participation

The INORMS Council consists of the current Presidents/Chairs of Associations from around the world. A Research Management Association shall be defined as:

An entity created with official administrative policies and by-laws, and which operates through a Council of Directors and/or Officers in support of research management, broadly defined, and which participates globally on a regular basis.

Council meetings (and any informal meetings) are scheduled, as needed, at the request of any Council member(s) through the Chair to discuss INORMS activities, and may take place on a virtual basis. The Council shall meet face-to-face during the INORMS Congress.

Membership of New Associations

An Association may be considered for INORMS membership and Council participation via the completion of a Member Association Registration Form (**Appendix 1**) to the INORMS Secretariat. The INORMS Council shall be responsible for the review and endorsement of all new member Association applications.

At a minimum, the applying Association must meet the definition of an INORMS Association listed under the definition above.

Appendix 2 lists the Associations that comprise the current INORMS Council.

Council Governance

Council Chair - The INORMS Council is chaired by the President/Chair of the association that hosted the immediate past INORMS Congress. The duties of the Chair and their Association are to:

- Convene and Chair the meetings of the INORMS Council and provide Secretariat support as required;
- Manage new applications of Associations to join INORMS;
- Manage expressions of interest for Associations to host upcoming INORMS Congresses;
- Manage the INORMS website and communications; and
- Provide Secretariat support to the INORMS Working Group as required.

Council Vice-Chair - The INORMS Council also has a Vice-Chair who is the President/Chair of the Association hosting the upcoming INORMS congress. The duties of the Vice-Chair and their Association are to:

- Provide liaison between the organizing committee of the upcoming congress and the INORMS Council;
- Manage the Congress website and communications; and
- Attempt to ensure the upcoming Congress has sufficient scholarships built into the budget to enable a reasonable number of attendees from developing countries.

The role of Chair (and Vice-Chair) changes at the conclusion of the next INORMS Congress.

Voting

The Presidents/Chairs of the Associations shall each have one vote on initiatives that require a vote, e.g. the location of future INORMS Congresses, adding Associations, etc.

A simple majority is required for voting activities. However, decisions affecting the Association hosting the upcoming INORMS congress shall not be made without their confirmation, should they be absent from any Council meeting.

Quorum

A quorum of members is required at a meeting of the Council either at:

- An INORMS congress; or
- A full INORMS Council meeting held in the off-year (no INORMS congress); or
- An individual (INORMS) association meeting where an INORMS Council meeting is scheduled.

A quorum shall be reached when at least 50% of the Council members (or their proxy carrying designates) are present.

Congress

1. INORMS Congresses take place biennially on the even year and research managers throughout the world are invited to attend, even if they are not part of a formal Association.
2. Individual (or groups of) Association(s) may submit a proposal to the Council for consideration of a future congress site. The proposal shall, at a minimum, consist of:
 - a. The site city and congress accommodations.
 - b. The programmatic theme or vision.
 - c. A guarantee, signed by the current Association(s) President/Chair(s) involved (plus co-signatory if required by the Association's regulations), that their Association(s) shall be responsible for all the fiscal and programmatic obligations of the entire meeting.
3. Consideration shall be given to the nurturing and developing of emerging Associations in the support of a Congress.
4. Consideration will be given to the capacity (or capability) of an Association proposing to run a Congress.
5. The Council shall review the proposals and vote to determine if the presented proposal(s) are acceptable.
6. All surpluses and deficits arising from the Congress shall accrue to the host Association(s).
7. Wherever possible, Associations are encouraged to provide their members with travel scholarships for at least two members to attend each INORMS congress.

Reciprocal Attendance

Each member Association agrees to waive the fee of one delegate at its annual conference or equivalent for each other member Association, with the delegate being at the discretion of the President/Chair of each Association.

Modifications

Any modifications to these Operating Principles require a majority vote by a quorum at a meeting of the Council.

Website

The INORMS website (www.inorms.net) shall be hosted and managed by the immediate past host of the INORMS congress until the conclusion of the next INORMS congress. The INORMS website should be used as a portal to all members Associations websites and the INORMS Congress website, as well as an opportunity to link to the global body of knowledge including training materials and information of member Associations. The website should also be an opportunity to highlight specific INORMS projects which have been completed or are in progress, such as the global research administrators' survey. All member Associations are required to link to the INORMS website from their own Association home pages.

Poster Prizes at Biennial Congress

The incoming host of the Biennial Congress shall make available one (1) prize for the best poster at the Congress. At a minimum, the prize must include one complimentary registration for the next Congress. The prize must be taken by the recipient (or proxy) and redeemed at the next available Congress.

Communication

The immediate past host shall manage an email distribution for Council members.

A Dropbox has also been established for the Council where all papers and governance documents will be stored.

Appendix 1 – INORMS Member Registration Form



REGISTRATION OF INTEREST TO JOIN INORMS

(Application for Research Management Associations to join the International Network of Research Management Societies).

Association Name: _____

Date of Incorporation: _____

Country(ies) or Region(s) covered by your Association: _____

Name of current Chair/President/CEO: _____

(First name) (Last Name)

Postal Address: _____

_____ Zip Code _____

Email: _____

Phone: (+ country code): _____

Mobile: _____

About Your Association:

Number of registered members?	<input type="checkbox"/> less than 500 <input type="checkbox"/> 500-1000 <input type="checkbox"/> 1000 +
How many Office Bearers does your Association have?	<input type="checkbox"/> Less than 5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10+
How many employed staff does your Association have?	<input type="checkbox"/> none <input type="checkbox"/> 1 – 5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10+
Provide a brief description of dedicated paid staff (roles/FTE fraction etc).	
Provide a brief description of your Association’s core business – what services does it provide? (2 paragraphs max)	
Provide a brief description of your Association’s governance arrangements (2 pages max).	

Please complete this form & return to: arms_coo@researchmanagement.org.au

The INORMS Council will review your application and provide you with a written outcome.

Appendix 2 – Current INORMS Member Associations

- Association of Research Managers and Administrators (UK) (ARMA)
- Australasian Research Management Society (ARMS)
- Brazilian Association of Research Managers (BRAMA)
- Canadian Association of Research Administrators (CARA)
- Danish Association of Research Managers and Administrators (DARMA)
- European Association of Research Managers and Administrators (EARMA)
- Finnish Association of Research Managers and Advisors (Finn-ARMA).
- German Association for Research Managers and Administrators (GARMA)
- Icelandic Association of Research Managers and Administrators (ICEARMA)
- National Council of University Research Administrators (NCURA)
- Praxis Auril
- Society of Research Administrators International (SRAI)
- Southern African Research and Innovation Management Association (SARIMA)
- The Association of Commonwealth Universities (ACU)
- The Norwegian Network for Administration and Research Management (NARMA)
- The Research Manager and Administrator Network Japan (RMAN-J)
- West African Research and Innovation Management Association (WARIMA)