# **ISHAM WORKING GROUPS**

**GENERAL INFORMATION AND GUIDELINES**

1. ISHAM supports Working Groups for several reasons, for example:
* To promote specific topics within mycology
* To increase the visibility of ISHAM and fungal diseases and related topics to external audiences, partly through scholarly publications.
* To support both the education and training of mycologists at all stages of their careers.
* To develop non-duplicative guidelines and publish position statements on research in mycology for ISHAM members and beyond.
* To provide a resource to ISHAM on specific topics, notably for contributing speakers and/or symposia for the 3 yearly ISHAM general meeting.

1. Any topic or size of Working Group that is relevant and fit for purpose is acceptable, without duplication between Working Groups. Engagement of the membership, especially with as broad geographical spread as appropriate, is perceived by the Council as a positive aspect of Working Groups.
2. ISHAM Council approval is required to set up a Working Group before the initiation of any activities (see form: ***Application to set up a new ISHAM Working Group***). Coordinators/conveners are required to be members of ISHAM. It is also desirable that all members of Working Groups are also members of ISHAM. The Society requests the active assistance of conveners in encouraging the Working Group’s participants to become members.
3. Each Working Group should provide content for their own web page on the ISHAM website, including at least one annual update. Working Groups should inform ISHAM about activities, e.g. publications, meetings, procedural guidelines, "White Paper" reports, etc. Each Working Group should contribute material to the main ISHAM website and its regular newsletter.

Convener(s) must provide a formal annual report to the Council about the activities of their Working Groups each year. Funding decisions will take into account the information flow from Working Groups to Council. Furthermore, Council may terminate any working group that fails to provide this report or is shown to be inactive.

1. The ISHAM Council alone decides whether or not funding will be provided to a Working Group. Such decisions will be based on applications from Working Group conveners/ coordinators.

Requests for financial assistance must be made by completing the ***Working Group Funding Application***form, available on the “Funding Opportunities” page in the Members area of the website. Council approval of any Working Group does not in any way guarantee ISHAM’s financial support. Each Working Group is expected to make every effort to obtain support from a number of sources as ISHAM can only offer limited funding. Requests for funding must be accompanied by a fully itemised budget in which costs are explained and fully justified. No award will be possible unless such a budget is provided. It will be the responsibility of the Convener/coordinator(s) to maintain appropriate financial records.

Working Groups may not require any financial input from ISHAM.

1. The Working Groups must acknowledge its status within ISHAM by explicitly including the phrase “ISHAM Working Group” in all public and professional publications, workshop programs, lectures, its website or similar activities.
2. All enquiries, funding requests and reports for ISHAM working groups should be sent to WorkingGroups@isham.org.
3. New working group applications and funding requests should be sent to  Secretary@isham.org.
4. All the materials required to create a webpage for the Working Group on ISHAM’s website and any material for the ISHAM newsletter should be sent to Webmaster@isham.org.