IPSA AISP

IPSA RESEARCH COMMITTEE

GUIDE FOR RC CHAIRS

14th Edition

AUGUST 2023

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AS SOON AS YOU ARE ELECTED (IMPORTANT!)

To ensure good communication between RCs and the IPSA Secretariat, please fill the form available at https://form.jotform.com/81846370988271 as soon as you are elected in order to update IPSA's coordinates database.

CONTACT INFORMATION

Please direct all general queries to:

Dr. Carmelo Cattafi, RC-EC Liaison
rcliaison@ipsa.org

Mathieu St-Laurent, IPSA Secretariat contact for RCs
mathieu.stlaurent@ipsa.org

For queries regarding the IPSA hosted websites, contact:

Eric Grève, IPSA Secretariat IT
it@ipsa.org

Book 7

GENERAL RULES FOR RESEARCH COMMITTEES

Title I

Definition

Article 1

The IPSA Executive Committee shall, in accordance with article 5(e) of the IPSA Constitution, make provision for the establishment and monitoring of research committees to conduct and propagate the results of research within the various subfields of political science.

Article 2

Research committees are groups of scholars conducting research into a particular problem or in a particular area of political science approved by the Committee on Research and Training and the IPSA Executive Committee as part of a broad research framework within the discipline of political science.

Title II

Objectives

Article 3

Research committees should:

    (i)   Develop research in political science, especially work based on international cooperation;
    (ii) Organize and maintain personal contacts among political scientists with common interests;
    (iii) Disseminate information and publish scholarly research; and
    (iv) Provide a framework for cooperation between individuals and organizations concerned with teaching and research in political and other social sciences.

Title III

Membership

Article 4

Membership of research committees is open to political scientists who are members of national associations affiliated to IPSA, and to individual members of IPSA.

Article 5

Research committees should be as representative as possible of the different approaches in their special fields, and of the countries and regions of political scientists who conduct research in these fields. They should also make appropriate provision for the inclusion of women, young scholars (including doctoral students) and other disadvantaged groups.

Article 6

Research committees may require their members to pay a small fee to assist in defraying running costs, under the condition that it is made public on the RC website, on the IPSA website or otherwise.

Article 7

Research Committees are required to make a prompt and positive response to persons applying for membership. In the event of an application for membership not being accepted, the individual in question should be informed that he or she may forward an appeal to the Committee on Research and Training.

Title IV

Organization

Article 8

The affairs of each research committee shall be directed by an elected board consisting of no fewer than seven and no more than twelve members. The board shall be elected for four years, with the possibility of re-election for an additional two-year period. Board elections shall include at least two new members at each election. No officer of a research committee may remain as an officer in the same substantive capacity for more than six years, and more than an extra four years in a second position. If possible, board members should represent different countries and approaches in their fields of interest.

Article 9

The board shall have a chair assisted, if necessary, by a vice-chair and a secretary and other board members. The chair shall be the primary contact point for IPSA and shall be regarded as the convenor of the research committee, unless the board designates another officer as convenor. Following the election of a new board, each research committee is required to provide the IPSA Secretariat with an updated list of names and full coordinates of the board members. Moreover, the newly elected chair must send the IPSA Secretariat the updated list of the research committee members following the election.

Article 10

No-one may be a board member of more than one research committee.

Article 11

If, for any reason, the elected chair is unable to continue his/her mandate, then an interim chair should be named by the IPSA Committee on Research and Training, after consultation with the outgoing research committee board members. The interim chair is then required to appoint a reconstituted board, which would be responsible for administering the affairs of the research committees until its next regular biennial election and to notify the IPSA Secretariat of its composition.

Article 12

Research committees must keep the IPSA Secretariat informed of their activities and share any materials for publication and dissemination on a regular basis so that the Secretariat can circulate this information in a timely manner.

Article 13

Research committee board members must be dues-paying individual members of IPSA.

Title V

Activities

Article 14

Research committees must organize a minimum of two panels at the IPSA world congress.

Article 15

Between congresses, research committees should organize meetings, conduct research and publish its results, and circulate news and information about their activities. All research committees are required to organize at least one academic meeting in the non-congress year, in addition to the minimum of 2 panels to be organized at the IPSA World Congress.

Article 16

In the event of participation fees at any academic meeting organized by a research committee, these shall be set at a low enough level to ensure that participation at the meeting is not discouraged and diversity and inclusivity principles are considered.

Title VI

Recognition of Research Committees

Article 17

The Committee on Research and Training may recommend to the Executive Committee the recognition of a new research committee on the basis of a request signed by at least 15 political scientists from at least seven different countries and two continents; the signatories must be gender balanced.

Article 18

Any application for the formation of a research committee must be accompanied by a statement outlining:
- (i)   The subject of the proposed committee;
- (ii) The main analytical perspectives and empirical fields to be considered;
- (iii) A list of prospective members; and
- (iv) A plan of activities and goals, and particularly future meetings and conferences, publications or newsletters.

Title VII

Review of Research Committees

Article 19

Research committees are recognized on a probationary basis for an initial two-year period. After the probationary period, an initial evaluation will be conducted by the Committee on Research and Training and if approved, their organization and activities shall subsequently be reviewed every six years.

Article 20

The Committee on Research and Training may recommend the continuation of a research committee for a further six-year period if in its view it satisfies the following conditions:

- (i)   The organizational requirements in articles 8-13;
- (ii)   The academic requirements in articles 14-16;
- (iii) The reporting requirements in article 19; and
- (iv)   Such other requirement as the committee may impose to satisfy itself of the bona fide activity of the research committee.

Article 21

The Committee on Research and Training may at any time recommend to the Executive Committee withdrawal of recognition of a research committee that is in breach of the rules.

Title VIII

Committee on Research and Training

Article 22

The Committee on Research and Training shall consist of members appointed by the IPSA Executive Committee including the RC-EC Liaison and the Summer School Coordinator (both *ex officio*).

Article 23

The duties of the Committee on Research and Training pertaining to the research committees are:

(i)   To consider proposals for new research committees, and to recommend whether or not they should be accepted;
(ii) To regularly monitor the activities of existing research committees and assess their reports every six years, and to recommend whether or not they should be continued;
(iii) To monitor the scope and activities of research committees as a whole, to encourage their work, and to recommend ways in which its quality might be improved;
(iv) To encourage the systematic development of research on a planned basis by identifying gaps and areas of overlap in the overall pattern of research committees;
(v)   To assess the research committee's applications for funding and make recommendations to the Executive Committee with regards to their approval;
(vi) To appoint interim research committee chairs; and
(vii) To report its recommendations and conclusions to the IPSA Executive Committee and, where appropriate, to the IPSA Council.

Title IX

Interpretation

Article 24

The Committee on Research and Training shall rule on any ambiguities in these rules, subject to a right of appeal to the IPSA Executive Committee.

Book 8

ADVISORY COMMISSION ON RESEARCH

Title I

Definition

Article 1

The Advisory Commission on Research is constituted of the chairs of the research committee; its formal status is that of a body advisory to the Executive Committee.

Title II

Objectives

Article 2

The Commission shall advise the Executive Committee on the conduct of research within IPSA, including policy on the recognition of research committees, on the monitoring of their activities, and on their involvement in the program of the biennial world congress.

Title III

Organization

Article 3

Its meetings shall take place every two years, on the occasion of the IPSA biennial world congress. This meeting will be conducted in an in-person format.

Article 4

Its membership shall comprise the chairs of all research committees or their representatives and the members of IPSA's Committee on Research and Training.

Article 5

The attendance at its meetings shall be open to members of IPSA's Executive Committee, the World Congress Program Chair and the editors of IPSA's publications.

Article 6

Its meetings shall be chaired by the chair of the Committee on Research and Training or, in his or her absence, by a member of the Committee on Research and Training designated by the IPSA President. The Executive Director shall act as secretary to the Advisory Commission on Research.

Title IV

Duties

Article 7

The chairs of research committees or their designated representatives shall elect, during the biennial meeting of the commission, one of its members who shall liaise with the IPSA Executive Committee in order to facilitate the linkage and coordination between the research committees and the IPSA Executive Committee. This elected official is to be called the RC-EC Liaison**.**

Title V

Procedures for the Election of the RC-EC Liaison

Article 8

The Committee on Research and Training should assist as much as possible in the electoral process of the RC-EC Liaison, and in this context:

    (i)   Call for candidacies should be launched by the IPSA Secretariat at least three months prior to the election and the candidates should be announced one month prior to the election;

    (ii)   Nevertheless, other candidates could present themselves at the meeting of the Advisory Commission on Research. All candidates must be present in person at the meeting in order to participate in the election;

    (iii)   A vote will be held in person at the meeting of the Advisory Commission on Research. The candidate receiving the largest number of votes will be elected as the new RC-EC Liaison.

Book 9

RC-EC LIAISON

Title I

Definition

Article 1

The RC-EC Liaison shall liaise between the research committees and the IPSA Executive Committee, and her/his mission is to facilitate the linkage and coordination between them. She/He is elected at the biennial meeting of the Advisory Commission on Research for a maximum of two terms of two years.

Title II

Role

Article 2

The RC-EC Liaison shall advise the IPSA Executive Committee and the IPSA Secretariat on matters related to the research committees and attend the meetings of the Committee on Research and Training. The RC-EC Liaison shall consistently maintain communication with board members of all research committees and with the chair of the Committee for Research and Training.

Article 3

The RC-EC Liaison is invited ex officio to all IPSA Executive Committee meetings to further strengthen the link between the research committees and the Executive Committee. As with all Executive Committee members, he or she has to finance his/her travel expenses but should be included in the Executive Committee contingent for which the local organizers would normally cover the cost of the hotel room and meals.

Article 4

He or she shall issue a report to the chair of the Committee on Research and Training no later than one week prior to the meeting.

BOOK 10

FUNDING OF RESEARCH COMMITTEES

Title I

Funding of Research Committee Activities

Article 1

IPSA provides financial assistance available for all research committees on the basis of a fixed amount allocated by the IPSA Executive Committee for that purpose. Each research committee will be entitled to receive that financial support once every two years. The aim of that financial support is to encourage the research committees to organize activities or events (workshops, symposia, conferences, etc) in the non-congress years of the two-year cycle between World Congresses.

Article 2

A maximum amount of US$ 1,500 will be available to each accepted application by a research committee as 'seed money' for events (meetings, workshops, symposia, conferences) held during the non-Congress years.

Article 3

Priority will be accorded to collaborative activities involving:

(i)   two or more research committees teaming up for a joint conference;

(ii) one or more research committees teaming up with a national political science association
    – or with one or more association subsections [standing groups, working groups etc.]
    – for a joint conference;

(iii) research committees that organize their first meeting of the 2-year period;

(iv) or research committees that have already organized one meeting without IPSA funding and are requesting seed money for holding a second during a given 2-year period.

Article 4

Local costs of the meeting must be covered by a local host or sponsor, indicating sufficient interest in the conference project. In accordance with established IPSA rules, IPSA funds should be used for contributing to the travel expenses of paper-givers on a "fair" basis taking into account special needs, and also for administrative or other costs if they are adequately substantiated. Funding may not be used for paying honoraria.

Article 5

In exceptional cases, the funded amount (US $1500 per research committee every two years) could be used not for the organization of an event but as a contribution towards the publication of a book or journal. No support can be extended to book projects or manuscripts for which no publisher had been found and no contract has been signed. In the interest of encouraging international contributions to volumes involving IPSA-related activities, support of a maximum additional US $500 per research committee every two years might be granted toward the copy-editing of contributions by non-native speakers of IPSA languages. IPSA logo must be included on the front or back cover and credits pages of the book.

Title II

Procedures for Funding Request

Article 6

Research Committee Chairs and Co-/Vice-Chairs are the only board members eligible to apply for funding on behalf of a Research Committee.

Article 7

Application forms for financial assistance are available online; these forms must be filled out and signed by the eligible board members of the research committees applying for funding. In case of a joint event, each RC chair requesting funding must sign the joint application. Any application for financial assistance must provide the following information:

(i)   The amount of funding requested;
(ii)   The purpose (information on the specific activity) for which the funding is required;
(iii)   The period (years) in which the money will be spent, including a budget outline;
(iv)   The signature of the research committee chairs requesting the funding.

Article 8

The application form must be submitted with all requested documentation to the RC-EC Liaison and IPSA Secretariat prior to the event by March 31st or September 30th. Any questions concerning the forms or the funding request process should be addressed to the RC-EC Liaison. The application will be considered by the Committee on Research and Training at its subsequent meeting.

Article 9

The Committee for Research and Training will assess the applications once they have been verified as meeting the required criteria, and submit a funding proposal for approval to the Executive committee at its next meeting. In assessing applications, the Committee on Research and Training will consider (1) the quality of the application and (2) the quality of the work of the research committee based on earlier evaluations.

Article 10

All research committee chairs or vice-chairs who signed the application for funds on behalf of their research committee must submit eligible expenses to the IPSA Secretariat within six months of the funded event. Eligible expenses must be substantiated by appropriate documentation (invoices, receipts, etc.). Not fulfilling these justification obligations could compromise funding for that RC in the following years. Only chairs and vice-chairs eligible to apply for funding on behalf of a research committee may receive funds on its behalf.

Title III

Websites

Article 11

Research committees' websites are constructed and hosted by the IPSA Secretariat on the basis of information provided by research committees. Managing and updating the website is the responsibility of each research committee. No funding is consequently available for such websites.

Article 12

Financial support for newsletters will not be granted.

Article 13

The administrative services are the responsibility of the research committee's chairs and other board members, and cannot be funded by IPSA.

ADVERTIZE YOUR EVENT THROUGH IPSA'S MEDIAS

IPSA has a vast communication infrastructure, going from the monthly email Newsletters, to its website, its social network pages (Facebook & Twitter) and to the *Participation* magazine, that will allow you to reach tens of thousands of political scientists from all over the world.

The IPSA website allows members to post news, call, events, etc. directly from their IPSA online account.

The system is quick and easy to use. To use it, simply log in to your profile at www.ipsa.org and select the section "submit news" in the top menu. There you will be able to choose the type of news you wish to advertise.

If you have any questions, contact Webmaster@ipsa.org.

MEMBERSHIP INFORMATION EXCHANGE BETWEEN RC AND IPSA SECRETARIAT

As the rules and procedures state, RC members are not required to be IPSA members. Membership of research committees is open to political scientists who are members of national associations affiliated to IPSA, and to individual members of IPSA. However, it is common procedure for RCs and the IPSA secretariat to exchange membership information to help each other's membership growth.

The IPSA membership form contains a section asking the new members if they are interested in joining the IPSA RCs. Any RC could, at any time of the year, contact Membership@ipsa.org to ask for the list of IPSA members interested in joining their RC.

IPSA trusts that RCs will reciprocate this effort by promoting, on their part, IPSA membership through their websites or through membership forms.

Also, the Secretariat could be writing to RCs, asking for their contact person and membership list in the promotion of the IPSA membership.

It is hoped that such information exchange and cooperation (which has the support of the CRT Chair and the RC-EC Liaison) may prove mutually beneficial to everyone involved.

RC WEBSITE SYSTEM

For several years, the IPSA Secretariat has offered a free web publishing system to provide all Research Committees with an attractive, easy-to-use and up-to-date website.

We hope this document will help you take advantage of this system.

If you have not already done so, please send a request to it@ipsa.org indicating your interest in using the system. In this request, indicate which RC this website will serve and the complete name of everyone who should have access to post content on this website.

You will soon get a reply email indicating the site is available as well as giving you the credentials (user names and passwords) you will need to work with it.

Now it falls to you to add and organize the content of the site.

In this document, we will go over the following aspects:

Visiting the site

First, let's visit our new website. Just type the address in your browser's address box or click the link in the email you received.

Because your site is considered as being "Under Construction", you need to provide a user name and password to view it. (These are provided in the email you received.) Once the site is launched, this protection is removed to make the site available to the public.
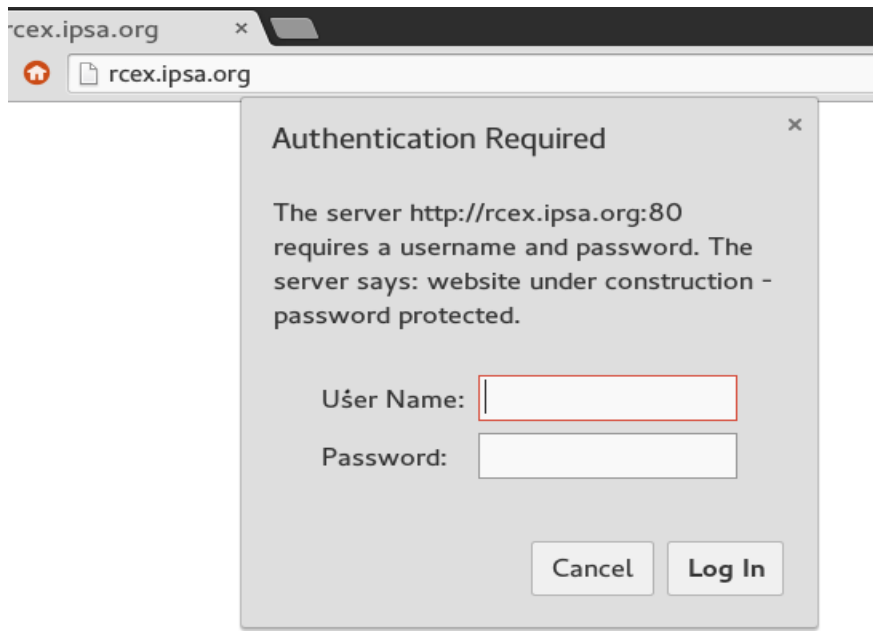
This gets us to the default web page which is made of some sample content.

Site Structure

Both the sample site and your own is structured in a very simple and intuitive way. All content is considered as being either an **post** or a **page**.

Posts should be viewed as ephemeral content since when a new post is posted, it will push all older posts down in the page (and eventually on other pages); this works in much the same way as a blog. Posts can be further divided into categories. By default, the following categories exist in your site: "news", "events", "publications". (You can modify those to structure your content in any way you wish.) Categories are listed in the right column of the site as long as they contain an post.

Pages contain text that will always be relevant and should be modified when the information they contain is updated. Your site currently has one such page named "Contact". (Please do not delete this page since it is also linked to the "Contact" link in the horizontal bar under the logo).

Logging into the Administrative Interface

Now that we have gone over the basics, lets look at the interface you will use to customize your site. To do so, point your browser to the second address provided in the email you received and enter your login information.
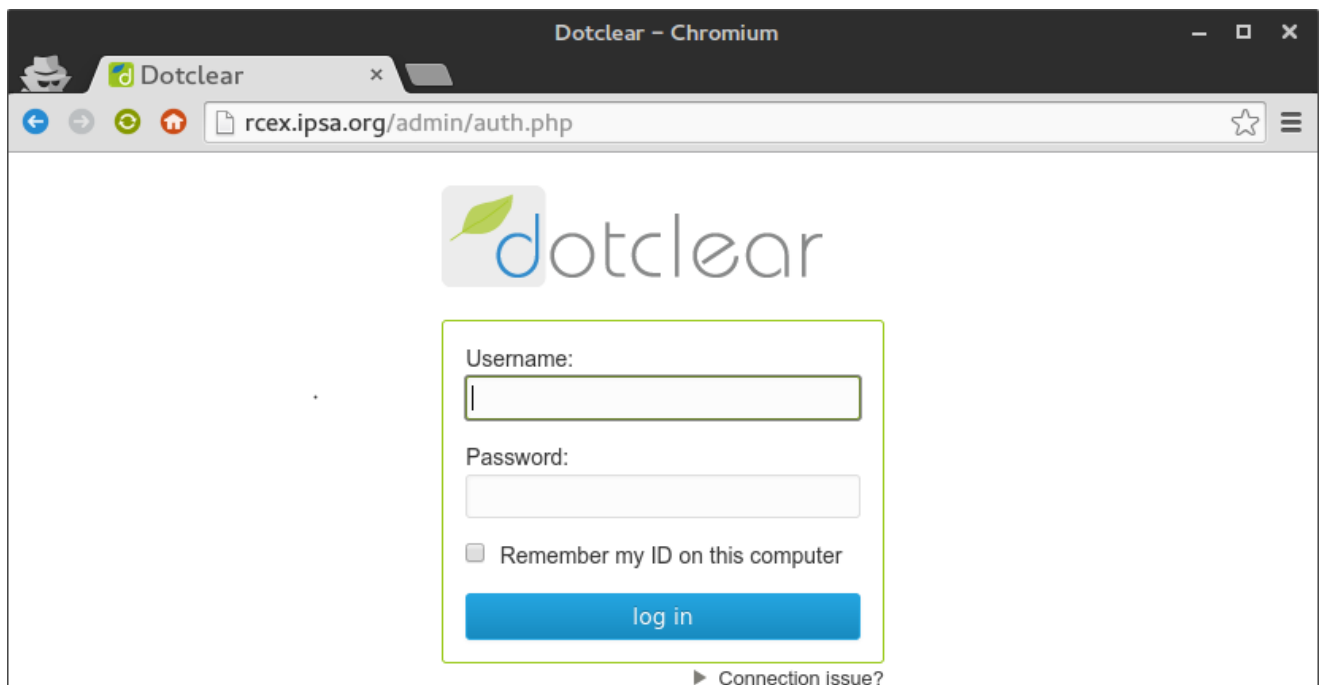

This will take you to the dashboard of your website's publishing system. This is the central page of the administrative interface. All items are listed in the menu on the left side of the screen and the most frequently used have icons occupying the rest of the page. You can always get back to this page by clicking the "Dashboard" at the top right of all pages.
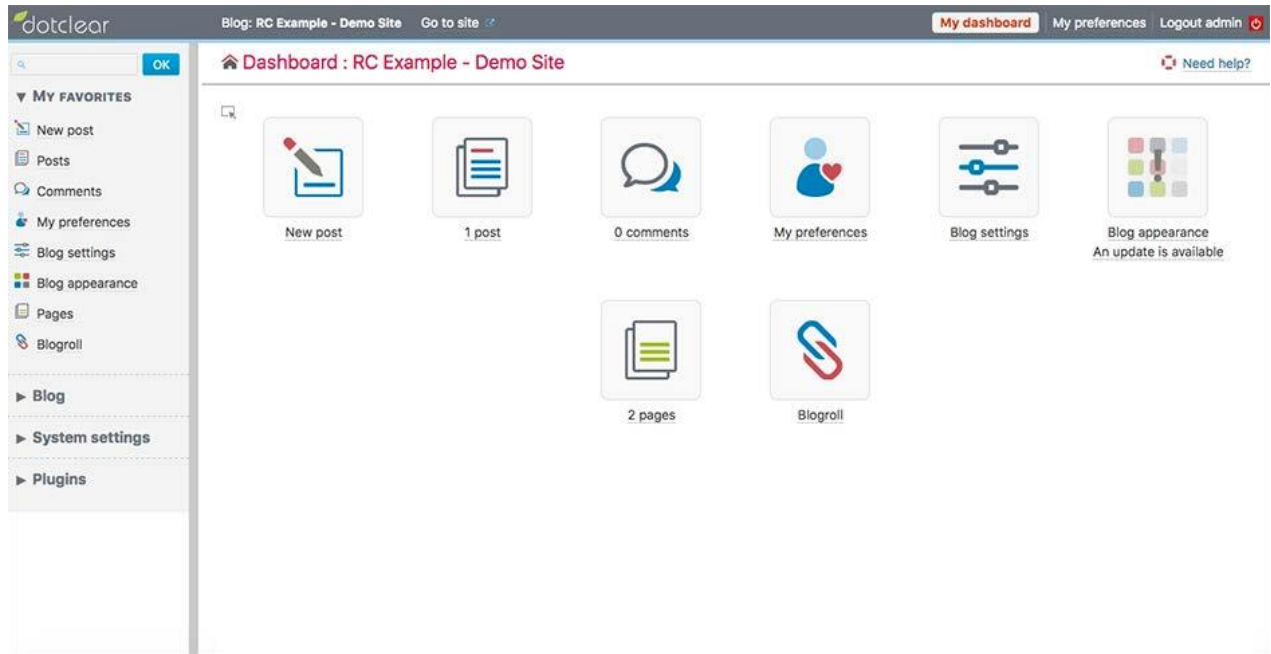
Deleting Content

First, you'll probably want to remove the sample content that came with the site. To do so, go into the "1 post" (or "Posts" as found on the menu on the left edge of the screen) and "Pages" section again either from the center section or menu on the left. From both of those, you can select the sample content and indicate that you wish to delete it using the dropdown menu at the bottom right and click "ok". This step is irreversible, so be sure you selected the right checkbox before proceeding.
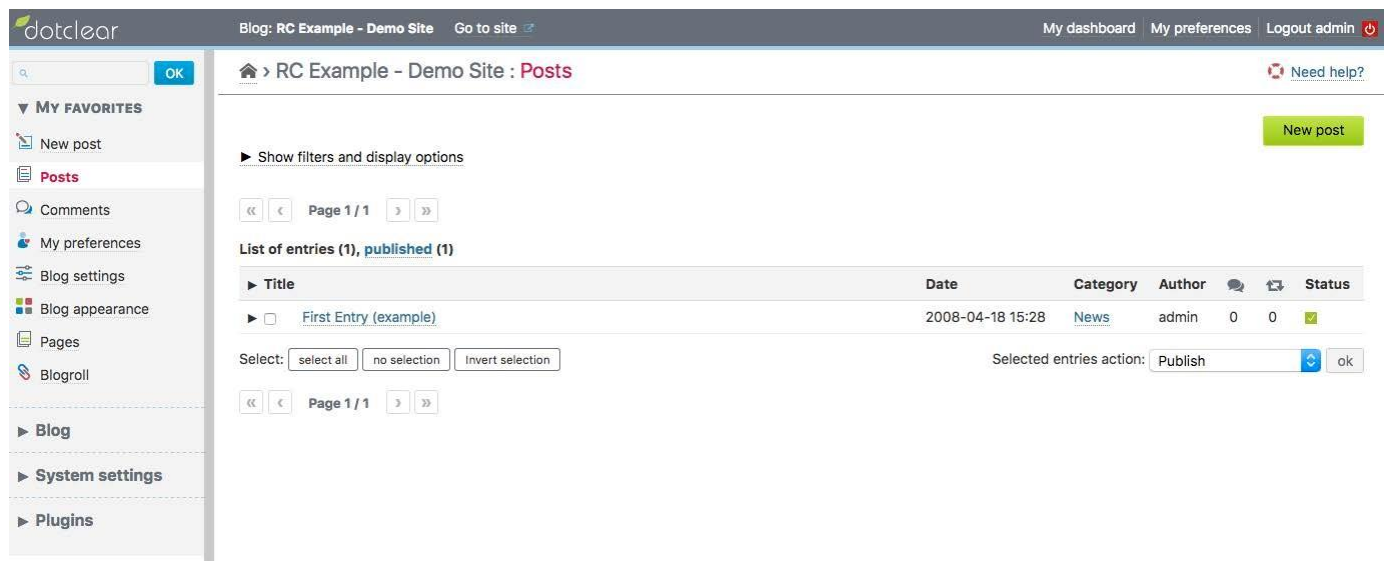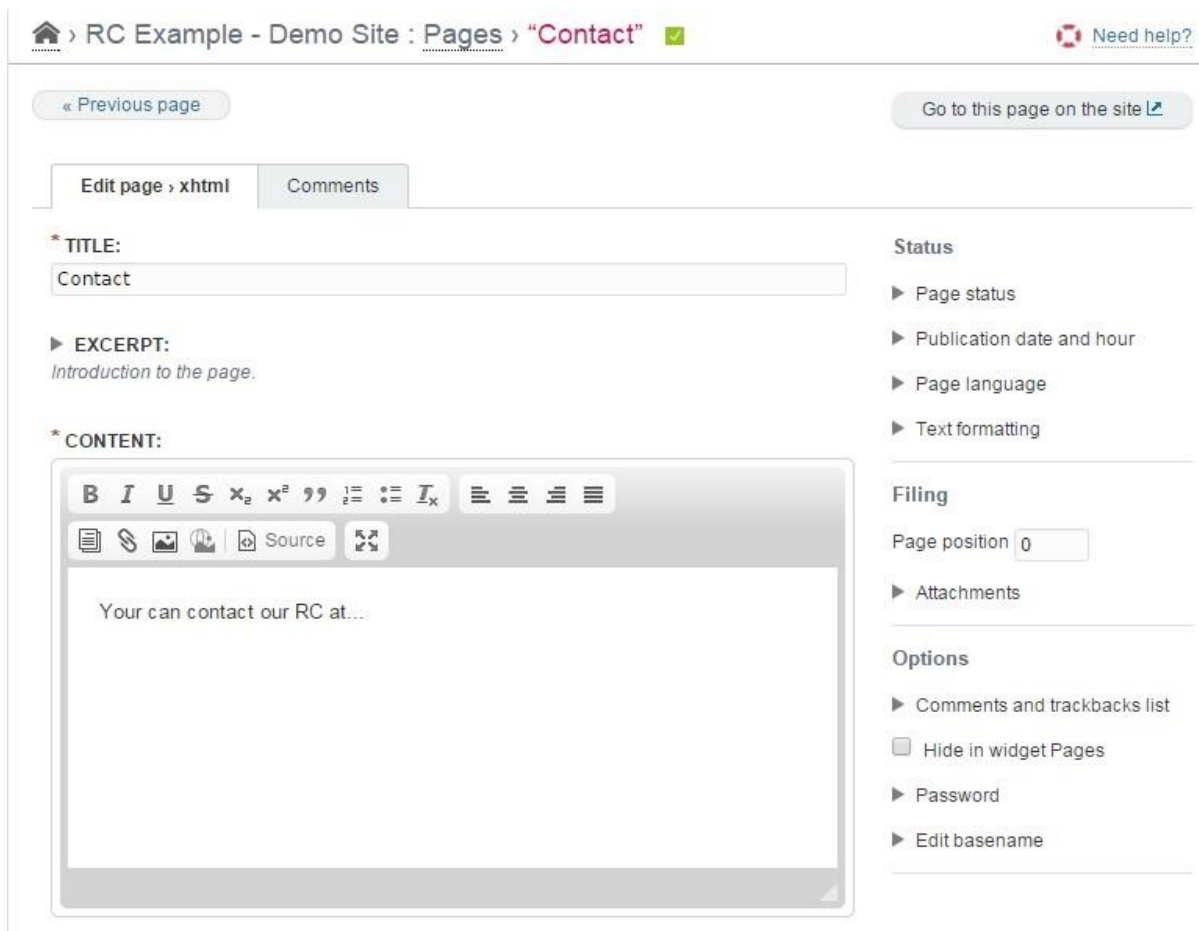

Modifying Pages

Next, you'll probably want to add your contact information to the "Contact" page. To do so, just go the "Pages" section
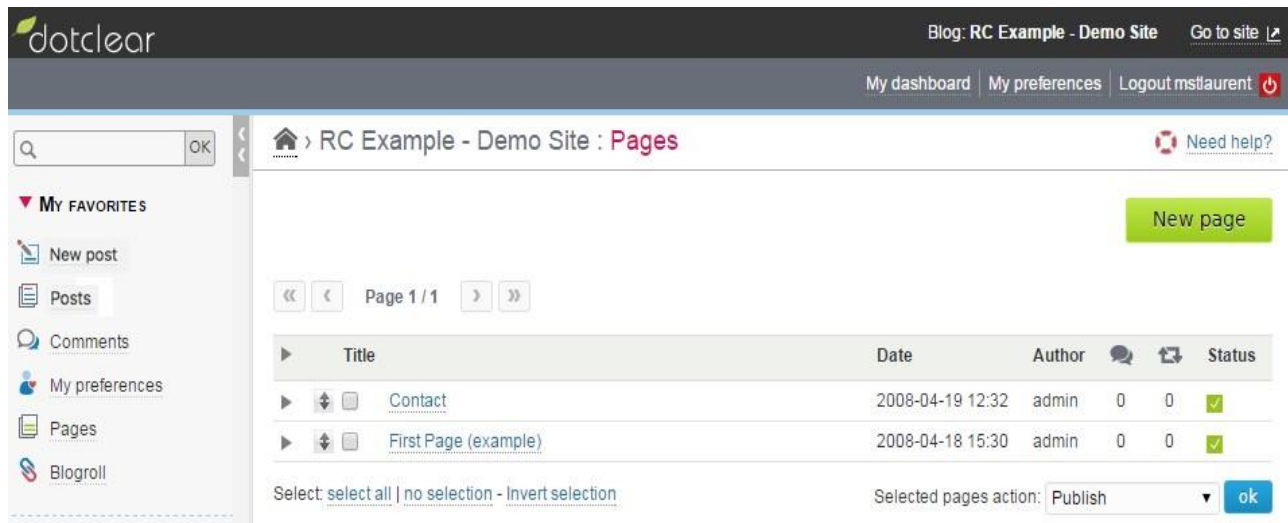
Once there, click on the name of the page, in this case "Contact".

This gets you to the editing screen. (This screen is used to add or modify both posts and pages.)

The page editing facility uses a very simple notation to convert your text to a web page it can display. To include text, you only have to type it in. You can use the toolbar above the text area to highlight portions of

your text to format it in special ways (include a quote, bullet points, enumerations, etc.) Hover your mouse over the buttons for a few seconds to see their uses. Once you are done with your change, just click the "save (s)" button.

Adding Images to your Posts

To include images within your posts, you need to use the "Media Manager", which you can find in the menu on the left under the Blog section.
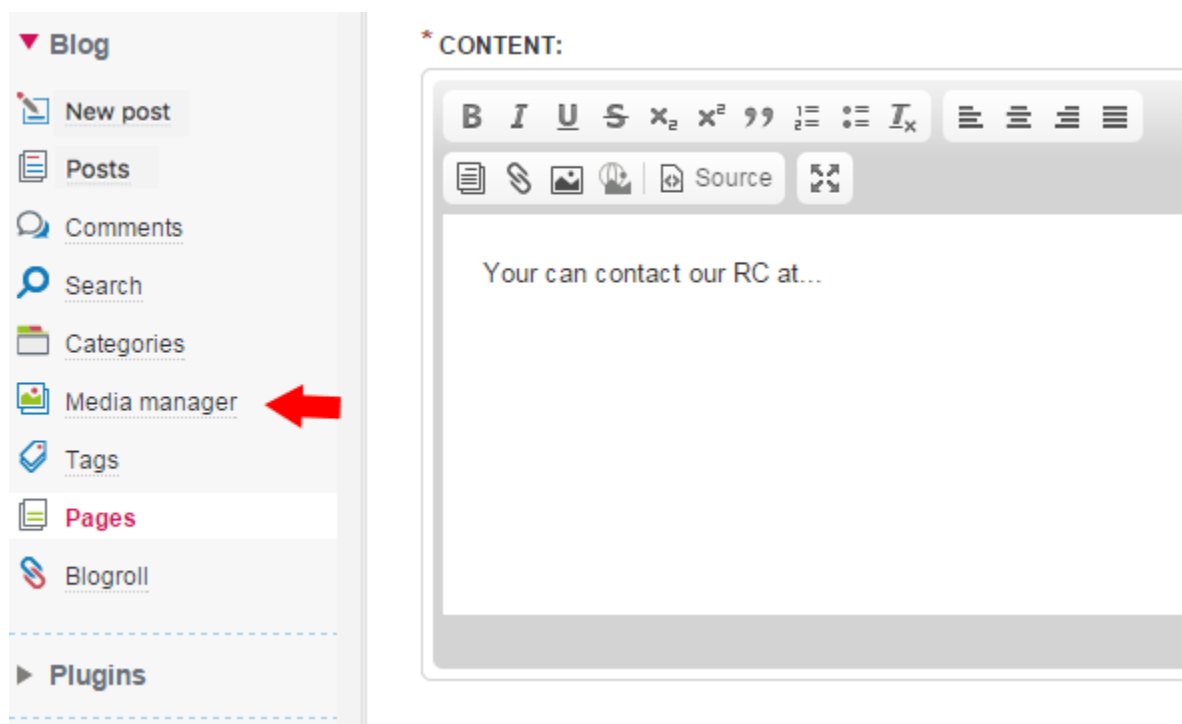
This will display a list of the images currently in your site (none at the moment) and options to add new ones.

Then just click the "Browse…" button to specify the image to use and give it a title before hitting the "send" button.

The image is now available to add within your posts, just you the "Media Chooser" button in the toolbar of the text editor.
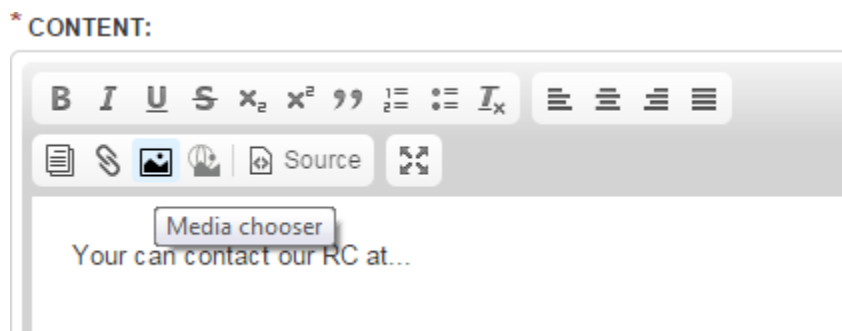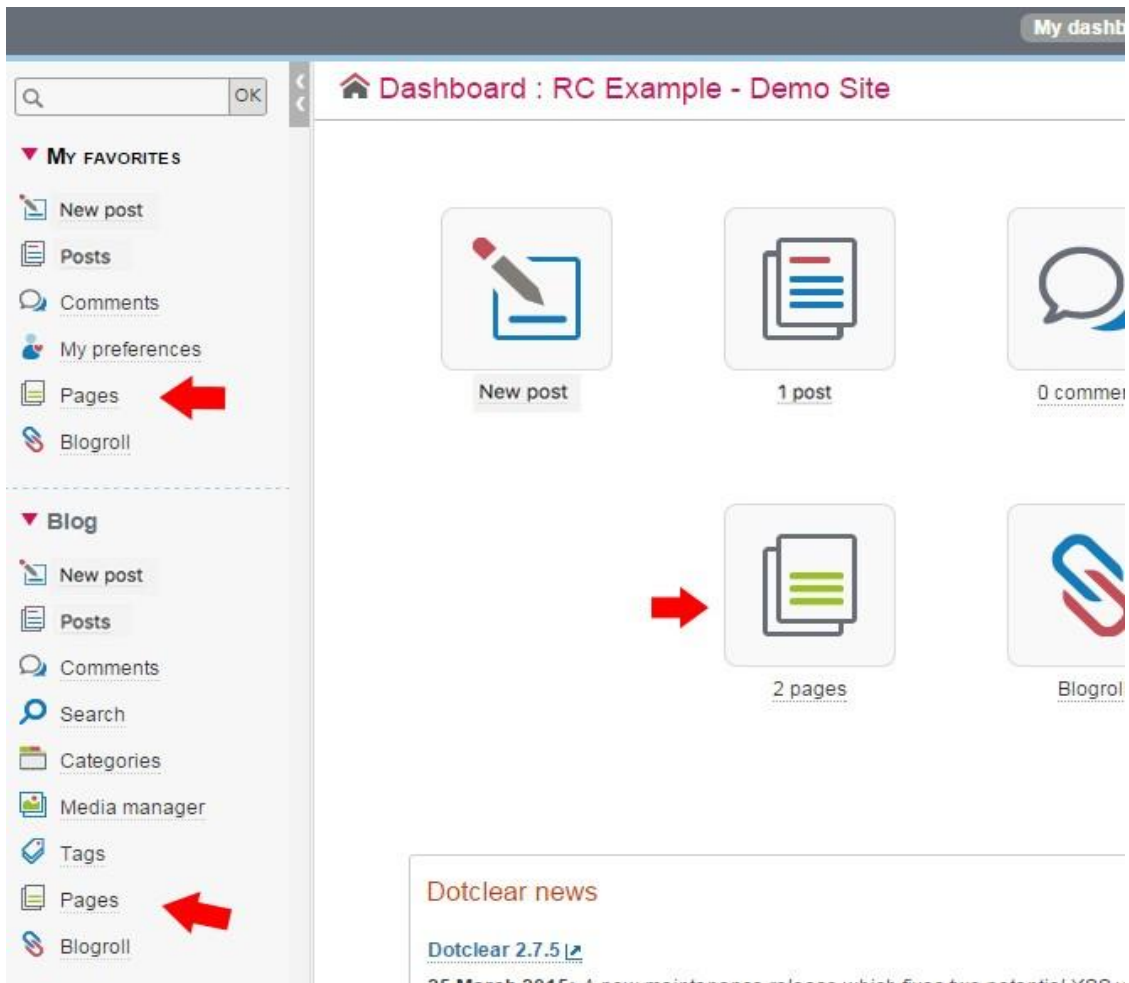

Adding a New Post

To add a new page, click on "Pages" in the menu or on the icon in the Dashboard.

Once in the "Pages" listing, click the "New Page" button.

To add a new post, you can click the "New post" link in the menu on the left of the screen or the icon on the Dashboard.
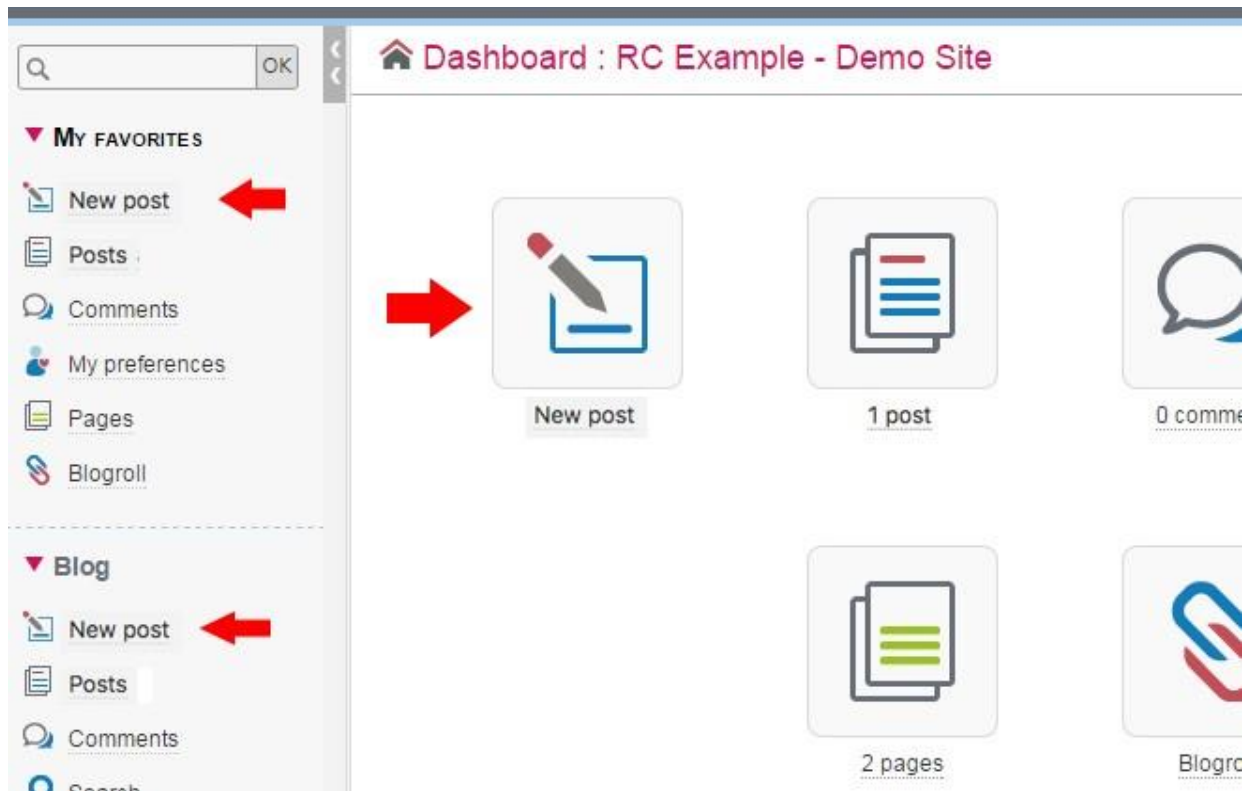
For the purposes of this demo, we will create a new post.
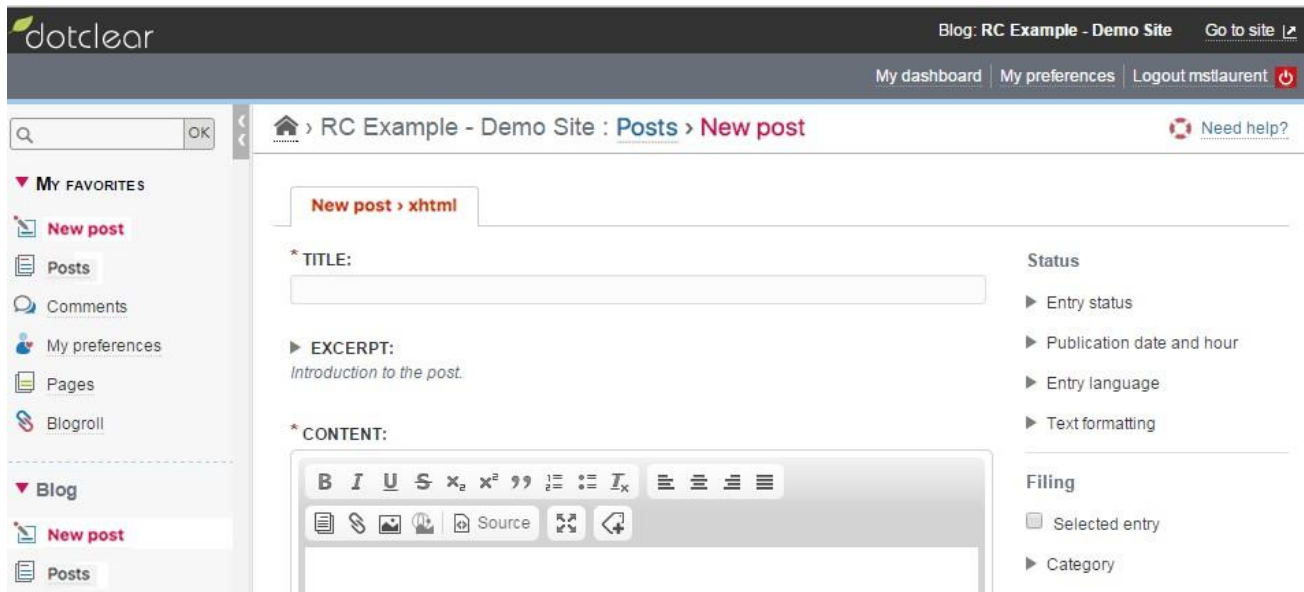
Give the post a title, pick a category (optional) and type in your text. (See the "Modifying Pages section on page 20 for more details on the editor.) Then all that remains to be done is clicking the "save (s)" button at the bottom of the page to publish your post.

Launching your Site

Once all the content you want to include is in place, please send an email to it@ipsa.org so that we can launch your site and make it available to the public. Don't forget to include any header you wish to use (or let us know if you would like to use the default one without the red notice).

This is the end of our overview of the RC Web Publishing System. Please explore it and let us know if you have any concerns, questions or comments at it@ipsa.org, we will be happy to help.

IMPORTANT: Once your site is launched, do not abandon it. Make sure it is always up to date and updated. An abandoned site is worst than no site at all. It send a very negative image of your RC and IPSA.

IPSA RESEARCH COMMITTEES, 2023

RC #	Research Committee	Next Evaluation	Website
RC01	Concepts and Methods	2022*	http://www.concepts-methods.org/
RC02	Political Elites	2028	http://rc02.ipsa.org/
RC03	European Unification	2028	http://rc03.ipsa.org/
RC04	Visual Politics	2023*	http://rc04.ipsa.org/
RC05	Comparative Studies on Local Government and Politics	2024	http://rc05.ipsa.org/
RC06	Political Sociology	2022*	http://rc06.ipsa.org/
RC07	Women and Politics in the Global South	2028	http://rc07.ipsa.org/
RC08	Legislative Specialists	2028	http://rc08.ipsa.org/
RC09	Comparative Judicial Studies	2025	http://rc09.ipsa.org/
RC10	E-Democracy	2028	http://rc10.ipsa.org/
RC11	Science and Politics	2025	
RC12	Biology and politics	2025	http://rc12.ipsa.org/
RC13	Democratization in Comparative Perspective	2024	http://rc13.ipsa.org/
RC14	Politics and Ethnicity / Ethnicité et politique	2028	http://rc14.ipsa.org/
RC15	Political and Cultural Geography	2028	http://rc15.ipsa.org/
RC16	Socio-Political Pluralism	2022*	http://rc16.ipsa.org/
RC17	Comparative Public Opinion	2026	http://rc17.ipsa.org/
RC18	Asian and Pacific Studies	2024	http://rc18.ipsa.org/
RC19	Gender Politics and Policy	2028	http://rc19.ipsa.org/
RC20	Political Finance and Political Corruption	2028	http://rc20.ipsa.org/
RC21	Political Socialization and Education	2028	http://www.politicalsocialization.org/
RC22	Political Communication	2024	http://rc22.ipsa.org/

RC23	Elections, Citizens and Parties	2026	https://sites.google.com/sydney.edu.au/ipsa-ecp/home
RC24	Armed Forces and Society	2023*	http://rc24.ipsa.org/
RC25	Comparative Health Policy	2028	http://rc25.ipsa.org/
RC26	Human Rights	2024	http://rc26.ipsa.org/
RC27	Structure and Organisation of Government	2024	http://sog27.org/
RC28	Comparative Federalism and Multilevel Governance	2024	https://comparative-federalism.org/
RC29	Political Psychology	2024	http://rc29.ipsa.org/
RC30	Comparative Public Policy	2026	http://rc30.ipsa.org/
RC31	Political Philosophy	2024	http://rc31.ipsa.org/
RC32	Public Policy and Administration	2024	http://rc32.ipsa.org/
RC33	The Study of Political Science as a Discipline	2025	http://rc33.ipsa.org/
RC34	Quality of Democracy	2026	http://rc34.ipsa.org/
RC35	Technology and Development	2028	http://www.uni.edu/vajpeyi/IPSA/IPSA.html
RC36	Political Power	2028	http://powerstudies.org/
RC37	Rethinking Political Development	2025	http://rc37.ipsa.org/
RC38	Politics and Business	2028	http://rc38.ipsa.org/
RC39	Welfare States and Developing Societies	2028	http://rc39.ipsa.org/
RC40	New World Orders?	2028	http://rc40.ipsa.org/
RC41	Geopolitics	2025	http://rc41.ipsa.org/
RC42	Security, Integration and Unification	2028	http://rc42.ipsa.org/
RC43	Religion and Politics	2024	http://rc43.ipsa.org/
RC44	Security, Conflict and Democratization	2024	https://sites.google.com/site/ipsarc44/
RC45	Quantitative International Politics	2025	http://www.clas.wayne.edu/ipsa/index.html
RC46	Migration and Citizenship	2026	http://rc46.ipsa.org/
RC47	Local-Global Relations	2025	

RC48	Administrative Culture	2025	
RC49	Socialism, Capitalism, and Democracy	2025	https://socialismcapitalismdemocracy.weebly.com/ and http://rc49.ipsa.org/
RC50	The Politics of Language	2024	http://rc50.ipsa.org/
RC51	International Political Economy	2027	http://rc51.ipsa.org/
RC52	Climate Security and Planetary Politics	2024	
RC53	Indigenous Politics	2025	
* The 2022 and 2023 evaluation reports marked with an asterisk are expected by the Committee on Research and Training (CRT).			