

**Proposal for a   
EurAAP Working Group creation**

**Submission deadline: by end of January**

*(for approval in next Delegate Assembly)*

**Title of the proposed Working Group:**

**1. Proposal supporters**

Includes name and institutions of all the proponents, including the person who is proposed as first WG leader.

**2. Background**

This area explains the background of the working group, including former activities developed during the last 3 years.

(Maximum 10 lines)

**3. Goal and long-term objectives**

This section explains the main objectives of this working group, emphasizing what is the new area of interest in line with EurAAP statutes available at: <http://www.euraap.org/documents/euraap-statutes> and chapter 7 of the EurAAP internal rules available at: http://www.euraap.org/documents/euraap-internal-rules-1

(Maximum 20 lines)

**4. Finances and resources**

This section summarizes the main resources of the group to be able to achieve the previous objectives.

(Maximum 20 lines)

**5. Organization – administrative and technical management**

This section summarizes the basic proposed rules of the WG. These rules are expected to be later detailed in the Internal Rules approved by the WG and then presented to EurAAP BoD the first year after the approval of the WG.

The basic rules include: number of meetings (on-line or face-to-face), delegates, coordinator of the group (maximum period of time), participation of members in the WG, approval of new activities, ...

(Maximum 20 lines)

**6. First-year activities**

This section explains the activities proposed to be initiated during the first year. It is advised to begin with only one or two activities.

Each task will have the following template:

|  |  |
| --- | --- |
| **EurAAP Working Group: XXX** | |
| **Activity: XXX** | |
|  | |
| Activity Leader (and institution): | |
| Duration: | |
| Objectives: | |
| Work and time plan: | |
| Deliverables: | |
| Budget and financial sources: | |
| Participants: | |
| Proposed by: | Date: |
| Approved in the WG meeting (date): | |

**Note: the entire document should not exceed five pages in length (minimum 10 point font size).**

*Please complete and send the form as PDF to:*

*workinggroups@euraap.org and contact@euraap.com*