



REGULATIONS

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1 ORGANISATION AND POLICIES

1.1 Overview

The International Research Association on Circular Economy (IRACE) is a global association established in 2025 to unite academics, industry professionals, business leaders, institutions, and associations across diverse disciplines.

IRACE's mission is to strengthen the impact of scientific research on policy and political decision-making while serving as a global reference platform for advancing research, innovation, and policy impact in the field of the Circular Economy.

IRACE welcomes both individual members and national or international societies and associations from a wide range of sectors. IRACE is designed to complement and enhance the work of existing organizations, fostering collaboration and synergies rather than competition.

1.2 Membership

Membership in IRACE is structured to ensure the active involvement of the widest possible range of stakeholders engaged in promoting and applying scientific research in the field of the Circular Economy. The organization fosters the integration of multiple scientific and operational domains, encouraging truly interdisciplinary collaboration and the effective dissemination of principles and best practices at the international level, with particular attention to Developing Countries. IRACE is also committed to engaging new generations and educational contexts, adopting a non-speculative membership fee policy aimed at optimizing the cost–benefit ratio, thereby making participation in IRACE both attractive and meaningful.

The involvement of existing Associations active in the specific disciplines related to the Circular Economy is designed to maximize collaboration, without resulting in any additional operational or financial burden on the individual Partner Association A. On the contrary, it aims to generate tangible benefits for individual members and to foster the development of shared scientific initiatives.

1.3 Organisation

IRACE adopts an agile and streamlined organizational structure, characterized by a low level of bureaucratization, which values voluntary engagement and keeps management costs to a minimum. This approach promotes operational democracy and collegial decision-making processes. The organization is guided by the principles of transparency and timely communication of its activities, avoids any concentration of managerial power, and encourages the broadest possible engagement with the institutional sphere, including the European Union, Environmental Agencies and relevant Ministries.

1.4 Dissemination of Information and Development of IRACE

All members of IRACE, and in particular those holding leadership positions, are expected to actively contribute to the dissemination of information concerning IRACE's mission, core values, organizational structure, and the scientific and social benefits it promotes. This commitment also includes communicating the activities carried out and the tangible results achieved, with the aim of fostering the growth and long-term consolidation of IRACE.

1.4.1 *Contents to be disseminated*

- Information on the structure, scope, and objectives of IRACE;
- Promotion of IRACE, its scientific publications;
- Information on upcoming IRACE events;
- Updates on IRACE activities, including Focus Groups, the Scientific Taskforce (ST), training courses, and publications;
- Technical and activity reports;
- Position papers, statements, and policy papers;
- Conference proceedings and related outputs.

1.4.2 *Dissemination Tools*

- Dedicated information columns in official IRACE journals;
- The IRACE website (*e.g.*, calendar of events, news, and official communications);
- Exhibition stands at conferences and scientific events;
- An official IRACE PowerPoint presentation, delivered by members of the Board or the ST on appropriate occasions;
- E-mail banners and signatures;
- Periodic newsletters;
- Direct personal and professional contacts;
- Printed and digital informational materials (*e.g.*, leaflets and brochures);
- Social media;
- Banner included in the signature of the individual official e-mails.

2 STRUCTURE

2.1 General Assembly

All IRACE members are entitled to take part in the General Assembly (GA) meeting. GA meetings are organized within the framework of the main IRACE conferences to ensure a high level of participation and minimize individual travel costs.

The exact time and location of the meetings is announced well before the GA takes place. The duties of the GA are laid down in article 12 of the IRACE statutes.

2.2 Managing Board

2.2.1 Composition

The Managing Board (MB) is composed of 12 members with a high professional and scientific profile who are strongly committed to the development and management of IRACE.

In addition, *ex officio* members (without voting rights) may be appointed, such as the Chairs of the Focus Groups, the ST Chair, Presidents of Partner Associations, and representatives of Supporting Members.

2.2.2 Specific Tasks of Board Members

Each Board member shall assume responsibility for at least one of the following roles:

- Treasurer
- ST Coordinator
- Focus Groups General Coordinator
- Membership Recruitment Coordinator
- Publications Coordinator (monographs, position papers, textbooks, and other publications)
- Social Media and Public Relations Coordinator
- Workshops, Symposia and Conferences Coordinator
- Legal Affairs Officer
- International Affairs Coordinator
- Awards Coordinator
- Coordinator for Developing Countries Programmes
- Coordinator for National and Regional Sections

Board members responsible for specific areas shall report on activities and results to the IRACE President and to the MB during regular meetings.

In carrying out their duties, Board members may be supported by their own staff.

2.2.3 Responsibilities and Duties

Board members are expected to actively promote and sustain IRACE activities and to serve as a driving force for the organization.

The duties of the Board are defined in Article 14 of the IRACE Statutes.

2.2.4 Meetings

Board meetings shall generally be held online every two to three months. At least one meeting shall be held in person each year, typically in conjunction with an IRACE Conference.

The President, in coordination with the IRACE Managing Director and the General Secretariat (GS), shall determine the date and timing of the meetings.

Upon invitation of the President, Board meetings may also be attended—without voting rights—by individuals involved in specific agenda items.

2.2.5 President and Vice President

The President is responsible for the day-to-day operations of IRACE. The scope of the President's authority and duties is defined in the Statutes.

The President is elected from among the Board members for a term of two years. Re-election for a consecutive term is not permitted.

Upon completion of the two-year term, the President continues as an ordinary member of the Board.

In the routine operational activities, the President of IRACE is supported by the Managing Director.

The President is also assisted by a Vice President, elected by the Managing Board, who may represent and substitute the President at meetings in the event of his or her absence or inability to attend.

2.3 Scientific Taskforce

2.3.1 Role

The Scientific Taskforce (ST) functions as a proactive taskforce supporting and guiding IRACE's scientific initiatives. Being part of ST is both an honour and a commitment. Members are expected to contribute actively to the scientific mission of IRACE, with engagement across a wide range of activities.

2.3.2 Composition

ST members are expected to be distinguished scientists and professionals in the field of Circular Economy. The Scientific Taskforce is composed of members appointed by the Managing Board. The ST is coordinated by a ST Chair, who is appointed by the Board for a renewable office time of three years. The ST Chair is regularly invited to attend Managing Board meetings in an advisory capacity, without voting rights.

The Taskforce might also include Focus Group Chairs and Co-Chairs, National Section Chairs, Editors of Monographs and Position Papers, Associate Editors of *Official IRACE journals*, members of the journal's Editorial Boards, and members of the Advisory Boards of IRACE conferences. Additional experts in the field may be invited to join the Taskforce when specific expertise is required.

All ST members should be affiliated with IRACE. Any exceptions must be duly justified and formally approved by the Managing Board.

2.3.3 Activities

ST members are expected to:

- Serve as a sounding board for the IRACE Managing Board, providing expert advice and feedback on scientific matters;
- Take a proactive role and be actively involved in IRACE's key initiatives, including the official

- journal, conferences, Focus Groups, and other strategic projects;
- Promote and support IRACE's mission within the international scientific community, engaging researchers from a wide range of related disciplines.

2.3.4 Privileges

ST members may benefit from the following privileges:

- Propose, establish and lead IRACE Focus Groups;
- Serve as editors of IRACE Monographs and/or Position Papers;
- Authoring editorials for *Official IRACE journals* or coordinate Special Issues;
- Be eligible for appointment to the Scientific Advisory Board of IRACE conferences;
- Be eligible for appointment to the Editorial Boards of *Official IRACE journals*;
- Chair scientific sessions or workshops at IRACE events, particularly in the field of Circular Economy and related topics.

2.3.5 Appointment

ST members are approved by the MB by consensus or vote. Nomination is by an ordinary member of the Board, seconded by two others, or by self-nomination of an IRACE member. In both cases, a detailed CV of the candidates should be provided.

2.3.6 Dismissal

ST members can be dismissed following unanimous decision of the MB based on documented facts showing an action contrary to the interests of the IRACE presented by a member of the Board. Dismissal is also an option for inactive members. A motion for dismissal would be made by an ordinary member of the Board and seconded by two others and approved by consensus or vote.

2.3.7 Meetings

At least one ST meeting per year should be organized in connection with an IRACE organized or co-organized conference. There may be occasioned to call a meeting of the ST to more effectively consult and discuss IRACE matters. The President of IRACE in cooperation with the ST Chair will act as Chairs for such meetings.

2.3.8 Communication

The IRACE General Secretariat will maintain a mailing list of current ST members to allow the ST Chair to communicate effectively. The ST Chair will report the results of ST consultation to the MB in the framework of its regular meetings.

2.4 IRACE Management

2.4.1 Managing Director

The managerial, operational and administrative tasks of IRACE are to be performed by a General Secretariat under the direction of a Managing Director (MD).

The MD is appointed by the MB.

The MD is responsible for all day-to-day routine of the IRACE and provides an interface between the President and the Members. Moreover, the Managing Director interacts with the Board, the Treasurer,

the ST Chair, and the Focus Groups Chair, being a central element in the elaboration and development of new IRACE activities. In particular, the MD cooperates in organising events, conferences, workshops, training courses and other activities.

The Managing Director, in agreement with the President, prepares the agenda for the Managing Board meetings and drafts the minutes.

The MD can be released from his position by the Board by majority vote.

2.4.2 General Secretariat

The IRACE General Secretariat takes care about all kind of membership issues, including support for subscriptions to the official IRACE journals and access to the IRACE Members Area on the website. As for the Managing Director, the General Secretariat cooperates in organising events, conferences, workshops, training courses and other activities.

3 IRACE MEMBERSHIP

3.1 Regular Members

3.1.1 General Provisions

Regular Members are individuals who are active, in any capacity, in the field of Circular Economy and who share the aims of IRACE.

3.1.2 Subcategories

To encourage membership among specific groups, the following subcategories of Regular Members are established:

- Residents of low-income countries, as defined by the World Bank classification
- Students

3.1.3 Benefits

Each individual member is entitled to receive the following benefits:

- Full online access to official IRACE journals
- Access to the reserved area of the website ('members area') where proceedings and presentations from IRACE Conferences will be available for downloading
- Participation in IRACE Focus Groups
- 30% Discount on IRACE publications (Conference proceedings, Monographs, Textbooks)
- 20% discount on "CISA Publisher" publications
- 10% discount on the entrance fees of any IRACE organised or endorsed conference.
- 10% discount on Article Publishing Charges (APC) for Open Access articles in official IRACE journals

3.1.4 Fees

The fee for regular individual members, including any future adjustments, shall be proposed by the Management Board and approved by the General Assembly.

Fees for other regular member subcategories shall be set as a percentage of the regular membership fee, as follows:

- Residents of low-income countries: 50%
- Students: 25%

3.2 Partner members

3.2.1 General Provisions

Partner members are associations and other non-profit organizations that share the aims of IRACE, promote collaboration, and disseminate information about IRACE's activities.

A formal agreement (see Annex 2) must be signed in which the commitments and benefits of both parties are clearly defined.

3.2.2 Fees

Partner associations are not required to pay any membership fees.

3.2.3 Benefits for the Partner Associations

Members of the Partner Associations are entitled to the following benefits:

- a 10% discount on registration fees for IRACE organised events (Conferences, workshops, seminars, etc.);
- a 20% discount on IRACE publications, including conference proceedings, monographs, and textbooks;
- Individual membership to IRACE with a 50% discount on the regular membership fee;
- Official members of the Executive/Managing Board of the Partner Association are entitled to a 50% discount on registration fees for any IRACE event.

Upon request to the IRACE President, and for the duration of the membership, the Chair of the Partner Associations may serve as an *ex officio* member of the IRACE Managing Board, without voting rights.

3.2.4 Mutual Commitments

Both organizations undertake to carry out the following reciprocal activities:

- To mention the agreement on IRACE's website, including publication of the other party's logo and a brief description of IRACE.
- To circulate a newsletter to IRACE's members announcing the agreement and outlining the individual benefits arising from it.
- To promote and communicate to their respective members the events organized by the other Association.
- To develop and implement joint initiatives aimed at fostering collaboration between the members of both Associations (*e.g.*, focus groups, workshops, seminars, conferences, etc.).

3.3 Corporate members

3.3.1 General Provisions

Members representing public or private organizations (including companies, agencies, consortia, and similar entities) that share the aims of IRACE.

3.3.2 Subcategories

Corporate Members are divided into two subcategories: University departments and research centres, and Institutional bodies. The latter are formally established organizations—typically publicly funded—created to deliver government services, enforce regulations, and manage public affairs. They operate as integral components of governance systems, encompassing legislative, executive, and judicial entities (e.g., national agencies, ministries, and municipalities).

3.3.3 Fees

The annual membership fees for corporate members, including any future adjustments, shall be proposed by the Management Board and approved by the General Assembly.

Fees are determined based on the type of organization and the number of employees. The **Standard Corporate Members Annual Fee (SCAF)** is the base fee established for start-ups. For fully operational and structured organizations, the following fee tiers apply:

- Start-up: $1 \times \text{SCAF}$
- Fewer than 10 employees: $2 \times \text{SCAF}$
- 10–100 employees: $4 \times \text{SCAF}$
- 101–1,000 employees: $6 \times \text{SCAF}$
- More than 1,000 employees: $8 \times \text{SCAF}$

Subcategories:

- University departments & research centres: $3 \times \text{SCAF}$
- Institutional bodies: $2 \times \text{SCAF}$

3.3.4 Benefits

All employees of Corporate Members are entitled to the same benefits as individual regular members.

3.4 Honorary members

Members appointed in recognition of special services to IRACE. They enjoy the same benefits as regular members but are exempt from paying membership fees.

Retired founding members are entitled to apply to the Management Board (MB) for appointment as Honorary Members.

3.5 Supporting bodies

Supporting Bodies provide significant financial support to IRACE, either directly or indirectly.

4 MEETINGS AND CONFERENCES

4.1 General strategy

Meetings and conferences are IRACE strategic activities aimed at fostering scientific collaboration, promoting networking, and supporting professional growth.

The events that may be organized differ in their objectives, scale, and the degree of involvement of IRACE and its members, as outlined in the following sections.

From the point of view of format, the following types of events can be distinguished:

- *Conferences/Symposia*
Large-scale events that bring together many participants to discuss broad themes. They usually include keynote speakers, panel discussions, and multiple parallel sessions. The audience is often large and diverse.
- *Seminars*
Smaller, more interactive sessions focused on in-depth discussion of a specific topic. Participants are typically encouraged to engage, ask questions, and contribute.
- *Workshops*
Highly interactive, practical sessions where participants actively work on exercises, case studies, or projects. The goal is skill development or problem-solving.
- *Training Courses*
Structured educational programs designed to teach specific knowledge or skills. They often follow a curriculum and may last from a few hours to several days or weeks.

According to IRACE's direct involvement, three categories of events can be distinguished:

- Official IRACE events
- Co-organised or joint events
- Endorsed events

Proposals for all events—excluding official IRACE events included in the Association's annual strategic programme—may be submitted to the Secretary or Managing Director by designated categories of IRACE members. These proposals are then subject to formal approval by the Managing Board, either during a regular MB meeting or, when urgent decisions are required, through an online consultation initiated by the President.

MB decisions may be guided by criteria such as:

- The presence or absence of conflicts with the organization
- Compliance with IRACE principles
- Absence of commercial interests
- Compatibility with available resources
- Potential for financial return for IRACE

The various categories of events not directly organized shall be governed by a formal letter of agreement between IRACE and the Event Organizer, clearly outlining the respective obligations and commitments, as summarized in Table 1.

The following paragraphs provide a description of the different event categories and specify which types of IRACE members are authorized to promote them.

Table 1. IRACE and Event Organisers obligations for the different categories of events

LEGEND: Green= Compulsory; Orange= Preferable; Blank = Not Applicable

A= Co-organised conference, B= Co-organised seminars, etc. C= Endorsed conferences

Event categories	A	B	C
IRACE obligations			
Provision of the IRACE logo in high resolution	Green	Green	Green
Publication of the event in the Events Calendar on the IRACE website	Green	Green	Green
Promotion of the event via e-mail through the IRACE internal mailing list	Green	Green	Orange
Receive conference proceedings for potential publication in official IRACE journals	Green	Green	Green
Availability of IRACE representatives to attend the event as invited keynote speakers	Green	Green	Green
Availability to organize specialized activities within the conference programme (e.g., Focus sessions, etc.), with related costs covered by the Organizers	Green	Green	Blank
Co-arrangement of the Call for Papers	Green	Blank	Blank
Contribution to the arrangement of the technical and scientific programme	Green	Green	Blank
Definition of the daily lecturing programme	Blank	Green	Blank
Recruitment of suitable lecturers	Blank	Green	Blank
Event Organizers obligations			
Display of the IRACE logo on all conference materials (brochures, website, e-mail templates, etc.)	Green	Green	Green
Clear announcement of IRACE's role and contribution on the conference website	Green	Green	Blank
Free registration for IRACE Managing Board members	Green	Green	Green
A discount of not less than 10% (maximum €100) on conference registration fees for IRACE individual members	Green	Green	Green
A 10% discount for IRACE corporate members participating in commercial exhibitions	Green	Green	Green
Announcement of the discounts and inclusion of a link to the IRACE website on the conference website	Green	Green	Green
Provision of a booth or other dedicated space to present IRACE activities and support the recruitment of new IRACE members	Green	Green	Green
Delivery of the conference proceedings and permission to publish them in the members-only area of the IRACE website	Green	Green	Orange
Delivery of the individual PowerPoint presentations in PDF format), which have been shown in the framework of the conference	Orange	Green	Orange
Coverage of accommodation expenses for invited IRACE representatives	Green	Green	Green
Coverage of travel expenses for invited IRACE lecturers to be agreed	Orange	Green	Orange
Sharing of conference revenues with IRACE, under terms to be agreed	Orange	Green	Blank
Inclusion of IRACE Managing Board members in the Scientific Committee	Green	Green	Orange
Free availability of meeting rooms for IRACE-related collateral activities	Green	Blank	Orange
Conference dates and timing to be agreed in advance with the IRACE Secretariat	Green	Green	Orange

Assurance that the conference does not conflict with IRACE activities or interests			
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4.2 Official IRACE Events

Official IRACE events (Conferences, Training Courses, Workshops, Seminars, etc.) are organised scientifically by IRACE with the operative and financial responsibility of institutions/organisations affiliated with members of the Managing Board that share IRACE's principles and objectives.

The operative organizers are fully committed to promoting IRACE activities and providing logistical support for IRACE events, including Focus Group, Managing Board, Scientific Taskforce, and Editorial Board meetings, as well as training courses.

Since all financial responsibilities stay with the Organizer, all members of the Managing Board and the Scientific Committee are expected to feel committed to providing the Organizer with the highest level of organizational and participatory support.

Examples of such events are the Annual SUM Symposia.

4.3 Co-organized events (conferences, training courses, workshops, etc.)

Co-organised events involve the joint development of the scientific program, with IRACE actively participating in author engagement, event promotion, paper selection, and the preparation of the conference proceedings.

Only Founding Members, Managing Board Members, and members of the Scientific Taskforce (ST) are eligible to propose a co-sponsored event to IRACE.

A technical and financial agreement must be defined well in advance to specify the services and commitments requested from IRACE and to calculate corresponding costs/revenues for IRACE.

4.4 Endorsed conferences

Conferences endorsed by IRACE are typically independently organized by external entities seeking IRACE's scientific, technical, or academic endorsement. IRACE does not assume any financial or organizational responsibilities for such events.

The principal scientific organizer of an endorsed conference should, as a rule, be a member of the Scientific Taskforce (ST), or belong to one of IRACE's Partner Associations, or be affiliated with one of IRACE's officially recognized Institutions. Under specific circumstances, as determined by the Managing Board, other categories of IRACE members may also be deemed eligible.

All specific agreements related to sponsorship must be clearly defined and formalized through dedicated negotiations. The obligations and benefits of IRACE, as outlined in Table 1, must be formally established and mutually agreed upon prior to the event.

Should the institutional representation of IRACE Managing Board members be required, specific duties and commitments—such as opening addresses or session chairing—must be mutually agreed upon and approved by the Managing Board in advance. All associated travel and accommodation costs are the responsibility of the conference organizers."

Personal invitations or scientific activities that do not officially involve an IRACE member may be arranged freely through direct contact, without requiring approval from the Managing Board.

5 FOCUS GROUPS

5.1 Scope and objectives

IRACE establishes and oversees several Focus Groups (FG) covering a wide range of topics, with the aim of fostering interdisciplinary research and the exchange of experience, as well as promoting the discussion and dissemination of related results. Focus Groups may be created to address specific or specialized subjects, advance the strategic objectives of IRACE, or provide expert recommendations to the General Assembly, the Managing Board, and the Scientific Committee.

Each Focus Group is composed of a small number of experts who collect data and opinions through structured group interaction and discussion on a given topic. In particular, Focus Groups are expected to shed light on “why,” “what,” and “how” questions related to the Circular Economy, helping to define problems, explore practical solutions, and formulate proposals to be submitted to authorities and regulators, while maintaining effective communication with society at large. They operate under active coordination and with clearly defined tasks and timeframes.

Focus Groups are encouraged to operate on a worldwide basis, with English as the official working language. Regional Focus Groups, comprising several countries, may also be established. Meetings and conferences may be conducted in local languages, provided that relevant outputs or summaries are submitted to IRACE in English.

The establishment, structure, and functioning of the Focus Groups are defined in the following sections to ensure transparency, legitimacy, and effective governance.

5.2 Organisational aspects

5.2.1 Start-up

Proposals for the establishment of a Focus Group may be submitted by any IRACE member to the Managing Director using the designated ad hoc form (Annex 1). Each proposal must include the following information: the mandate and objectives; planned activities; expected outputs and deliverables; proposed duration; intended membership; the methodology for conducting the activities; and the name of the proposed Focus Group Chair.

All submitted proposals will be reviewed and, where appropriate, discussed with relevant members of the ST. Any observations or recommendations arising from this review will be communicated to the Managing Board. The Managing Board will take a decision on each proposal and inform the proposer accordingly.

5.2.2 FG composition

A Focus Group shall consist of a Chair — proposed by the promoter, seconded by the Managing Board, and formally approved by the Group members — possibly a Deputy Chair, and members. Members may be appointed by the Chair in eventual consultation with the Managing Board and the ST, preferably drawn from IRACE’s membership and, where appropriate, selected through an open call.

In consultation and cooperation with the FG members, the Chair defines and periodically reviews the aims and objectives of the Focus Group and may assign specific tasks to individual members. The Chair is responsible for coordinating the Group’s activities, ensuring effective collaboration, and monitoring progress toward the Group’s mandate.

The FG Chair shall report on the Group's progress to the Managing Board at least every six months.

5.2.3 Authority and Limitations

Focus Groups are advisory bodies unless otherwise decided by the Managing Board. They may not enter into contracts, make financial commitments, or represent IRACE externally without explicit authorization.

5.2.4 Support

Focus Groups are supported by IRACE through providing meeting rooms during IRACE conferences, a FG webpage, a web-based discussion board, web-based meeting facilities and web-based facilities to share documents.

5.2.5 Funding

No funds are provided by the IRACE to support Focus Groups.

5.2.6 Deadline

Focus Groups should not last more than 24 months.

5.3 Duties

Each Focus Group shall:

- Carry out its mandate as defined in the establishing decision;
- Maintain appropriate records of its activities;
- Submit progress reports to the Managing Board at least once a year; and
- Provide a final report upon completion of its mandate.

5.4 Meeting policies

The Chair shall convene meetings as necessary to fulfil the Group's mandate.

Meetings may be held in person or electronically.

The Group shall aim for consensus; if not possible, recommendations may be adopted by simple majority of present members.

5.4.1 Frequency

Focus Group meetings should take place in person at least once a year. Additional meetings might be web-based.

5.4.2 Format

Four kinds of meeting formats may be applied:

- **Conference meetings.** They are in connection with Conferences of large interest for the FG conference programme (day before or day after the conference period). The scientific session may be outside or within the Conference Programme or both. Schedule of the Focus Groups meeting should be coordinated with the conference organization. This format brings a cost benefit for travelling and lodging.
- **Workshop meetings.** These are ad-hoc meetings with independent organisation. They would

typically be organised over a two-day period, preferably at weekends. Meeting facilities (rooms, audiovisuals) and meals should be offered by the local organisers. This format allows more focused discussion, more socialisation among the members, favours contacts with locals and authorities allowing some kind of local lobbying.

- ***Specialised seminar meetings***. This is a format similar to the workshop meeting, but in addition a one-day IRACE Specialized Seminar, open to a paying audience, will be organised after the administrative and scientific sessions. The Seminar will be organised jointly with local organisers, following the scheme of a co-shared conference. The speakers will receive support for lodging. The organiser is financially responsible. Since these seminars are IRACE events any cashflow has to be made transparent to the MB.
- ***Web-based meetings***. Web-based meetings can be organised to discuss administrative aspects or have a discussion on one of the topics of the FG. Web-based meetings are especially useful to prepare with a smaller group for a discussion or workshop with a larger group. Web-based meetings should be considered as normal FG meetings, *i.e.*, minutes should be made and distributed to all FG members. Web-based facilities can also be used to allow FG members to attend a meeting without physically being present

5.4.3 Calendar

The calendar of meetings should be agreed with the IRACE Secretariat and published on the IRACE Web page.

5.5 Operations

5.5.1 Action plan

Based on its aims and objectives each FG compiles an action plan. The action plan is used to monitor progress of the FG in achieving its aims and objectives. Progress is evaluated at least once a year.

5.5.2 Communication

Information shared and created in FG's is to be communicated with FG members only. This includes among others minutes of meetings, documents of work in progress, databases, etc. FG work can however not be disconnected from the outside world. Results such as recommendations, guidelines, position papers or letters are directed at the scientific, regulatory or corporate community in general. Consultation with and approval of the Board is required before the FG can communicate, disclose or publish these results. In order to inform the outside world and create interest in FG work, each FG produces meeting reports and workshop reports. Conference workshops can also function as exchange with non-IRACE members. Conference workshops are accessible to all conference participants. Meeting and workshop reports are posted on the FG webpage and submitted to the Managing Director for inclusion in News & Views. Input from the outside world can be obtained through workshops or through discussion forums accessible to all.

5.5.3 Web page

The Web page of the FG should follow a standardised format and be included in the IRACE Web system. The public area of the webpage of each FG should contain:

- Aims and objectives;
- List of the FG members (without contact details);

- Meeting reports;
- Workshop reports;
- Next meetings calendar

The member area of the webpage of each FG may contain, *e.g.*:

- Minutes of meetings;
- Updated action plan;
- Pictures of the meetings;
- Pictures and CVs of the FG members;
- Literature review possibly with a search engine;
- Data collection;
- Presentations of the workshops (PDF format, if permitted by the author(s));
- Discussion forum restricted to members.

5.5.4 Outputs

FG can produce different outputs:

- Meeting and workshop reports should be posted on the FG Web page and submitted to the Managing Director for inclusion in News & Views section;
- Minutes of FG meetings and documents of work in progress can be shared with FG members only;
- Literature search and databases can be shared with FG members only;
- Final results such as recommendations, guidelines, monographs, review papers, position papers or letters can be communicated with or disclosed to the scientific, regulatory or corporate community after approval of the MB.

5.6 Focus Group Chair

Each Focus Group may propose a FG Chair to the MB. The Board will decide on a proposal and inform the candidate. By means of a written commitment agreement between FG Chairs and IRACE, the Board appoints the FG Chairs for the scheduled period of FG operation. During this time, they will become members of the ST.

FG Chairs are expected to maintain close contact with the MB, to act in the tenor of IRACE, to secure progress with and output from the Focus Group and to provide regular updates of the work.

5.7 Dissolution

Focus Groups (FGs) shall expire automatically at the end of the scheduled operation period unless renewed by decision of the Managing Board.

- An FG may be, alternatively, dissolved by decision of the Managing Board
 - once its mandate has been fulfilled
 - its principal outputs have been delivered
 - in cases of inactivity
 - for other duly justified reasons.

5.8 Disestablishment and conversion into an Experts Forum

At the request of the FG Chair, and subject to approval by the Managing Board, a Focus Group that has achieved its objectives may be converted into an Experts Forum (EF).

An Experts Forum remains visible on the IRACE website in a dedicated section, where key information and contact details of the former FG and its Chair are maintained. Experts Fora do not operate actively and do not produce further outputs.

Upon dissolution or disestablishment, all records and deliverables of the FG shall be transferred to the Managing Board.

6 PUBLICATIONS

6.1 Official journals

Official journals are scientific journals that operate under the Association's banner and share its aims and objectives.

The relationship between IRACE and any official journal is governed by an Agreement between IRACE and the Publisher.

6.2 Conference Proceedings

The IRACE Conference proceedings will be published by the organizers and used for the individual conference. After the conference, the proceedings will be available to the members in the restricted area of the Web.

IRACE Conference papers may be considered for publication in regular issues of the official journals (after selection by the Editor in Chief) or for publication in IRACE monographs.

6.3 Conference Presentations

PowerPoint presentations (after conversion to PDF format), which have been shown in the framework of official IRACE conferences will be made available for the members in the restricted area of the IRACE web page. An accordant permission by the authors will be requested by the conference organizers. The organisers will ensure the conversion of files into PDF format and arrange the submission of the presentations to the Managing Director soon after the conference has taken place.

6.4 Monographs

6.4.1 Editors

Monograph editors are or become members of the ST. The proposal for a monograph must be agreed by the MB, who should receive an outline of the contents, the source papers and the publication deadline. Normally, the editing will include light reviewing of the papers and the writing of an introductory/overview paper. The editors should contact the Authors to inform them of the use of their papers and obtain written approval. The editors receive three complimentary copies of the monograph. 50% discount on further copies.

6.4.2 Lay-out

The lay-out (cover, chapters, list of Authors, credits to IRACE) is suggested by the editor and agreed by the MB.

6.4.3 Financing and distribution policies

This matter is the responsibility of the Board. The editor has no economic responsibility. Editors should provide at minimum of three advertisers unless agreed differently with the Board.

6.5 Textbooks

6.5.1 *Outline:*

The outline of the textbook and updating is to be approved by the MB.

6.5.2 *Editors*

The Editors are appointed by the MB. The Editor compiles the book defining the plan, proposing contributors and fixing deadlines. The Editor must keep the Board regularly informed about progress. The Editor should propose to the Board updates of the contents when necessary. Editors can be dismissed by the Board in case of severe problems in the editing process (delays, disrespect of the Board's instructions, etc.) All contacts between the Editors and the contributors should be done in the name of IRACE and copyright should be attributed to IRACE. The editors receive full credit for their work, and the name should appear normally as in any other book.

6.5.3 *Lay-out*

The lay-out of the book (cover, chapters, list of Authors, credits to IRACE) should be proposed by the editor and agreed by the Board.

6.5.4 *Financing and distribution policies:*

This matter is the responsibility of the Board. The editor has no economic responsibility.

7 WEBSITE

The Managing Director is responsible for the development and maintenance of the website. The strategy, processes, and related actions shall be defined in consultation with the President.

The IRACE website shall host dedicated webpages for the individual Focus Groups.

IRACE members may download, free of charge, all materials available in the Members' Area of the website.

8 ANNEXES

8.1 Annex 1- Form for requesting the establishment of a Focus Group

<i>Title/Theme</i>	“Contaminants prevention in products”	
<i>Abstract/short summary & main purpose</i>		
<i>Start date – End date</i>	2026-06-01	2027-05-31
<i>Participants</i>	NN [Institution, Country] NN [Institution, Country] NN [Institution, Country] NN [Institution, Country] NN [Institution, Country]	
<i>Suggested Chair</i>	NN [Institution, Country]	
<i>Work plan</i>		
<i>Scheduled Outputs</i>		

8.2 Annex 2 - MoU Template between IRACE and Partner Association

1. Preamble

WHEREAS both Parties are scientific and professional organizations committed to the advancement of research, education, professional development, and dissemination of scientific knowledge within their respective fields;

WHEREAS the Parties recognize the value of international cooperation and institutional collaboration in strengthening scientific exchange and promoting best practices;

NOW, THEREFORE, the Parties express their mutual intention to cooperate under the terms set forth in this MoU.

2. Purpose

The purpose of this MoU is to establish a formal framework of cooperation between the Parties in order to:

- Promote scientific research and innovation;
- Facilitate academic and professional exchange;
- Encourage joint educational and training initiatives;
- Support the organization and mutual promotion of scientific meetings and congresses;
- Foster long-term institutional collaboration.

This MoU reflects the shared intentions of the Parties and provides a structure for future collaborative activities.

3. Areas of Cooperation

The Parties may cooperate in the following areas, subject to their respective internal regulations and governing bodies:

3.1 Scientific Collaboration

- Development of joint initiatives and projects. (e.g. joint Focus Groups, European projects);
- Exchange of scientific expertise, speakers, and reviewers;
- Participation in advisory boards or scientific committees, where appropriate.

3.2 Conferences and Events

- Co-organization of congresses, symposia, workshops, or seminars;
- Mutual endorsement of selected scientific events;
- Reciprocal promotion of major initiatives through official communication channels.

3.3 Publications and Knowledge Dissemination

- Exchange of scientific publications and materials;
- Collaboration on consensus statements, guidelines, or position papers, subject to prior written approval;
- Promotion of scientific outputs generated within the framework of cooperation.

3.4 Institutional Exchange

- Designation of liaison representatives to facilitate communication;
- Exchange of information regarding strategic initiatives and institutional developments.

Specific initiatives may be regulated through separate written agreements or addenda, where necessary.

4. Principles of Cooperation

The cooperation under this MoU shall be guided by the following principles:

- Mutual respect and institutional autonomy;

- Transparency and accountability;
- Scientific integrity and ethical conduct;
- Compliance with applicable national and international laws and regulations.

Nothing in this MoU shall be interpreted as creating a legal partnership, joint venture, employment relationship, or agency between the Parties.

Each Party shall retain full independence in governance, decision-making, and financial management.

5. Financial Arrangements

This MoU does not create any financial obligations between the Parties.

Each Party shall bear its own costs related to activities undertaken pursuant to this MoU, unless otherwise agreed in writing.

Any joint initiative involving financial commitments shall be subject to a separate written agreement specifying the respective responsibilities and budgetary arrangements.

6. Use of Name, Logo, and Emblems

The use of the name, logo, or other identifying marks of either Party shall require prior written authorization.

Authorized use shall be limited to the specific activity agreed upon and shall comply with the respective branding and communication policies of the Parties.

7. Intellectual Property

Unless otherwise agreed in writing:

- Each Party retains ownership of its pre-existing intellectual property;
- Intellectual property arising from joint activities shall be governed by specific written arrangements defining ownership, use, and dissemination rights.

8. Confidentiality

The Parties agree to treat as confidential any non-public information exchanged within the framework of this MoU.

Such information shall not be disclosed to third parties without prior written consent, unless required by law.

9. Duration and Termination

This MoU shall enter into effect upon signature by both Parties and shall remain valid for a period of 3 years.

It may be renewed by mutual written agreement.

Either Party may terminate this MoU by providing written notice to the other Party at least 3 months in advance. Termination shall not affect ongoing activities already agreed upon, unless otherwise mutually decided.

10. Amendments

This MoU may be amended at any time by mutual written consent of the Parties.

11. Non-Binding Nature

This MoU represents the good faith intentions of the Parties and does not constitute a legally binding agreement, except for provisions relating to confidentiality, intellectual property, and use of name and logo, which may be considered binding if expressly stated so under applicable law.

12. Final Provisions

This MoU constitutes the entire understanding between the Parties concerning the subject matter herein and supersedes any prior informal discussions or correspondence related thereto.

Signed in two originals in the English language, each Party retaining one copy.

For IRACE

Name: Title: Date: Signature:

For [Partner Association Name]

Name: Title: Date: Signature:

8.3 Annex 3 - Agreement letter, between IRACE and Conference Organizers, for different typologies of events

LETTER OF AGREEMENT

Between

IRACE-International Research Association on Circular Economy

and

[Full Legal Name of the Organizer]

This Letter of Agreement (“Agreement”) is made on this ____ day of _____, by and between:

IRACE- a non-profit scientific association established under the laws of [Country], with registered office at Via Beato Pellegrino, 23-35137 Italy (hereinafter referred to as the “Association”),
and

[Full Legal Name of the Organizer / Organizing Secretariat / Institution], established under the laws of [Country], with registered office at [Address] (hereinafter referred to as the “Organizer”).

IRACE and the Organizer shall be referred to individually as a “Party” and collectively as the “Parties”.

1. Purpose

This Agreement defines the terms and conditions governing the collaboration between the Parties in relation to the following event:

Typology of event:

- ☐ Conference/ Symposium
- ☐ Seminar
- ☐ Workshop
- ☐ Training Course
- ☐ Other (specify _____)

Event Title: _____

Date and Venue: _____

Approved Event Category: (select one pursuant to IRACE’s Regulations)

- ☐ Official IRACE event
- ☐ Joint Event (Co-Organized Event)
- ☐ Endorsed Event

The applicable provisions below shall depend on the approved category.

SECTION A

Official Event of IRACE

A.1 Scientific Authority

- The Event is recognized as the official event of IRACE.
- IRACE retains full scientific oversight.
- The Scientific Committee shall be appointed in cooperation with IRACE Managing Board.
- The Call for Papers shall be appointed in tight cooperation with IRACE, fully involving the Managing Board and the Scientific Taskforce.

A.2 Organizational Responsibilities

- The Organizer shall manage logistics, venue, sponsorship, operational execution and any financial arrangement.
- Major organizational decisions impacting scientific content will be agreed with IRACE

A.3 Financial liability

- IRACE shall bear no financial liability.

A.4 Branding

- The Event shall be endorsed as the “Official Conference/Symposium of IRACE.
- IRACE’s logo shall appear prominently on all materials in accordance with branding guidelines.

A.5 IRACE obligations

- All members of the Managing Board are expected to participate actively.

SECTION B

Joint Congress (Co-Organized Event)

B.1 Shared Scientific Governance

- The Scientific Committee shall be jointly appointed.
- The scientific program shall be developed collaboratively and approved by both Parties.

B.2 Shared Responsibilities

- Responsibilities for logistics, promotion, and sponsorship shall be allocated in writing.
- Each Party shall designate a liaison representative.

B.3 Financial Terms

- Cost-sharing and revenue allocation shall be governed by a written financial agreement.
- Neither Party may incur financial obligations on behalf of the other without prior written consent.

B.4 Communication

- The Event shall be described as “Jointly Organized by IRACE and [Organizer Name]”.

SECTION C

Endorsed Event

C.1 Nature of Endorsement

- IRACE grants its official endorsement or patronage.
- IRACE does not assume organizational or financial responsibility.

C.2 Scientific Standards

- The Organizer shall ensure that the scientific content aligns with IRACE’s mission and ethical standards.
- The preliminary program must be submitted for review prior to public dissemination.

C.3 Use of Name and Logo

- The Organizer may state: “Under the Patronage of IRACE
- IRACE’s logo may be used only with prior written authorization.

C.4 Financial Independence

- IRACE shall bear no financial liability.

C.5 Right of Withdrawal

- IRACE may withdraw endorsement if the Event no longer complies with agreed standards.

GENERAL PROVISIONS (Applicable to All Categories)

1. Compliance

The Organizer shall comply with all applicable laws, regulations, ethical standards, and transparency requirements.

2. Intellectual Property

Each Party retains ownership of its pre-existing intellectual property.
Joint materials shall be governed by separate written agreement.

3. Liability

The Organizer assumes full responsibility for logistics, safety, insurance coverage, and legal compliance.
IRACE shall not be liable for operational or financial matters unless explicitly agreed in writing.

4. Confidentiality

Non-public information exchanged between the Parties shall remain confidential unless disclosure is required by law.

5. Duration

This Agreement enters into force upon signature and remains valid until completion of the Event and fulfilment of all obligations.

6. Termination

IRACE may revoke its recognition or terminate this Agreement in case of:

- Breach of contractual obligations
- Violation of ethical or scientific standards
- Reputational risk

Termination shall be communicated in writing.

Signed in two originals in the English language.

For IRACE

Name

Title

Date

Signature

For [Organiser Name]

Name

Title

Date

Signature

NOTE: Table 1 containing IRACE and Organizers obligations should be attached to the letter