



IPSA RESEARCH COMMITTEE
GUIDE FOR RC CHAIRS

11th Edition

AUGUST 2020

Table of Contents

As Soon As You Are Elected (IMPORTANT!)	2
Contact Information	2
Book 7 – General Rules for Research Committees	3
Book 8 – Advisory Commission on Research	10
Book 9 – Research Committee Liaison Representative	13
Book 10 – Funding of Research Committees	15
Advertise Your Event Through IPSA's Medias	18
Membership Information Exchange Between RC and IPSA Secretariat	18
RC Website System	19
IPSA Research Committees, 2020	29

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> before September 10 at the latest in order to update IPSA's coordinates database.

CONTACT INFORMATION

Please direct all general queries to:

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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) Organise 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 organisations 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 ensure that their activities are adequately publicised by forwarding to the IPSA Secretariat material for publication on a regular basis. They 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

Organisation

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. 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.

Article 10

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

Article 11

If, for any reason, the elected chair should tender his resignation, then an interim chair should be named by the IPSA Executive Committee at its next regular meeting, after consultation with the outgoing research committee officers. 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.

Article 12

Research committees should make every effort to keep the IPSA Secretariat informed of their activities. In particular, each research committee is strongly required to provide an updated list of the names and full coordinates of office holders and board members after each election of a new board.

Article 13

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

Title V

Activities

Article 14

Research committees are entitled and expected to organise a minimum of two sessions at the IPSA world congress.

Article 15

Between congresses, research committees should organise meetings, conduct research and publish its results, and circulate news and information about their activities. All research committees are expected to organise at least one academic meeting once every four years, in addition to the minimum of 2 panels to be organized at the IPSA World Congress.

Article 16

In the event of participation changes at any academic meeting organised by a research committee, these shall be set at a low enough level to ensure that participation at the meeting is not discouraged, and is also subject to any maximum fee that may be prescribed by the IPSA Executive Committee on the recommendation of the Committee on Research and Training.

Title VI

Recognition of Research Committees

Article 17

The Committee on Research and Training may recommend 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 include both men and women.

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 and newsletters.

Title VII

Review of Research Committees

Article 19

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

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 organisational requirements in articles 8-12;
- (ii) The academic requirements in articles 13-15;
- (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 Research Committee Liaison Representative and the Summer School Coordinator (both ex officio).

Article 23

The duties of the committee are:

- (i) To consider proposals for new research committees, and to recommend whether or not they should be accepted;
- (ii) To review the activities of existing research committees 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; and
- (v) 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.

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 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 Secretary General shall act as secretary to the Advisory Commission on Research.

Title IV

Duties

Article 7

The chairs of research committees shall elect, during the biennial meeting of the commission, a representative who shall liaise with the IPSA Executive Committee in order to represent the research committees' views. This elected representative is to be called the Research Committee Liaison Representative.

Title V

Procedures for the Election of the Research Committee Liaison Representative

Article 8

Any method of electing the Research Committee Liaison Representative to the Executive Committee devised by the Advisory Commission on Research, including electronic voting, is acceptable, provided that the particular method is in compliance with the rules and regulations of IPSA.

Article 9

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

- (i) Encourage candidates to submit their candidacy along with an introductory note about themselves, and publish these candidacies on the website and in other IPSA media three months prior to the world congress;

- (ii) Inform members that they can also offer their candidacy at the meeting of the Advisory Commission on Research and that the measures proposed above are not restrictive but are intended to facilitate and improve the electoral process;
- (iii) Plan the meeting of the Advisory Commission on Research on the second or the third day of the Congress in order to assure maximum participation of research committee's chairs.

BOOK 9 – RESEARCH COMMITTEE LIAISON REPRESENTATIVE

Title I

Definition

Article 1

The Research Committee Liaison Representative is the representative of the research committees within the IPSA body, and 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 Research Committee Liaison Representative shall consistently maintain communication with officials of all research committees.

Article 3

The Research Committee Liaison Representative is invited to all IPSA Executive Committee meetings to further strengthen the research committees-Executive Committee linkage. As for 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 usually provide coverage of cost for 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 two weeks before each Executive Committee meeting.

Article 5

The Research Committee Liaison Representative 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.

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 yearly amount allocated by the IPSA Executive Committee.

Article 2

A maximum amount of US\$ 1,500 will be available to each accepted application by research committee as 'seed money' for meetings held during the two-year period between IPSA World Congresses.

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, a contribution towards the publication of a book or journal may be considered. 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 of US \$500 might be granted toward the copy-editing of contributions by non-native speakers of IPSA languages.

Title II

Procedures for Funding Request

Article 6

Research Committee Chairs and Co-/Vice-Chairs are the only officers 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 and signed by the eligible officers. In case of a joint event, each RC requesting funding must submit an individual application – collective applications will not be considered. Any application for financial assistance must provide the following information:

- (i) The amount of funding requested;
- (ii) The purpose for which the funding is required;
- (iii) The period (years) in which the money will be spent, including an outline budget;
- (iv) A statement of the research committee's finances for the current or most recent available year.

Article 8

The application form must be submitted with all requested documentation to the RC Liaison Representative by March 1st or 1st of September of each year. Any questions concerning the forms or the funding request process should be addressed to the RC Liaison Representative. The application will be considered by the Committee on Research and Training at its subsequent meeting.

Article 9

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 RCs approved for funding 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.). Only officers eligible to apply for funding on behalf of an RC may receive funds on behalf of the RC.

Title III

Websites

Article 11

Research committees' websites are constructed and maintained by the IPSA Secretariat on the basis of information furnished by research committee's officers. No funding is consequently available for such websites.

Article 12

Financial support for newsletters will not be granted.

Article 13

Secretariat services are the responsibility of the research committee's chairs and cannot be funded by IPSA.

ADVERTISE 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 in order to help each others 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 may want to 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 Liaison Representative) 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.

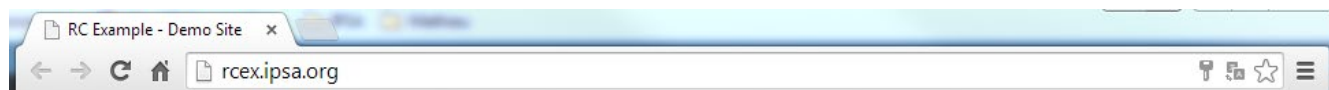
Now it falls to you to add and organize the content of the site.

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

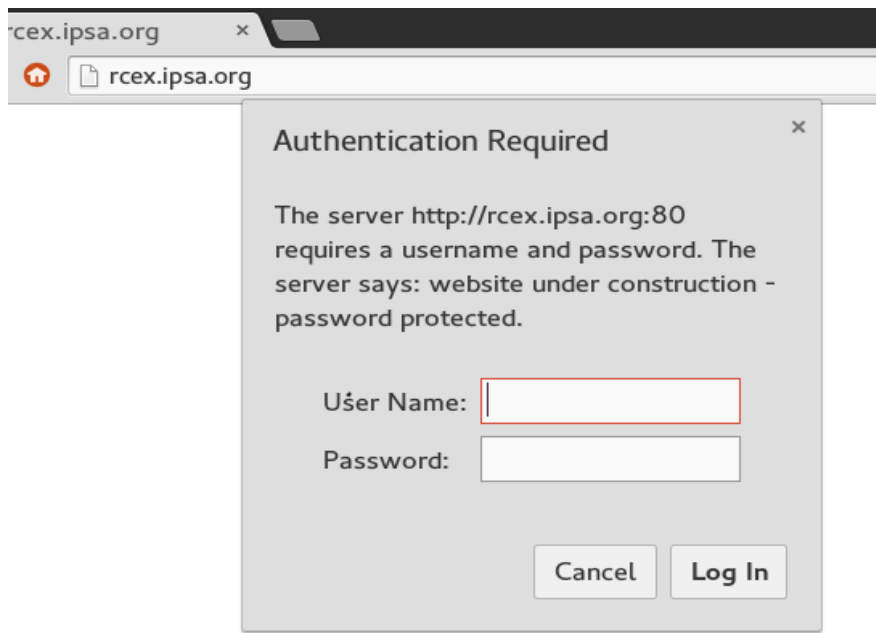
Visiting the site	17
Site Structure.....	19
Logging into the Administrative Interface	19
Deleting Content	20
Modifying Pages	21
Adding Images to your Posts.....	22
Adding a New Post	24
Launching your Site	26

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

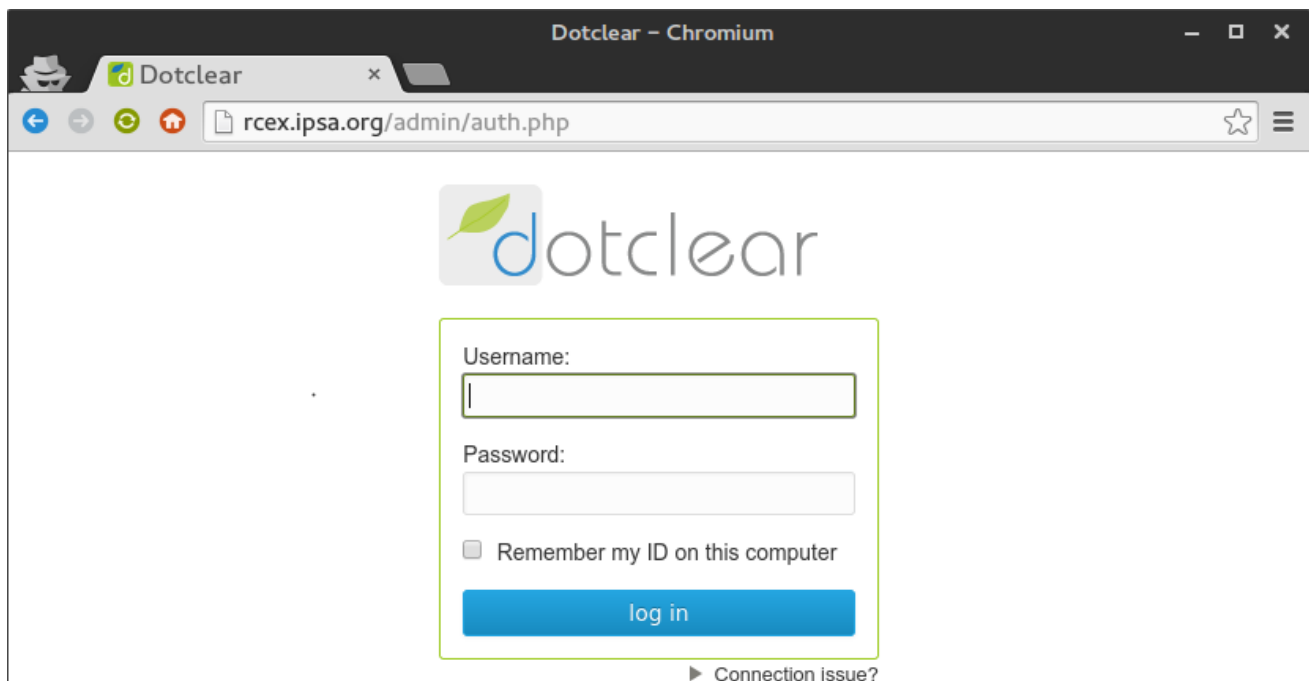
Both the sample site and your own is structured in a very simple and intuitive way. All content is considered as being either an **post** or a **page**.

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.

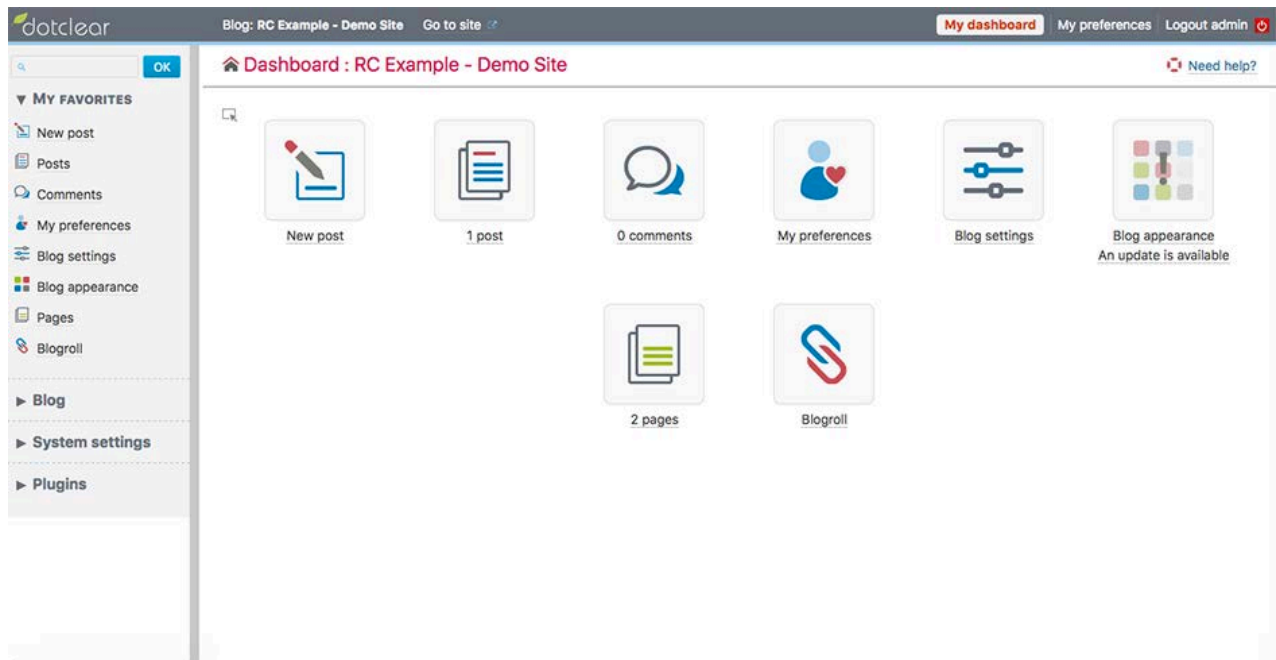
Pages contain text that will always be relevant and should be modified when the information they contain is updated. Your site currently has one such page named “Contact”. (Please do not delete this page since it is also linked to the “Contact” link in the horizontal bar under the logo).

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.

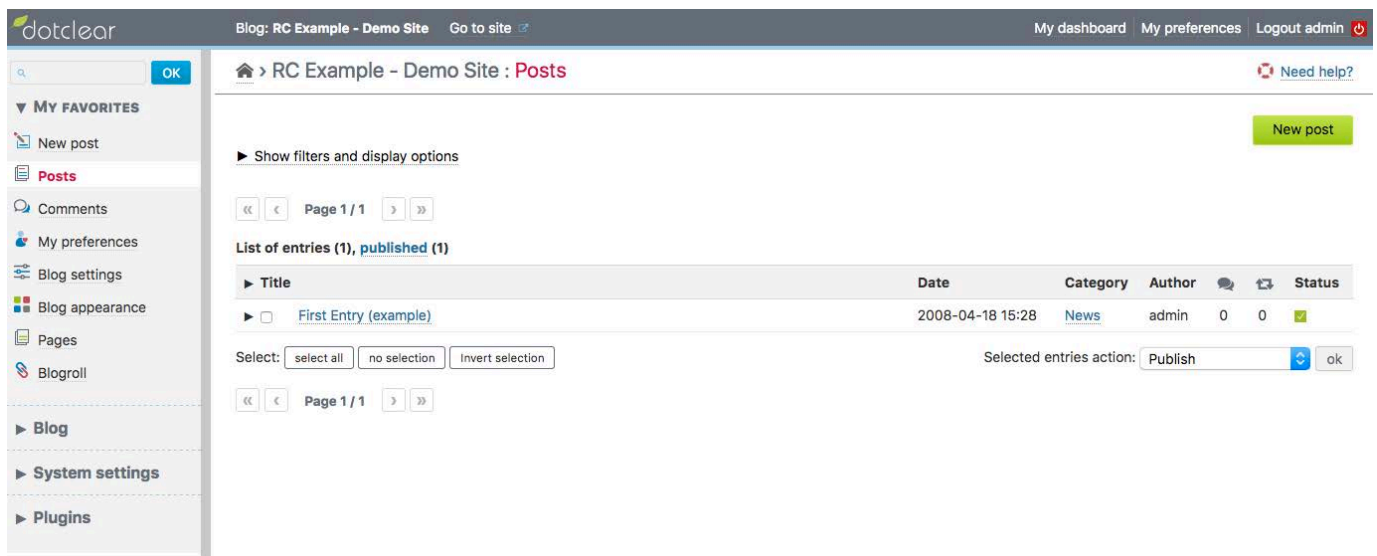


This will take you to the dashboard of your website's publishing system. This is the central page of the administrative interface. All items are listed in the menu on the left side of the screen and the most frequently used have icons occupying the rest of the page. You can always get back to this page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

dotclear Blog: RC Example - Demo Site Go to site

My dashboard My preferences Logout mstlaurent

RC Example - Demo Site : Pages Need help?

New page

Page 1 / 1

Title	Date	Author	Status
Contact	2008-04-19 12:32	admin	0 0 ✓
First Page (example)	2008-04-18 15:30	admin	0 0 ✓

Select: [select all](#) | [no selection](#) - [Invert selection](#)

Selected pages action: Publish ok

Once there, click on the name of the page, in this case “Contact”.

RC Example - Demo Site : Pages > “Contact” Need help?

« Previous page Go to this page on the site

Edit page > xhtml Comments

*** TITLE:**
Contact

► EXCERPT:
Introduction to the page.

*** CONTENT:**

Rich Text Editor:
 B I U S x₂ x² ” ¼ ½ ¾ I_x [List Icons]
 [List Icons] [Image Icon] [Link Icon] Source [Link Icon]
 Your can contact our RC at...

Status

- Page status
- Publication date and hour
- Page language
- Text formatting

Filing

Page position 0

► Attachments

Options

- Comments and trackbacks list
- ☐ Hide in widget Pages
- Password
- Edit basename

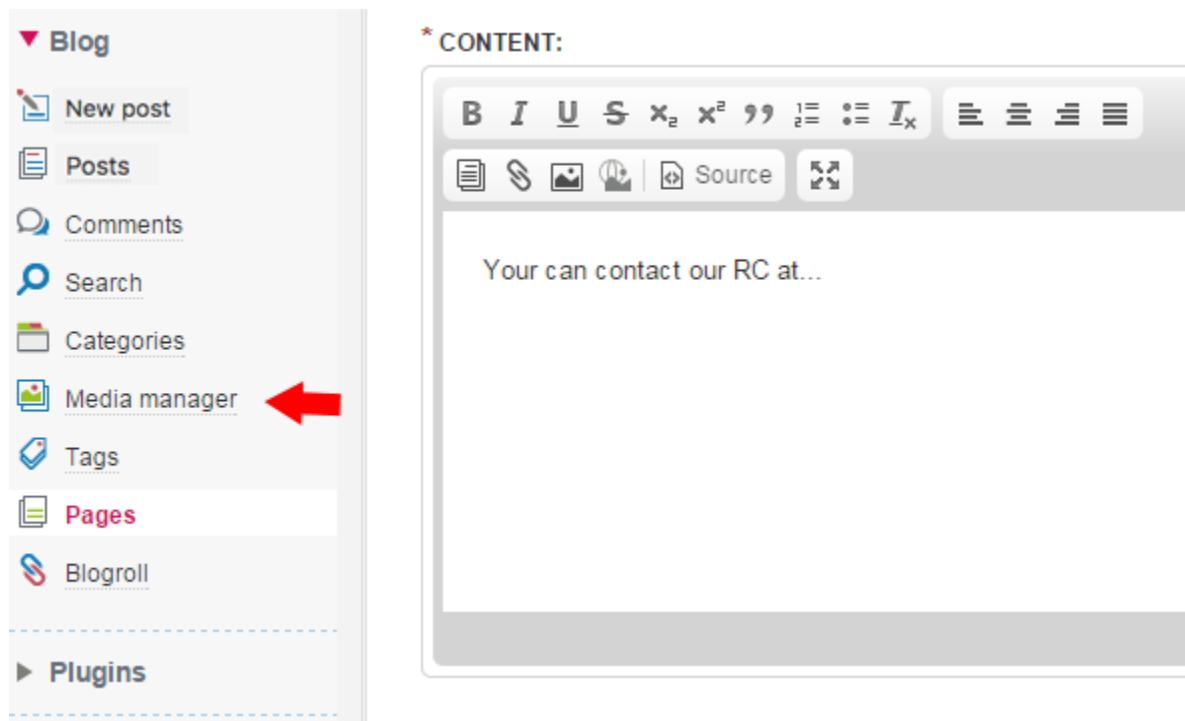
This gets you to the editing screen. (This screen is used to add or modify both posts and pages.)

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.

No file.

Create new directory

Directory Name:

Create

Add files

Please take care to publish media that you own and that are not protected by copyright.


Choose file

Choisissez un fichier Aucun fichier choisi

Maximum file size allowed: 10 MB

Title:

Private ☐

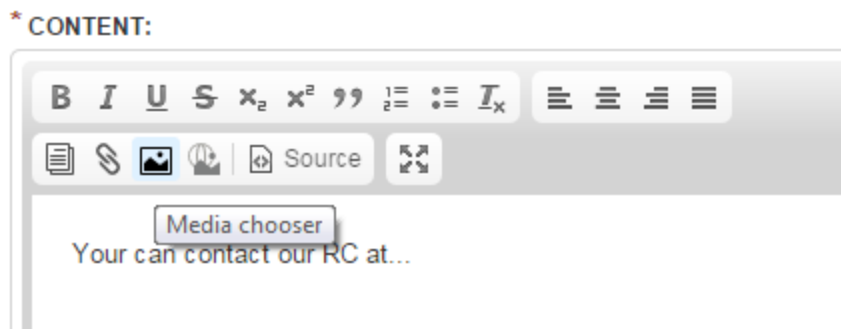
 To send several files at the same time, you can activate the enhanced uploader in [My preferences](#)

Upload

[Temporarily activate enhanced uploader](#)

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

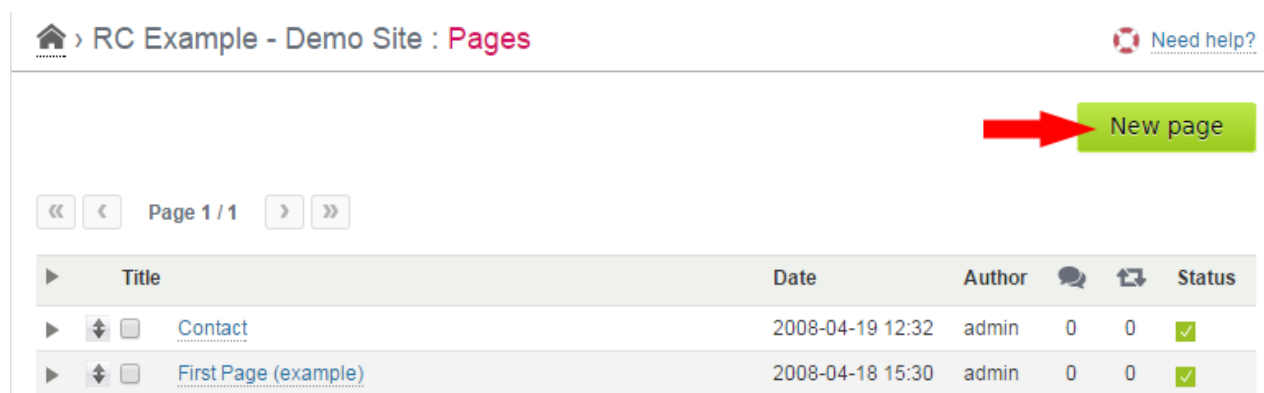
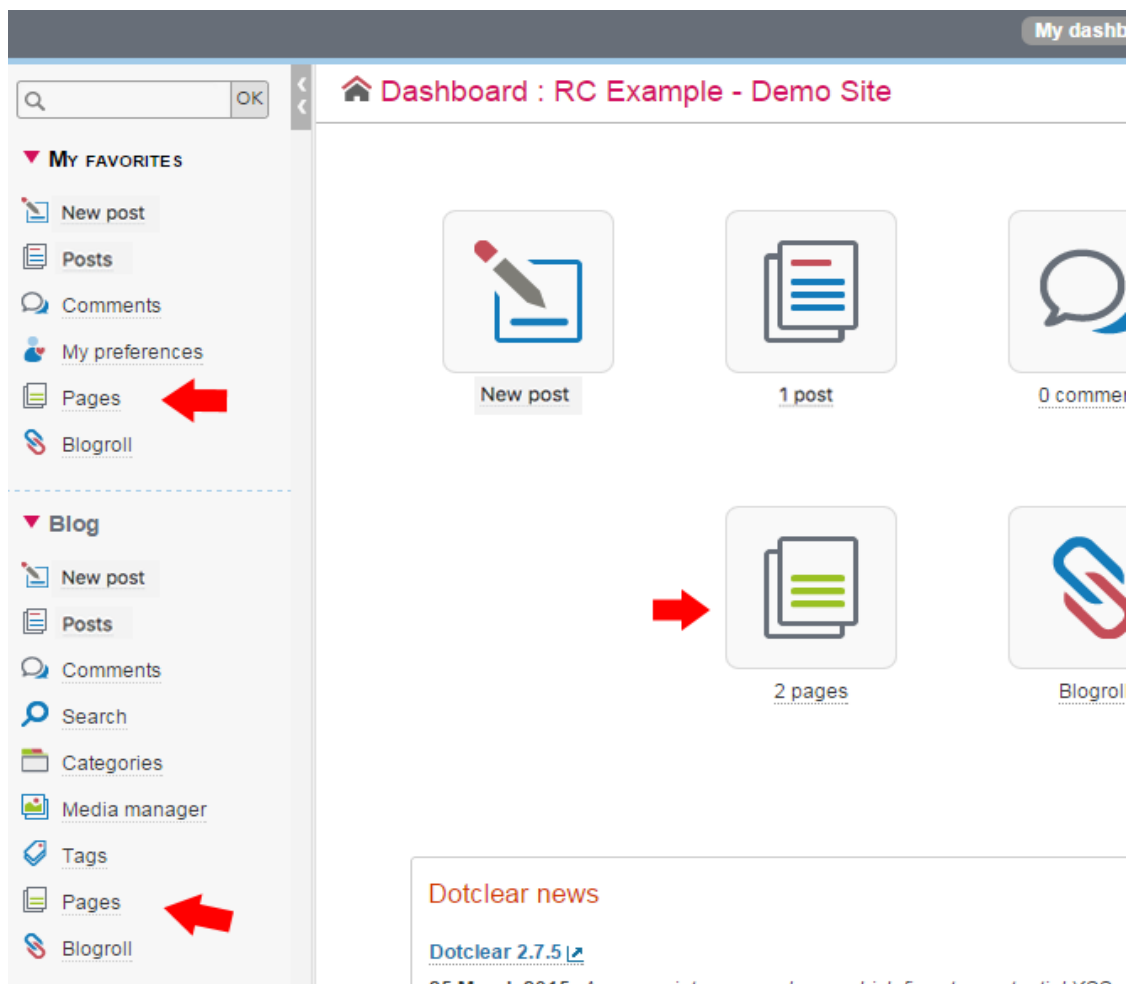
The image is now available to add within your posts, just you the “Media Chooser” button in the toolbar of the text editor.



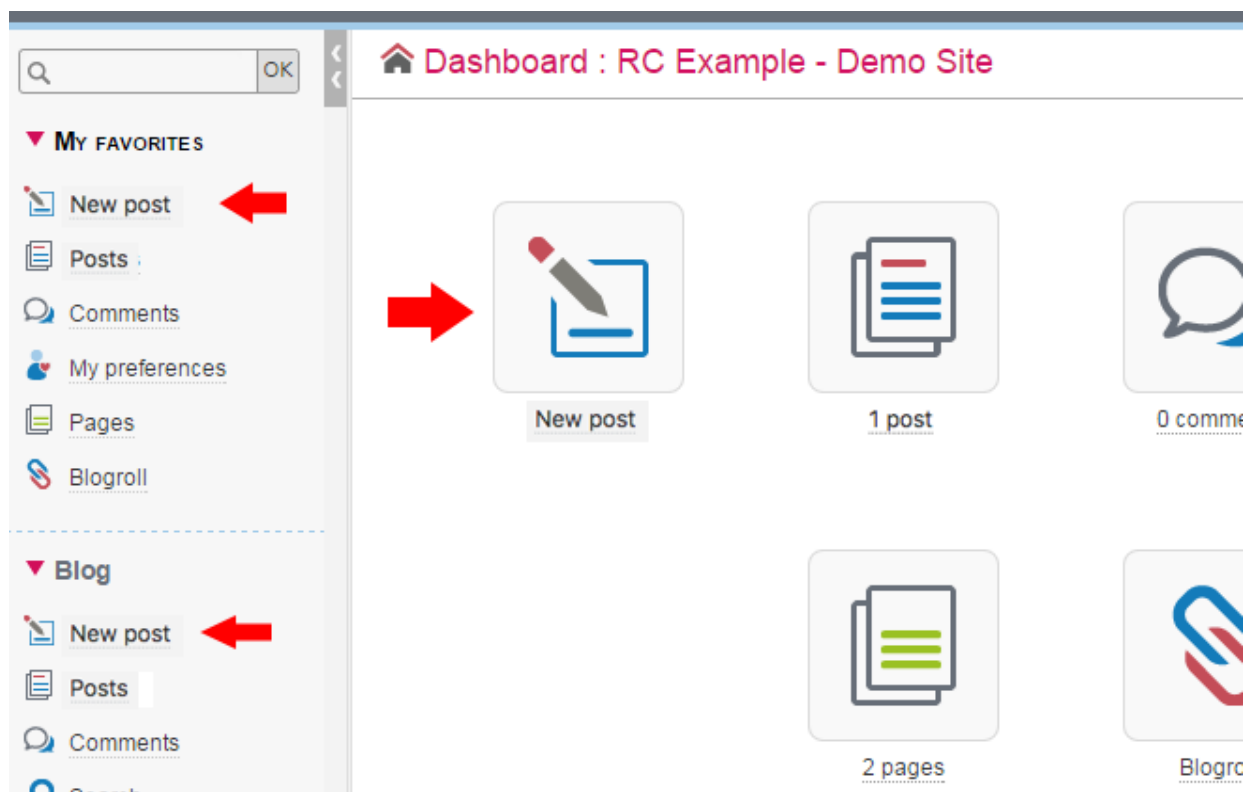
Adding a New Post

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

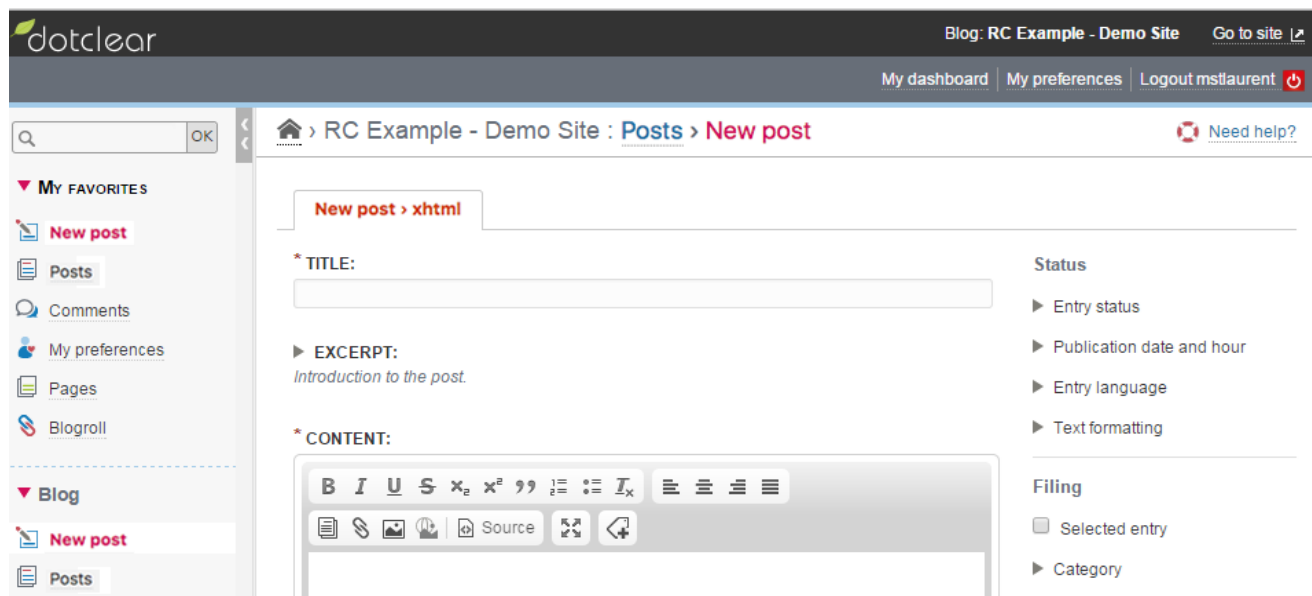
Once in the “Pages” listing, click the “New Page” button.



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, 2020

Research Committees	Next Evaluation	Website
RC01 Concepts and Methods	2022	http://www.concepts-methods.org/
RC02 Political Elites	2022	http://rc02.ipsa.org/
RC03 European Unification	2022	http://rc03.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	2022	http://rc07.ipsa.org/
RC08 Legislative Specialists	2022	http://rc08.ipsa.org/
RC09 Comparative Judicial Studies	2019	http://rc09.ipsa.org/
RC10 E-Democracy	2022	http://rc10.ipsa.org/
RC11 Science and Politics	2019	
RC12 Biology and politics	2022	http://rc12.ipsa.org/
RC13 Democratization in Comparative Perspective	2018	http://rc13.ipsa.org/
RC14 Politics and Ethnicity / Ethnicité et politique	2022	http://rc14.ipsa.org/
RC15 Political and Cultural Geography	2022	http://rc15.ipsa.org/
RC16 Socio-Political Pluralism	2016	http://rc16.ipsa.org/
RC17 Comparative Public Opinion	2020	http://rc17.ipsa.org/
RC18 Asian and Pacific Studies	2018	http://rc18.ipsa.org/
RC19 Gender Politics and Policy	2022	http://rc19.ipsa.org/
RC20 Political Finance and Political Corruption	2022	http://rc20.ipsa.org/
RC21 Political Socialization and Education	2022	http://www.politicalsocialization.org/
RC22 Political Communication	2024	http://rc22.ipsa.org/
RC23 Elections, Citizens and Parties	2020	https://sites.google.com/sydney.edu.au/ipsa-ecp/home
RC24 Armed Forces and Society	2023	http://rc24.ipsa.org/
RC25 Comparative Health Policy	2022	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	2020	http://rc30.ipsa.org/
RC31 Political Philosophy	2024	http://rc31.ipsa.org/
RC32 Public Policy and Administration	2018	http://rc32.ipsa.org/
RC33 The Study of Political Science as a Discipline	2019	http://rc33.ipsa.org/
RC34 Quality of Democracy	2020	http://rc34.ipsa.org/
RC35 Technology and Development	2022	http://www.uni.edu/vajpeyi/IPSA/IPSA.html
RC36 Political Power	2022	
RC37 Rethinking Political Development	2022	http://rc37.ipsa.org/
RC38 Politics and Business	2022	http://rc38.ipsa.org/
RC39 Welfare States and Developing Societies	2022	http://rc39.ipsa.org/
RC40 New World Orders?	2018	http://rc40.ipsa.org/
RC41 Geopolitics	2019	http://rc41.ipsa.org/
RC42 Security, Integration and Unification	2022	http://rc42.ipsa.org/
RC43 Religion and Politics	2018	http://rc43.ipsa.org/
RC44 Security, Conflict and Democratization	2018	https://sites.google.com/site/ipsarc44/

RC45	Quantitative International Politics	2025	http://www.clas.wayne.edu/ipsa/index.html
RC46	Migration and Citizenship	2020	http://rc46.ipsa.org/
RC47	Local-Global Relations	2019	
RC48	Administrative Culture	2019	
RC49	Socialism, Capitalism, and Democracy	2025	https://socialismcapitalismdemocracy.weebly.com/
			http://rc49.ipsa.org/
RC50	The Politics of Language	2024	http://rc50.ipsa.org/
RC51	International Political Economy	2021	http://rc51.ipsa.org/