

1. AIMS of IAPRI

- 1.1. To establish and advance professional and personal relations between representatives of packaging research and/or education institutions in the world
- 1.2. To share information and to obtain peer review with respect to methodology, analysis, and potential outcomes at early stages of research projects
- 1.3. To exchange projected research interests which are being planned by institutions
- 1.4. To exchange experience with respect to instrumentation, measurement and analysis techniques especially as they relate to development of new standards and test methods.
- 1.5. To give advice on the equipment and apparatus which may be employed by member institutions for specific research testing or education in packaging.
- 1.6. To avoid duplication of work by means of the above exchange of information between institutions during IAPRI working groups and conferences.
- 1.7. To promote packaging science and technology to important target groups, including international organizations, government bodies and foundations.
- 1.8. To contribute to the academic recognition of education programs on packaging.

These aims are supported and enabled by:

- The publication of a newsletter, Working Group information and calendar of events on the IAPRI website.
- The arrangement of IAPRI conferences, symposia, lectures and other educational activities.
- The development of interaction with publishers to facilitate the recognition and publishing of scientific and scholarly work. .

2. Membership of IAPRI

- 2.1. A Full Membership in IAPRI is open to non-commercial institutions where research into packaging or the development of test methods in packaging or development and implementation of higher educational programs is an important part of the work. The institutions must be willing to exchange information with other members of IAPRI regarding the results of their research at symposia, conferences and working groups.
- 2.2. Associations/Societies who are not actively involved in packaging research, test method development and/or higher education programs but have proved themselves able and willing to contribute technical or educational intelligence of interest to, or able and willing to support the aims of IAPRI may be admitted to Affiliate Membership. The Board may propose additional terms of reference for any new Affiliate member.
- 2.3. Commercial entities undertaking packaging research, testing and/or higher education activities or having a demonstrable interest in such activities, may be admitted to Corporate Membership. The entities must be willing to exchange information with other members of IAPRI regarding the results of their research at symposia, conferences and working groups.

- 2.4. Application form for membership is available on the IAPRI website. The Board of Director votes on new members. The decision of the Board shall be sent by email or letter from the Secretary General. If the Board does not approve an application, the applicant may, within six months after receiving notification, request that the case be brought before the next Annual Meeting for review.
- 2.5. Membership shall cease by:
 - 2.5.1. Retirement from IAPRI which must be notified in writing addressed to the Board through the Secretary General not later than six months before the effective date.
 - 2.5.2. If the subscription fee of a Member becomes more than six months in arrears after a reminder notice has been sent, their membership shall be deemed to have ceased.
 - 2.5.2.1. The member institution shall be contacted by the Secretary General when this condition applies.
 - 2.5.3. Any Member may be removed from IAPRI by a resolution at the Annual Meeting passed by a majority of at least three quarters (75%) of the Members present (in person or by proxy). Notice of the grounds on which such a resolution is proposed shall be sent to all Association Members and to the Member whose removal is in question at least six weeks before the meeting and the Member shall be entitled to be present at the meeting. The matter shall be duly announced on the Agenda for the Annual Meeting.

3. Rights and duties of Members

- 3.1. Rights, duties and entitlements. Depending on the type of membership the rights, duties and entitlements vary. Each member organization shall designate a Delegate authorized to exercise the rights of the Member. From time to time, the Member may change its Delegate. All nominations and changes must be notified in writing to the Secretary General.
- 3.2. Full Members have the right to vote and exercise all rights of the Member. They may be represented on the Board, host and participate in IAPRI events, have their information listed at IAPRI's website. Their people shall have access to member-only information and have membership in working groups.
- 3.3. Affiliate Members are entitled to participate in member meetings but have no voting rights, except in special ballots as defined in the By-Laws, Article II(5); have the right to present work at and participate in events but cannot host an event; cannot be represented on the Board; are entitled to have their information listed at IAPRI's website, and their Delegate shall have access to member-only information; they may be invited to join working groups.
- 3.4. Corporate Members have the same rights and entitlements as Full Members with the exception of:
 - 3.4.1. Corporate Members do not have a vote in member ballots, except in special ballots as defined in the By-Laws, Article II(5)
 - 3.4.2. Corporate Members can only host World Conferences (as defined in article 4.1) in collaboration with a Full Member.

- 3.4.3. The number of Corporate Members represented on the Board is limited (Article III(2c) of the By-Laws).
- 3.5. Members shall be deemed to have received notice from IAPRI when this is sent to their registered (electronic) address. Members shall notify the Secretary General of their registered address and of any changes therein. Members will provide relevant input to update lists of members and other promotional means upon request of the Secretary General.

4. World Conferences and Member Conferences

- 4.1. **World Conferences versus Member Conferences:** On alternating years, an IAPRI World Conference or Member Conference is hosted by one of the Members. World conferences on even numbered years and member conferences on odd numbered years. Member Institutions can submit an application form for hosting an event to the Board at any time (Points 3.3 and 3.4.3 reserved). The Board shall announce the hosting institution at the Member Meeting at least two years before the event is to take place. The Board may indicate a main considered theme if desirable. World conferences are open to all interested parties while member conferences are only open to IAPRI members.
- 4.2. **General:** The final program for event must be approved and confirmed by the IAPRI Board. For Member Conferences, members may submit a paper for peer review, non-peer review or poster presentation. At least nine months before the date of the Member Conference every member shall be invited to propose papers they would like to present. A minimum 200-word abstract (in English) must be submitted to the host institution with the name(s) of author(s) who will present it six months in advance. For peer review, full papers must be submitted to the publishing journal at the same time. The abstracts will be refereed by a scientific committee, appointed by the host institution and approved by IAPRI Board, for admission. The scientific committee will decide whether a paper will be considered as oral presentation or poster presentation, considering the potential impact of the paper and the author(s)'s preference. For a World Conference, the same general principles apply, except that the call for papers is issued to a wider audience, i.e. beyond members.
- 4.3. **Timing:** Both types of events shall normally last 3 days. The host (organizing) institution shall produce a program from the papers submitted on the basis that each paper shall have 20 to 30 minutes for presentation and discussion. If the number of papers submitted exceeds the possibility of achieving this then parallel sessions and/or poster presentations may be arranged. The Annual Meeting of IAPRI is normally held during these three days as determined by the Board and notified to the Members. On the day immediately prior to the event a Board meeting and working group meetings, (if appropriate) shall be scheduled. The host institution may seek prior approval of the IAPRI board to host the working group meetings at the end of the conference.
- 4.4. **Papers for presentation:** The papers intended for presentation at these IAPRI events should not have been published previously. Any paper which has already been published should only be presented where emphasis can be laid on development which has taken place since the

publication. In this event results which have already been described in the publication should only be outlined in the introduction. Dissemination of the papers to a wider audience should be considered by IAPRI and the host.

- 4.5. **Schedule:** The invitation to participate in the conference by means of a scientific paper shall be sent out by the organizing institution to reach all members at least nine months before the date of the event. The institution organizing the event will ask suitable representing members of IAPRI to act as chairperson for the various sessions.
- 4.6. **Language used:** The official language for IAPRI events is English. Hence, the abstract, the full paper and the presentation (oral or poster) should be in English.
- 4.7. **Social program:** There will be no formal speeches prior, during or after social events but an official representing the host organization may be allowed to welcome the participants and the President may say a few words. Participants' accompanying spouses or partners are invited to the social program.
- 4.8. **IAPRI Awards and Prizes:** At the discretion of the Board of Directors, a Life Time Achievement Award maybe given out at World Conferences. Prizes are offered on occasion of the member conference to three scientists. One prize is dedicated to the most promising scientific work presented, one to the best oral presentation, and one to the best poster presentation. In awarding the prizes the Board will encourage young scientists by applying higher thresholds for scientists over the age of 40. The prizes offered amount to \$600 each and will be announced and handed over by the President during the Member Meeting following the member conference. The organization and the amount of the prize remain under the authority of the Board.

5. Symposia

- 5.1. IAPRI may, when the Board deems it appropriate, sponsor an IAPRI Symposium on a very specific single topic by inviting experts to discuss and attendees to listen.
- 5.2. It shall be a one or two-day event, depending on the scale of the topic and number of potential experts.

6. Working Groups

- 6.1. IAPRI working groups (WG) maybe establish on topics of significant common interest to the members. The primary purpose of a WG is to form an international network with a specific scientific/technical focus. Its activities may include but are not limited to:
 - 6.1.1. Consideration and preparation of scientific, technical and/or regulatory common points of view (consensus) on issues pertinent to the topic of the WG;
 - 6.1.2. Undertaking of preparatory work towards the drafting and/or underpinning of international standards and/or regulations the results of which may be submitted/recommended to international standardization or regulatory agencies;

- 6.1.3. Exchange of information between the members' experience in research endeavors, testing protocol development and implementation, education programs, regulatory preparation work, etcetera;
- 6.1.4. Identification and documentation of member capabilities and interests within the scientific/technical field of the WG;
- 6.1.5. Identification of capability and/or knowledge gaps and pathways to fill-in those gaps.
- 6.1.6. The possible creation of presentations for IAPRI conferences from its efforts.
- 6.2. For the establishment of a working group, the following convention shall apply:
 - 6.2.1. A working group may be established based on its proposed Terms of Reference submitted by a member or group of members. Such Terms of Reference should include at least:
 - 6.2.2. The goal and purpose of the WG;
 - 6.2.3. Initial membership and an indication of potential members;
 - 6.2.4. A proposed plan of activities;
 - 6.2.5. A description of the operational set-up.
- 6.3. Membership in working groups is open to any person (appropriately knowledgeable in the area) representing a member of IAPRI. Representatives of non-member entities may be invited to join a WG, should this be expected to be helpful in meeting the objectives of the Group.
- 6.4. The cost associated with participation in WG activities is expected to be absorbed by the participating members.
- 6.5. A Working Group should preferably be convened by a person representing a Full Member.
- 6.6. Working Groups should report regularly to the Board about their progress. A formal, but brief, progress and achievements report, including a listing of the members and their affiliation, is to be presented at each Annual Meeting.
- 6.7. Working Groups may propose the organization of a Symposium to the Board (as defined in Section 5). The Board decides whether and how IAPRI would sponsor it.
- 6.8. If a WG decides to end its activities, the convener shall notify the Secretary General about the decision. If the Board has not received any progress reports for a consecutive period of 2 years, the WG shall be deemed to have ceased activity.

7. Accounts

- 7.1. The Board by means of the Secretary General shall cause proper books of accounts to be kept with respect to all sums of money received and expended by IAPRI and the matters on which the receipts and expenditure take place. Within three months following the end of each business year a report financial report shall be sent to the Board Members and then presented at the next Annual Meeting.
- 7.2. The books of accounts, minutes and other documents and records pertaining to IAPRI shall be kept electronically and shall be inspected by two Members of the Board, designated by the Board.
- 7.3. The place of performance for all legal transactions arising from these policies shall be at the place at which the permanent office of IAPRI is located.