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RULES OF PROCEDURE

OF INED THEMATIC RESEARCH NETWORK

IN - HOPPE

International Network –

Historical and Osteoarchaeological Past Populations Exploration

This document lays down the organisational and operational procedures of the INED Thematic Research Network focusing on the anthropological and demographic approach to past populations, called “International Network - Historical and Osteoarchaeological Past Population Exploration” (IN-HOPPE).

The thematic network brings together researchers and research teams willing to compare their visions of the demography of past populations in a consistently multi-disciplinary and diachronic approach. It encourages international scientific cooperation on specific actions and targeted research for which it is necessary to assemble and use specific skill sets and facilities to respond to requests for proposals from a range of bodies.

The IN-HOPPE Network is intended to promote studies that help structure this field of knowledge and ensure visibility for its research theme. To that end, it calls on the wide-ranging skill sets of its members, uses the existing resources and facilities of its partner teams and develops synergies among these players in France and throughout the world. It aims to strengthen existing cooperation and create more with a view to future developments.

The activities of the IN-HOPPE Network address five major scientific objectives:

- Support and develop a collective research programme on four main crosscutting themes;
- Support inter-disciplinary exchanges and cooperation; encourage the sharing of tools (collections and reference collections), methodological and practical skill sets; support mobility for its members;
- Publicise its research via thematic colloquia, seminars and workshops, articles and periodicals, in particular a dedicated collection at INED Editions;
- Transmit knowledge in targeted training courses;
- Assemble the skill sets required to respond to various levels of requests for proposals.

Consequently, an essential pre-condition is a high level of cooperation between Network members, both individual and institutional.

SECTION 1 GENERAL PROVISIONS

Article 1. Principles

The IN-HOPPE Thematic Research Network has no separate legal personality and is sponsored by a Scientific and Technological Public Institute (EPST)¹, the French National Institute for Demographic Studies (INED), which coordinates it and provides basic support.

The Network's mission is to assemble the resources to develop crosscutting research and actions to give a new impetus to a specific thematic field, the long-term history of populations; it is not intended to constitute a new research unit but rather to bring together teams and laboratories in France and elsewhere.

The Network's institutional partners contribute their human and technical resources to the Network's operations and activities as laid down in the partnership agreement signed with INED.

The Network has scientific autonomy within the responsibilities entrusted to it by INED. This is guaranteed by a Scientific Committee.

Article 2. Participants

Joining the Network

Membership of the thematic network is open to researchers, lecturer-researchers and doctoral students, whether or not affiliated to French or other institutions of research and teaching, and to research laboratories or teams, in France or other countries, interested in one or more research topics and actively contributing to research in that area.

Researchers who wish to become **individual members** shall complete an on-line application form with the names of two sponsors. The application shall be examined by the relevant collegial team(s) and the Steering Committee, which shall decide on the matter at one of its quarterly meetings. Membership may be denied without any stated reason.

Once the application is accepted, the researcher must confirm membership; by so doing, they undertake to participate in Network activities, particularly those connected with their own expectations (see application form below) and to abide by the operating rules described in the Constituent Charter and these Rules of Procedure.

The researcher undertakes in particular to cooperate in the efficient implementation of any projects they may be entrusted with; to communicate as soon as possible any information, fact or problem likely to delay or affect the project; to supply within the timeframe requested any information or data requested by the coordinator to advance the work planned, and to ensure to the best of their ability the accuracy of that information.

INED may by agreement associate **institutional partners** with the IN-HOPPE Network, namely public bodies (joint research units, host laboratories, service units) or private bodies working on the Network's research themes, in order to ensure significant permanent cooperation to achieve its defined objectives. These teams and laboratories must be recognised for their excellence and contribute by their involvement in the Network to the implementation of its missions and its greater visibility and attractiveness.

The institutional partners who wish to join the Network shall submit to the Network Director, to be forwarded to INED's International Relations and Partnerships Department (DRIP), a written application describing the team's members (name, job title, discipline) and its research themes.

¹ *Etablissement Public à caractère Scientifique et Technique*, Law n° 82-610 of 15 July 1982.

By joining the Network, the teams and laboratories, in France and elsewhere, undertake to facilitate access for Network members on request to their premises and technical and hardware facilities; to allow them to attend the training courses and seminars they hold; to share any reference collections and data necessary for the implementation of joint research. The institutional members also undertake to encourage and support the active participation of their researchers in the collective research programmes that address topics clearly within their research themes.

The obligations and remedies of the contracting parties shall be laid down in a partnership agreement that shall specify the conditions for their cooperation. This agreement shall in particular describe the scientific, human, technical and financial support from the institutional partner and the duration of its association. It shall also specify in detail the staff involved in the project and the nature of the planned cooperative activities. These Rules of Procedure shall be appended to it.

The **graduate schools**, within which some Network research units work, may also be associated with the Network through an agreement between INED and the institutions to which they belong.

Leaving the Network

Individual members may resign by registered letter sent to the Network Director.

The resignation of institutional members shall be covered by the terms of their agreement with INED.

Exclusion of a member may be proposed by the Network Director or the Steering Committee, to be approved by the Scientific Committee.

Article 3. Network databases

The Network possesses for its operations a database containing a directory of its individual members and the teams, facilities and reference collections put at its disposal. Under the French data protection act “*Informatique et Libertés*” of 6 January 1978, each member has right of access to their personal data.

Article 4. Publishing under the Network’s name

It is intended that the Network’s research should be published in edited volumes or peer-reviewed journals. The Network’s name and logo shall be displayed in these publications and on material accompanying oral presentations where the research has been produced under the auspices of IN-HOPPE.

Publications submitted with the Network’s name to non-peer-reviewed journals or publishing houses must be cleared in advance by the Network review committee appointed by the Scientific Committee. Outside reviewers may also be called upon.

SECTION 2 ORGANISATION

Article 5. Network Structure

INED coordinates the IN-HOPPE Thematic Research Network via grants and technical and logistic support.

Isabelle Séguéy is the Network Director and Scientific Director. She is assisted by four collegial teams, a Steering Committee and a Scientific Committee.

Each team, one per research theme, is managed by a college of four or five members appointed by the Scientific Director for their sound knowledge of the discipline, scientific recognition and proven commitment to the coordination of Network projects.

The mission of these **colleges** is to provide an impetus for actions, set up and supervise operations approved by the Scientific Committee, report on the progress of these operations, coordinate and manage the activity of the various research sub-groups working on the thematic topic, and arrange the actions and communication media to publicise the research done.

They shall meet at least twice a year and shall appoint two of their number to represent them on the Steering Committee. These appointments must be approved by the Network Director.

The Steering Committee represents the diversity of the community of Network members, coordinates the four research themes and encourages interactions between them. It supports the Network Director in her management of the life of the Network.

The Steering Committee comprises nine members: eight who represent the four research themes defined (two per theme) and the chair, the Network's Scientific Director. The Scientific Director may also appoint from two to four members to represent partner teams and laboratories. Any third person whose opinion is sought may be invited by the Scientific Director to attend Steering Committee meetings in an advisory, non-voting capacity.

Motions shall be passed by majority vote of members present, except for matters of new membership or exclusion, for which unanimity is required. Any dispute shall be submitted for decision to the Scientific Committee.

The **Steering Committee** shall meet at least twice a year and one of these meetings shall be devoted to preparing the annual report and research programme to be submitted to the Scientific Committee.

On a proposal from the Scientific Director or the collegial teams, the Steering Committee shall define research guidelines for the Network and select the programmes, requests for proposals and action to be undertaken for the year or years ahead. It shall encourage exchanges between all Network members, support researchers' mobility and facilitate access to collections, databases and technical facilities. It shall manage the activity of work groups by taking the final decision, where necessary, concerning annual scheduling. It shall rule on individual and institutional membership applications. It shall also monitor the quality of the information disseminated under the IN-HOPPE name and approve the events, publications, communications, posters, etc. produced on behalf of the Network. It may require the withdrawal of information it does not consider to be scientifically acceptable.

The Steering Committee shall report annually to the Scientific Committee and INED, the Network's sponsoring institution, on the actions taken and submit to them the scientific and financial programme of operations planned for the following year.

The Steering Committee shall be supported by a **Scientific Committee**, specific to the Network, which shall guarantee the quality and public awareness of Network activities, and support it in its work of partnership, expertise and response to various levels of requests for proposals. The Scientific Committee may suggest that the Steering Committee initiate new actions, hold colloquia and seminars on specific topics, and invite the Network to respond to targeted proposals for funding. It shall rule on any dispute arising within the Network or the Steering Committee.

The Scientific Committee shall comprise the Network Director, four members elected from the Steering Committee and four members appointed by the Director of INED to represent the scientific community and laboratories outside France.

It shall meet once a year, when it shall evaluate the activities of the IN-HOPPE Network and make such recommendations as it deems useful for the international development of the project.