

InterAgency Institute

Foundational and Governance Policy¹

Founded in 2020 exclusively by women, the [InterAgency Institute](#) (IA) is a digital think tank and collective of researchers from the Global South based in 7 different countries.

English is the primary language for the IA knowledge of internationalization, as well as Portuguese and Spanish.

MISSION AND VALUES

Our mission is to support the exchange of knowledge, ideas, and perspectives from the Global South. We are committed to creating an inclusive research environment that prioritizes the knowledge and insights of those who have been traditionally excluded from research and policy conversations.

The IA aims at developing research for the benefit of policy building and enhancement, advancing the importance of interagency cooperation in the various levels of society development. This effort concentrates on two main areas of research: Global Security and Local Development.

The IA researches and advocates for security & social policy agendas that affect human rights and human-being, valuing a human-centered approach.

GOVERNANCE AND MEMBERSHIP

¹ This document is the foundational document of the InterAgency Institute and is intended to be a living document. All members of the Institute agree to abide by this document and support the Institute's mission and activities.



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The InterAgency Institute consists of Founding Members, Board Members, Affiliates, and Collaborators.

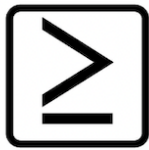
- Founding Members are those who have dedicated their time, expertise, and resources to the establishment of the Institute.
- Board Members are responsible for the governance of the Institute, including setting policy, appointing committees, and overseeing the financial operations of the organization.
- Affiliates are researchers who are actively engaged in the activities of the Institute.
- Collaborators are those who participate in the Institute's activities, contribute to research initiatives, and/or provide other support.

MEMBERS AND COLLABORATORS

The IA governance is established and divided through (a) Board Members, (b) Research Members, and (c) Affiliates-, as follows:

The Board of Directors is responsible for the governance of the InterAgency Institute, including setting policy, appointing committees, and overseeing the financial operations of the organization. The Board of Directors will meet at least once a year to review progress and make any necessary changes to the Institute's mission and activities.

- (a) Board Members - research members elected for a one-year term eligible for re-election, representing the administrative and substantive decisions needed in conformity with the IA mission and values. The Board Members are expected to:

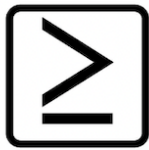


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- 1) Build the year priorities and research agendas.
- 2) Accompany the members' projects according to the defined research areas.
- 3) Plan and manage the IA budget yearly. Whenever there is funding, and the IA collective is considered, the Board Members should audit the project budget. The Board Members should audit the project budget whenever there is funding, and the IA collective is considered.
- 4) Produce an annual report, including resources received and spent.

(b) Research Members - a group formed by the founding researchers and invitees with the power to vote when requested by the Board Members. The research members are expected to:

- 1) Define their agendas within the IA priorities for each year.
- 2) Publish at least a piece yearly on the defined agenda through the IA Policy Briefs.
- 3) Coordinate Affiliate researchers when coordinating a project that requests it.
- 4) Propose and/or participate in the events associated with the priorities defined by the Board in which she/he engages.
- 5) Collaborate on the institutional maintenance with the demanding resources when necessary and according to her/his personnel disponibility.
- 6) Support institutional development through contributions regarding responsibilities from the governing structures and functioning of the IA.



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- 7) The IA site and email are part of the foundational costs that should be part of the Members' responsibility.
- 8) Communicate with the Board when leaving the IA formally and through Board Members' personal email. Communicate formally and through Board Members' personal email when leaving the IA.

(c) Affiliates - a group formed by selected researchers that are part of a research -area and under the leadership of at least one IA research member.

The Affiliates are expected to:

- 1) Write a Motivation Letter, be selected by a Research Member, and be approved by the Board Members.
- 2) Define their agendas within the IA priorities for each year, choosing a Research Member as a Tutor.
- 3) Publish at least a piece yearly on the defined agenda through the IA Policy Briefs.
- 4) Collaborate to raise funding and build projects according to the coordination of an IA Research Member for at least 4 hours a week.
- 5) Communicate with the Research Member Tutor about leaving the IA, formally and through personal email, with a copy to the IA Board Members.

(d) Ad Hoc Collaborators - a group formed by selected researchers that are part of a research project and under the leadership of at least one IA research member. The Collaborators are expected to:



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- Be part of a project or co-op arrangement and have at least one engagement with the AI team.

All Research Members and Affiliates engage on a voluntary basis with the InterAgency Institute, and resources may be part of its engagement with funded projects. All Research Members and Affiliates should be under this **Foundational and Governance Policy**, registering through personal email directly to the Board Members when formally introduced to the team.

Members and Affiliates are eligible to have an institutional email that should be used on behalf of the IA mission, values, interests, and projects.

CONFLICT OF INTEREST

All members of the InterAgency Institute are required to disclose any potential conflict of interest in the conduct of the Institute's activities. Any member who is found to have a conflict of interest will be asked to recuse themselves from any activities related to the conflict.

OUTPUTS

POLICY BRIEFS

The IA Policy Brief Series is the main publication of the Institute. The IA publishes two editions per month with an interval of 15 days dedicated to the IA research agendas that connect to the interagency cooperation aspects.



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Invited collaborators are considered for special editions. The IA Policy Brief Series is registered with ISSN 2789-8040 and published under the [Zenodo Platform](#) in the OpenAire - European Union catalog.

OTHER ACTIVITIES

The InterAgency Institute provides a platform for researchers to exchange ideas, collaborate on projects, and access resources. We promote open access to research resources and support the development of research and policy initiatives from the Global South. Our digital think tank also offers a range of services, including mentoring, grant-writing, and research consulting.

The IA engages with the public, academia, SMEs, opinion formers, media outlets, and policymakers.

LOCATION

The IA has an elected physical location per term, equivalent to the term of the elected Board Members, according to the local status of one of the Board Members. This location is attributed to guaranteeing physical correspondence and administrative requests.

AMENDMENTS

This document may be amended at any time by a majority vote of the Board of Directors.