

SSSC, August 26, 2019

Dear members of the FIGU-Interessengruppen für Missionswissen

In addition to the regulations of November 5, 2017 about the formation of a FIGU-Interessengruppe I have to inform you about necessary improvements and requirements regarding the organisational processes in your group:

- The two (at the minimum) FIGU Passive members within your group have to hold the functions of chairperson and secretary. In other words: Only FIGU Passive members are allowed to hold these two functions.
- These two functions are assigned for four years, followed by new elections. If one of those persons would drop out, then a proxy is to be elected for the rest of the four-year period. (It is the secretary's task to remind the group about when the re-elections are due.)
- It is the secretary's task to write the meeting minutes; these may not be written down by the chairperson or any other group member.
- The meeting minutes are group-internal papers and may neither be sent by electronic messengers (as e.g. Whatsapp), or through email or any other electronic form, or handed out to the group members. As recent occurrences have shown, a FIGU group (and with it the entire FIGU) may get into severe troubles by the misuse or by hacking of the data through trespassers or antagonists.
- The meeting minutes are read during the next meeting, corrected and/or completed if necessary and, if all attending members agree, archived on paper by the secretary. At each meeting all of these minutes will have to be present so the attending members may read them if they find the need for such. Therefore, the meeting minutes may not be handed over to anybody, but have to remain within the meetings.
- In the meeting minutes all attending members/persons must be listed, just as those who are unable to attend (including the reason of their absence).
- Every three months the meeting minutes (including the list of attendees) are to be sent to the responsible person at the SSSC in Switzerland. If there should have been no meetings during these three months, an explanatory report has to be sent.

These requirements and regulations have to be implemented starting with your next meeting.

Kind regards and Salome

on behalf of the CG49:
Christian Frehner

PS: Probably additional information may follow in the near future.