



Letter of Agreement (LoA) between the Association of Polar Early Career Scientists (APECS) and the APECS National Committee of Germany (APECS Germany)

1. Parties

The Parties of this Letter of Agreement (LoA) are the Association of Polar Early Career Scientists (APECS) and the APECS National Committee of Germany (APECS Germany).

1.1 Association of Polar Early Career Scientists

APECS is an international and interdisciplinary organization for undergraduate and graduate students, postdoctoral researchers, early faculty members, educators and others with interests in the Polar Regions and the wider cryosphere.

1.2 APECS National Committee of Germany (APECS Germany)

APECS Germany is the APECS National Committee of Germany. It aims to galvanize the German polar research community by organizing local and regional events for APECS Germany members, bringing Germany-specific training and resources to early career polar researchers, and facilitating Germany-specific education and outreach opportunities.

2. Rationale for the LoA

The rationale for the LoA is to define the relationship between APECS and APECS Germany.

3. Terms of Agreement

APECS recognizes that APECS Germany is a self-maintaining committee at the national level functioning within APECS providing that APECS Germany

- 1) Abides by the [Guidelines for National Committees](#).
- 2) Ensures that all activities comply with the goals of APECS, terms of reference ([TOR](#)), and rules of procedure ([ROP](#)).
- 3) Has an established leadership and a written document describing the motivation and overall goals of the organization.

3.1 Communication

- At least one member (max. 2) of the board of APECS Germany will sit on the APECS Council.
- The council member(s) will update APECS on APECS Germany activities as part of their regular council report.
- APECS Germany APECS council member(s) will make sure that APECS Germany event notifications and APECS Germany event reports are posted to the *Events* and *APECS News* sections respectively of the APECS website.
- APECS Germany will submit an annual summary of activities for inclusion in the APECS Annual Report by 1 March and 1 September each year.

3.2 Affiliation

It must be stated clearly on all distributed content (website, documents, social media accounts, etc.) that APECS Germany is part of APECS. The APECS logo must be prominently displayed on all APECS Germany material.

3.3 Membership and Email list

- APECS membership is free with the option of a voluntary membership fee. APECS Germany is not allowed to raise any separate membership fees unless they become formally registered as an organization. At such time, APECS must approve any proposed registration fee.
- Membership registration will be via the main APECS website. Members will be added by APECS to the *germany@apecs.is* mailing list and the APECS mailing list.
- APECS Germany may directly add people to their email lists if those people do not need to become APECS members (e.g. project partners).
- Individuals can request to leave APECS Germany and/or its mailing list at any time.

3.4 Partnerships

3.4.1 International Organizations

- A representative from the APECS Executive Committee and the APECS Executive Director are required to be part of all formal discussions where APECS Germany is the point of contact with international organizations (those which have activities primarily outside of Germany).
- Formal discussions are defined as planning activities with a specific desired outcome including, but not limited to, a signed agreement, joint project, or co-organized activity.
- APECS Germany will inform APECS of any discussions between APECS Germany and Germany-based international partners.
- APECS will include APECS Germany in formal discussions with Germany-based and international organizations planning activities in Germany if they are of concern to APECS Germany.
- APECS has sole rights to make and sign agreements with international organizations.

3.4.2 National and Local Organizations

- APECS Germany must consult the APECS Executive Committee and APECS Executive Director when entering into formal discussions (as defined above) with national/local organizations (those which have activities primarily based in Germany).
- APECS has the right to require that a representative from the APECS Executive Committee and/or the APECS Executive Director be included in a formal discussion if there is significant international interest in the organization in question.
- Formal agreements with national/local organizations will be formally signed with APECS, but APECS Germany will be listed as the APECS committee executing the terms of the agreement.

4. Finance

No party of this LoA shall have any legal or financial obligations to the other party, unless agreed in writing and signed by the relevant parties. APECS can offer logistical support but any financial contribution must be applied through the standard procedures to the APECS Directorate and Executive Committee. APECS will not be financially responsible for APECS Germany or its committees, activities, or events.

5. Duration of LoA

- This LoA is valid for two years from the moment of its signing by The Parties after which time it will be reviewed for possible extension.
- The LoA can be modified at any time by mutual agreement between the Parties.
- If this LoA is terminated by APECS as a result of APECS Germany not abiding by the rules laid out in the Guidelines for National Committees, then the conditions laid out in section 8 of the Guidelines will apply.

If APECS Germany is inactive for more than one year from the moment a last activity of the committee has been noticed by APECS, APECS will attempt to contact the former leadership

and if unsuccessful in finding new leadership, APECS Germany will be officially dissolved.
APECS Germany can be reinstated later if new interest arises.

By signing this agreement both parties agree to the content of this LoA.



Luisa von Albedyll
Chair of APECS Germany 2020/2021
Date: 25 April, 2021



Dr. Josefine Lenz – Executive Director
APECS International Directorate
Date: 31 May 2021