1. Purpose

1.1 Study Groups are established to achieve one of the following purposes: to undertake a preliminary investigation of a possible topic for the establishment of a new ILA committee; to undertake research on a topic that is considered less suitable for the establishment of an ILA committee; to respond quickly to urgent questions of international law or to international legal issues arising in international organizations.

1.2 Study Groups are established to allow ILA members to engage in a joint study in a flexible and less formal manner and without the objective to produce a formal outcome for adoption by the ILA.

2. Establishment

2.1 Any branch or member can submit a proposal for the establishment of an Study Group to the Director of Studies (DoS).

2.2 The DoS may decide to propose the establishment of an Study Group in response to an urgent request from outside the ILA.

2.3 On the recommendation of the DoS, the Executive Council (EC) establishes a Study Group, adopts its mandate, and appoints its Chair(s) and Rapporteur(s).

2.4 Study Groups are established with a mandate in the first instance of no more than 3 years. On the recommendation of the DoS, the EC may renew the mandate, in its original form or with amendments, for further periods of up to 3 years.

3. Mandate

3.1 The DoS shall in close cooperation with the branch or member(s) that made the proposal and the suggested Chair(s) and Rapporteur(s) define the mandate for adoption by the EC. The mandate shall be sufficiently specific to allow completion of the work within a specified period of time, preferably within 3 years but not exceeding 6 years. The mandate shall contain a plan of work and a provisional time schedule.

3.2 The mandate shall indicate the expected type of outcome, such as a proposal for the establishment of a Committee, a final report and/or other publications.

3.3 An amendment of the mandate under 2.4 is restricted to adjustment of the original mandate and is not intended to allow the Study Group to take up an entirely new topic.

4. Membership

4.1 After a Study Group has been established, Headquarters (HQ) will inform all Branches about the mandate of the Study Group. ILA members can express an interest to join a new Study Group to the Chair of the Study Group.
4.2 The members are appointed by the Chair. The Chair informs the DoS about appointments and resignations. The DoS will inform the EC about (changes in) the membership.

4.3 Members are selected on the basis of expertise in the subject of the Study Group. They must be able and willing to contribute actively to the work of the Study Group.

4.4 As a rule, no person should be a member or alternate member of more than two Committees, or of one Committee plus one Study Group, or two Study Groups at the same time.

4.5 The maximum number of members of a Study Group is dependent on its purpose and mandate but should be limited to allow prompt and effective implementation of the mandate. As a rule a Study Group should be limited to 10-12 members.

4.6 A member who does not make a regular contribution to the work of a Study Group will be requested by the Chair to resign.

4.7 Membership terminates when a Study Group is dissolved by the EC.

5. Officers

5.1 On the recommendation of the DoS, the EC appoints the Chair(s) of a Study Group. The Chair, in cooperation with the DoS, is responsible for the high quality of the work of the Study Group.

5.2 On the recommendation of the DoS, the EC appoints one or more Rapporteurs. The Chair and the Rapporteur(s) are responsible for the prompt and efficient implementation of the mandate.

5.3 A Study Group officer intending to resign should notify the other officers and the DoS. After consultation with the officers of the Study Group, and if necessary the members of the Study Group, the DoS will nominate a successor to the EC.

5.4 The officers of a Study Group are responsible for ensuring an effective internal communication within the Study Group.

5.5 Officers and members of a Study Group serve in a personal capacity.

5.6 Study Group officers are expected to attend the biennial Conferences. If unable to attend, they should inform the DoS well in advance.

6. Working methods

6.1 Within 6 months after its establishment a new Study Group should adopt a work programme for the period of the mandate. The work programme should, if necessary, further specify the research questions as included in the mandate, the intended form of the outcome, an allocation of tasks, and a time table.

6.2 All members shall be duly informed about the work programme, any subsequent adjustments to it, Study Group meetings and other events, and of the outcomes of meetings.

6.3 Study Groups define their own working methods and activities while taking account of the general practices of the ILA.
6.4 External funding may be sought for Study Group activities, such as meetings, research and publications. The ILA has no funds for these purposes.

6.5 Activities, reports of meetings, interim results and any other relevant information should be submitted to HQ for posting on the ILA website.

7. **Biennial Conferences**

7.1 Study Groups are invited to meet in open working sessions at the biennial conferences in which their progress can be shared and discussed with the ILA membership. The Study Group officers should inform HQ of their wishes in this respect.

7.2 Study Groups are invited to submit an interim report for discussion to each biennial conference.

7.3 Study Groups that have completed their mandate shall submit a final report to the next biennial conference. Interim and final reports will be included in the Conference Report. When submitting a report officers are requested to follow the relevant provisions in the Rules & Guidelines for ILA Committees.

7.4 In consultation with the Chair of the Study Group, one or more reporters will be assigned to each working session to prepare a summary of the debate for the Conference Report. The Study Group officers will be provided the opportunity to suggest amendments and corrections to the summary. This procedure should be completed within six weeks of the Conference.

7.5 Study Groups are invited to meet in closed sessions at the biennial conferences for internal deliberation. The Study Group officers should inform HQ of their wishes in this respect.

7.6 Reports or other outcomes of Study Groups will not be formally adopted by the Conference Plenary as a product of the ILA.

7.7 Upon completion of its mandate, the DoS may after consultation with the officers of the respective Study Group and the Steering Committee propose a resolution for adoption by the Conference Plenary that acknowledges the work of the Study Group.

8. **Dissemination of results**

8.1 Officers and members of a Study Group should actively assist in the dissemination of (interim) results of the work of the Study Group and to support the DoS, other Officers of the Association, or HQ (in particular by providing information suitable for distribution on the website or through other media) in order to further the objectives of the ILA.

9. **Termination**

9.1 After consultation with the Chair, the DoS will recommend the EC to dissolve a Study group once the mandate has been completed.

10. These rules and guidelines are without prejudice to established practices in regard of existing Study Groups.