

Please refer any queries arising from this document to:

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The Information  
Society Alliance

EURIM



### **Background Information for EURIM Principal Contacts**

- 1 Each Corporate and Associate member is asked to nominate a Principal Contact who is the person with whom the EURIM Officers and Secretariat will liaise on all matters concerning their membership. This often seems to work best when the principal contact is either the budget holder or someone reporting directly to them, but that is not essential.  
*Please make sure that we are informed immediately of any changes in contact details or incumbent, since it is sometimes necessary to contact you at short notice.*
- 2 Membership of EURIM is renewed on an annual basis, timed from the 1<sup>st</sup> day of the month in which the member joined. A reminder to raise a purchase order (if required) is sent out about two months prior to this date and the invoice is then raised in accordance with the member organisation's procurement instructions. Members may renew for up to three years in advance at current rates if they so wish.  
*Our normal routine is to send a hard copy invoice to the designated address (often an accounts office) with an emailed copy to the Principal Contact. Corporate arrangements for registered suppliers are becoming increasingly complex, with many small variations from one organisation to another, so it is vital to start the process in good time to avoid arrears.*
- 3 Corporate and Associate Membership of EURIM entitles anyone in the member organisation to participate in most of EURIM's activities (although we do have to restrict the numbers at some meetings). Some members regulate carefully who represents them; others let all who are interested participate where and when they wish and may thus have 40 or more representatives on our current records.  
*If you wish to regulate who represents your organisation, we will ensure that individual EURIM rapporteurs are aware of this and, if anyone not pre-registered applies to participate, you will be asked to confirm this is OK. (Note that it is very difficult for us to do anything – especially at large meetings - about someone who just turns-up without contacting us in advance, so this is not a completely water-tight arrangement.) If you do not wish to monitor in this way, then you will not be "pestered" each time a new name appears.*
- 4 A few activities (in particular the AGM) are restricted to one or two participants from each member organisation and some other events (such as parliamentary dinners) are by invitation only.  
*In this case the principal contact – or the person they nominate to attend - is acting as the official representative of the member organisation and should ensure they have authority to speak and, where required, vote on its behalf.*
- 5 Corporate (but not Associate) Members may nominate a representative to be elected to one of the 15 reserved places on the Managing Council. All Council Members retire at each AGM but are eligible for re-election. Their membership of Council ceases if they leave the organisation they represent. That organisation will be given the opportunity to nominate another person to be co-opted for the rest of the year.  
*This is your organisation's opportunity to have a say in the governance of EURIM and help ensure that your objectives are reflected in the content and prioritisation of items in our programme.*

- 6 EURIM Council agrees in advance a Programme of Action for each calendar year, but some modifications will be made to this during the year. EURIM's groups come and go as new issues arise or work in a particular area is completed or no longer purposeful; EURIM does not have any standing committees. Corporate and associate members are encouraged to nominate one or more representatives to each group and to volunteer to help drive activities in areas where they have specific knowledge or interest (although there are times when it is critical that those at the helm are seen to be impartial on an issue).

*This is an area where you may be contacted on an individual basis to seek the involvement of your organisation, sometimes at an early stage when the viability of a potential activity is being assessed.*
- 7 EURIM sends out an approximately monthly Newsletter. A summary is emailed to all the registered representatives of member organisations as well as to our Parliamentary Members and Government Observers and a fuller version is posted to the public part of our website. Individual calling notices and other communications (such as notices of government consultations) are emailed as need arises to those who have registered interest in a group and/or topic. Group lists are also used to send out minutes/reports of meetings and draft working papers for discussion and comment. Such documents are also posted to the Members Section of the website.

*These communications should be the trigger for principal contacts to ensure that their organisation's voice is heard appropriately – either by contributing information or by ensuring someone attends the meeting in question. (Note that we do not automatically put principal contacts on the individual mailing lists for every group, but can do so if requested.)*
- 8 EURIM maintains a comprehensive central database of all people connected with EURIM which, as well as holding contact data, records their membership status and group affiliations, monitors meeting attendance and generates mailing lists.

*This resource is available to all the Secretariat and to Group Leaders. A full validation of the data is carried out on an annual basis and you are reminded at renewal time to let us know of any changes. We endeavour to follow current good practice for data protection and the use of mailing lists, but welcome comments on any apparent lapses in this respect.*
- 9 EURIM's only income is the resources that members contribute and we therefore welcome offers of sponsorship (or other types of funding additional to the subscription fee) for specific activities of particular concern to the member. Such packages are agreed on a case-by-case basis and may be either publicly acknowledged or kept private, depending on the member's wishes.

*Please contact the Secretary-General ([virgo.philip@eurim.org](mailto:virgo.philip@eurim.org)) if you think you may be able to help in this way.*
- 10 EURIM, while large enough to carry weight as a lobby, is also small enough to take individual needs of members into consideration. Most principal contacts develop a mutually helpful dialogue with key officials and rapporteurs.