

Global Peacebuilding Association of Japan (GPAJ)
Administrative Guideline No. 2020. 1 (August 7, 2020)

Holding of Seminars and Book Reviews

1. Holding of Seminars and Book Reviews

Seminars and book reviews shall be held within the framework of the annual work plan that is approved by the GPAJ Board of Directors at the beginning of each year and can be implemented *mutatis mutandis* throughout the year. In accordance with the Articles of Incorporation and the annual plan of activities, seminars and book reviews are held at the initiative of GPAJ members. Any member is invited to propose holding a seminar or a book review to one of the Vice Presidents of the GPAJ appointed by the President, who confirms the timing and an organizer of the event. Mr. Ken INOUE is currently in charge of such events.

2. Roles and the responsibilities of the Organizers

The organizer will act as the moderator of the event or designate any member of GPAJ to act as the moderator. The organizer will secure the consent of the keynote speaker of any seminar or the author of a book to be reviewed, in principle, **one month** before the event takes place. The organizer will consult the Vice President regarding the timing of the proposed seminar and/or the book review. The organizer will then carry out the following tasks.

- Identify both the main speakers and commentators
- In principle, at latest **three weeks** before the event, prepare an announcement in both English and Japanese for distribution by the Vice President.
- In consultation with the Secretary-General, currently Mr. Masakuni TANIMOTO, acts as a technical host of Zoom so that s/he could send an invitation email to all members of GPAJ and other guests as well as speakers.
- Prepare a summary record of the meeting in English and Japanese (at least 1 page each) within one week after the event for uploading on the website of GPAJ. The organizer may ask the commentators and participants who made comments to submit their short statement summaries in both English and Japanese.

3. Invitation of participants

The seminars and book reviews are meant primarily for the members of the Association. However, in accordance with Article 1 of the Articles of Incorporation, the seminars and books reviews should constitute GPAJ events to promote public understanding of peacebuilding issues. For this purpose, the organizer of the event as well as members of the GPAJ may invite any person to the event as a commentator or an observer with the agreement of the Vice President.

4. Special consideration

The organizer is required to obtain the approval of the Board any honorarium payment if it is necessary. The amount of honorarium is between 10,000 yen to 30,000 yen depending of the seniority of the speaker.

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