

IGS Associate Member Engagement Processes

Document History

Date	Version	Amendments
27 Mar 2019	v1.0	• Original version.
24 Jul 2019	v2.0	• n/a
18 Jun 2024	v3.0	• Update the document to reflect the latest changes to the Associate Member management processes. • Add guidelines for typical Associate Member tasks (Apply, Update, Renew).
06 Aug 2024	v3.1	• Add the “Document History” Section. • Merge the contents of the *Associate Member Profile Documentation* document (Feb 2023 version) into this document for centralisation purposes.
13 Feb 2025	v3.2	• Update the procedures for an AM to (1) update/edit their profile and (2) renew their membership.
19 Nov 2026	v3.3	• Correct the AM term length to be one year (as intended by the original and current implementation of the AM Database).

Overview

According to the IGS Terms of Reference (v2023), Associate Members (AMs) are "*persons representing organisations that participate in any of the IGS components*", whose membership is "*balanced with respect to IGS components, organisational representation and geography, and is meant to represent institutions which contribute significantly to the IGS on a continuous basis*".

Due to an increasing number of IGS Associate Members, the IGS' organisational maturity, and the wish to be as inclusive to the community as possible, the Governing Board determined that a systematic way to recruit, engage, and validate IGS Associate Members was needed. This enables as many interested community members to apply for IGS Associate Member status, and provides a clear procedure for Central Bureau (CB) maintenance of this list.

This document will function as a procedural supplement to the IGS Terms of Reference, and outlines the procedure for the lifecycle of IGS Associate Membership.

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As stipulated in the minutes of the 51st IGS Governing Board meeting, this document will:

- have a refined protocol that encourages an engaged and active associate membership;
- provide a clear procedure for verification of an individual's membership status;
- outline how AMs may maintain membership after a change of organisational affiliation/status; and
- integrate with the Terms of Reference revision.

AM Applications

Individuals interested in contributing to the IGS as Associate Members are asked to submit an application by filling out the online application form, available at https://igs.org/am/. Applications are reviewed by the IGS Executive Committee on a rolling basis. Approved AMs are granted a user account to build and maintain a profile on the IGS.org website. Unsuccessful applicants will receive justification and/or a request for additional information.

How Can I Apply to Become an AM?

1. Navigate to https://igs.org/am/.
2. Scroll down to reach the "IGS Associate Membership" section.
3. Select "New Applicant" for the first question of the form.
4. Complete the form as requested, and click the "Submit" button.

What now? No further action is required on your part; your profile will be subject to another Executive Committee evaluation (which may take up to a month), and you will receive a notification bearing approval or rejection with justification.

A general **call for applications** will be sent out by the Central Bureau, on behalf of the IGS Governing Board, at least once every two years, coinciding with the IGS community workshop. Information about IGS Associate Membership is available online *via* the IGS website (https://igs.org) as well as relevant social media channels, when appropriate.

Updating AM Details and Contact Information

Associate Members are free to update their profile and details on the IGS website at any point in time. They are held responsible for providing the Central Bureau with their most current email address and organisational affiliation.

How Can I Update/Edit my AM Profile?

1. Navigate to https://igs.org/login2igs/ and log in to the IGS website using your AM username and password.
2. Navigate to https://igs.org/am/list/, search for your name, and click the "Edit" button.
3. Edit all fields requiring changes.
4. Click the "Submit Update Request" button.
5. If you wish to change your email, navigate to https://igs.org/wp-admin/profile.php. This is a separate process because this email is tied to your login information.
   Note: If you change your email, be sure to also update your subscriptions to the corresponding mailing lists (see Section below).

What now? No further action is required on your part, unless explicitly requested. Your profile will be temporarily paused during the review; depending on the modified fields, your profile may be subject to another Executive Committee evaluation (which may take up to a month).

According to the 2023 revision of the IGS Terms of Reference: *"Associate Members are persons representing organizations that participate in any of the IGS components. The membership is balanced with respect to IGS components, organizational representation and geography, and is meant to represent institutions which contribute significantly to the IGS on a continuous basis."* As such, if an AM changes their organisational affiliation, they will be asked to submit a portion of the Associate Membership Application that confirms this change, as well as verify the new organisation's approval of the person to represent the new organisation as an Associate Member of the IGS.

The AM should choose to update their profile, and must provide relevant updates to the contact information, "organisational information", "organisational reference", and "contribution to IGS" sections of the application form. The AM is also encouraged to provide the CB (at cb@igs.org) a point of contact for a potential replacement/successor in their previous organisation, especially if the organisation was contributing to operational IGS products.

Subscribing to Mailing Lists

AMs are responsible for updating their emails:

- in their AM database profile, and
- In their subscription to the IGS mailing lists (including IGSMAIL and IGS-AM).

Those two email databases are not synchronised to allow flexibility for our users - for instance, in the case of those who may prefer or need to have more than one email address used for various topics and interests.

Maintaining an Active AM Status

Associate Memberships in the IGS are nominally limitless, provided that the member remains professionally active in the IGS community, demonstrates regular interest in participation in IGS activities, attends IGS Workshops and Associate Member Meetings, and votes in IGS Elections.

The Associate Member term length is at most **1 year** at most, after which a renewal request will be sent to ensure that the Central Bureau has the most accurate database of Associate Members. At a minimum, the Associate Member will be asked to renew their status and verify their contact information, organisational affiliation, and preferences. Updates can be provided more often at the AM's discretion.

How Can I Renew my AM Profile?

Follow the instructions given in "How Can I Update my AM Profile?", but skip step #3 - in other words, simply submit an "update/edit" without any changes.

What now? No further action is required on your part; your AM status is renewed for another term; you will be asked to renew again at the end of it.

Inactive Member Status

If an existing Associate Member fails to renew their status after two notifications from the Central Bureau, they will be notified that their membership status has been changed to inactive. Inactive members will not be included in the IGS Associate Member list published on the IGS website, but a list of past AMs will be recorded and archived internally by the IGS Central Bureau. Inactive Associate Members may reactivate their membership simply by re-applying for Associate Membership (see previous Section). Associate Members feeling that they have been switched to inactive in error should please contact the Central Bureau *via* email to cb@igs.org.

Current members who have retired from their organisation but wish to remain active in the IGS may do so as emeritus members *pro se*[1]. Those wishing to transition to *pro se* status should notify the Central Bureau *via* email to cb@igs.org.

Associate Members wishing to retire from (or otherwise end) their membership with the IGS may do so at any time by contacting the Central Bureau *via* email to cb@igs.org.

Associate Member Voting

According to the IGS Terms of Reference (v2023), Associate Members "*elect the members of the GB representing Analysis Centers, Data Centers and Networks*", out of a list of Associate Members "*vetted by the CB prior to the election process*".

Voting in Governing Board elections is one of the obligations of being an active Associate Member, and all members are expected to participate in the voting process by either voting for a chosen candidate or officially abstaining. Voting participation statistics will be collected confidentially by the Central Bureau. Inactive members will not be allowed to vote.

[1] Latin for "for oneself, on one's own behalf." *Pro se* members have no organisational affiliation.

Further Instructions for Associate Members

Associate Members will find further instructions below, on, *e.g.*, how to set up login security using two-factor authentication and how to update your Associate Member profile and login settings. If they have any questions, they should please contact the IGS Central Bureau at cb@igs.org.

Logging In to the IGS.org Website

1. Navigate to https://igs.org/login2igs.
2. Either enter your username/email and the password you set.
3. Or sign in using the "Sign in with Google" button.
   Note: This will only work if you did not enter an email associate with Google in the "Email" field of your Associate Membership application. Google login information will not be saved and is only used for authentication. Please login with your username and password and edit your email address to one associated with a Google account.

Activating Two-Factor Authentication

AMs may choose to activate Two-Factor Authentication (2FA) for access to the IGS.org Website.

1. Login to the IGS.org Website (see previous Section).
2. On the left-hand side of the page, click on "Wordfence", and click on "Login Security". Follow the instructions on the page, and obtain the QR code, text code, and backup codes to set up 2FA.
3. Install the authenticator of your choice to scan the QR code.
   a. Recommended Authenticators:
      i. [Mobile] Google Authenticator
         Note: You must have a Google account to sign into the app.
         1. Download the app on the Apple Store or Google Play Store.
         2. Follow the on-screen instructions.
         3. Scan QR code or manually enter the code underneath the QR code.
      ii. [Desktop] Authenticator CC Browser Extension
         Note: this authenticator does not require an account.
         1. Install the extension on your web browser of choice (Chrome, Firefox, Edge, *etc.*).
         2. To proceed through scanning the QR Code:

a. go to the extension in your toolbar,
b. click on the scan icon next to the pencil icon on the top right, and
c. click and drag where the QR code is on the screen to scan.

You will then see a new entry in the extension's window with a 6-digit code.

3. To proceed with a manual entry:
   a. go to the extension in your toolbar,
   b. click on the pencil icon in the top right corner,
   c. click on the plus icon and select "Manual Entry",
   d. enter "Wordfence (igs.org)" in the "Issuer" field, and
   e. enter the key under the QR code in the "Secret" field.
4. Instructions with visuals are available here: https://authenticator.cc/docs/en/quickstart.

b. Other compatible authenticators:

Note: most are mobile only and some require setting up an additional account.

i. Sophos Mobile Security
ii. FreeOTP Authenticator
iii. 1Password (mobile and desktop versions)
iv. LastPass Authenticator
v. Microsoft Authenticator
vi. Authy 2-Factor Authentication (mobile and desktop versions)

Any other authenticator app that supports Time-Based One-Time Passwords (TOTP) will function for 2FA on IGS.org.

4. Back on the "Login Security" page, type in or copy/paste the code given by your authenticator onto the website and click on "Activate".
5. You will be prompted to download backup codes in the event you get locked out in the future; feel free to download these or skip this step.

What now? The process is now complete. On your next login attempt, you will be required to input the 2FA code provided by your authenticator after your password.

Note: If you use the "Sign in with Google" option (see previous Section) you will not be prompted to enter a 2FA code since Google has their own verification methods BUT you still need to go through the activation process or you will get locked out of your account.