

## **Protocol for organising CSE Working Group events**

1. In order to ensure that events organised in the name of the Conference of Socialist Economists adhere to the principles and aims of the organisation this protocol should be followed for all events taking place in the name of the organisation.
2. Events are to be organised and/or commissioned by the relevant convenor of the CSE local or thematic groups - currently, Scotland, Trans-Pennine, Midlands, and South.
3. Convenors are to be appointed/re-appointed by the AGM every two years.
4. The creation of any new local or thematic group should be approved by the AGM, or (between AGMs) by the Editorial Board and approved at the next AGM.
5. Each year the convenor should submit a draft programme to the AGM, indicating the intention for probable or planned events for the coming year, bearing in mind that this is likely to be subject to change during the course of the year.
6. In addition to the draft programme, convenors should provide a draft budget for the events, not exceeding £1000 in total for the year.
7. Provided that the draft programme and budget are approved by the AGM, then each convenor is authorised to convene/commission events that incur a total cost of up to £1000. Any spending that goes beyond £1000 needs to be agreed with the Executive Board (or the Office Manager, acting on the Executive Board's behalf) beforehand.
8. Any events that are proposed by members other than the local or thematic convenors and outside the regular schedule (i.e. workshop did not appear in the annual plan) should be done in consultation with, and with the approval of, the working group convenor in the respective geographical location or thematic area. These events may need consultation and approval from the Editorial Board and in some cases may be funded outside the normal budget held by the local or thematic working group convenors, depending on the view of the relevant group convenor.
9. The expectation is that the local or thematic group convenors and/or Editorial Board will be responsible for ensuring that events held in the name of the Conference of Socialist Economists will adhere to the principles of the organisation, including:

- a. that every effort will be taken to ensure a good balance of participants, particularly with regard to gender, ethnicity, age, and experience;
- b. to facilitate a connection between those within and those outside of academia;
- c. to encourage thematic groups to be formed.

AGREED CSE AGM 27 OCTOBER 2018