

IATRC Objectives, Organization, Operations and Origins

(Also referred to as “The Bluebook” due to the bright blue cover on the original first edition.)

PREFACE

The International Agricultural Trade Research Consortium (IATRC or Consortium) is a unique international association of agricultural trade researchers and policy practitioners. Over the past 35 years, the Consortium has established itself as one of the premier institutions for advancing the frontiers of knowledge on agricultural trade and trade policy that has informed both policy formulation and public debate.

This is the December 2015 version, prepared by the 2015 Executive Committee and includes updated contact and financial administration information. This document outlines the objectives, organization, operations and origins of the IATRC. It updates the corresponding versions issued in June 1985 (original Edition I), July 1988 (Edition II), October 1991 (Edition III), October 1997 (Edition IV), September 2007 (Edition V), and April 2010 (Edition VI), by incorporating decisions taken at meetings of the general membership and the Executive Committee since that time. Separate occasional documents and the IATRC website (<http://www.iatrc.org>), present historical and upcoming plans for the IATRC meetings.

A list of Past Chairpersons, Administrative Directors, Executive Committee Members, and Program Committee Members is included in Appendix 1.

2023 IATRC Executive Committee

Fabio Santeramo, University of Foggia and European University Institute, Non-U.S. Universities and Other Institutions Representative, IATRC Chair

Felix Baquedano, USDA/ERS Representative, IATRC Vice-Chair

Irene Gallagher Jones, AAFC Representative, IATRC Secretary

Shawn Arita, USDA/OCE Representative

Bernard Cantin, AAFC Representative

Amanda Countryman, Colorado State University, U.S. Universities Representative

Steve Neff, USDA/FAS Representative

Sandro Steinbach, North Dakota State University, U.S. Universities Representative

Sharon Sydow, USDA/OCE Representative

Odette Vaughan, AAFC Representative

Administrative Director

Missy Sullivan, University of Minnesota

Table of Contents

1.	INTRODUCTION	3
2.	OBJECTIVES	3
3.	IATRC MEETINGS	3
	3.1 General Meetings	4
	3.2 Public Trade Policy Research and Analysis Symposia (Public Symposia)	5
	3.3 Outreach Activities	7
4.	PUBLICATIONS	7
	4.1 Proceedings Issues	7
	4.2 Trade Issue Papers and Commissioned Papers	7
	4.3 Working Papers	8
	4.4 Policy Briefs	9
	4.5 Website	9
5.	AGRICULTURAL TRADE POLICY CONSULTATIVE SERVICE	9
6.	MEMBERSHIP	10
	6.1 Membership Criteria	10
	6.2 Application Procedure	11
7.	GOVERNANCE	11
	7.1 Executive Committee	11
	7.2 Program Sub-Committee	14
	7.3 Secretariat	14
8.	FINANCES	14
9.	ORIGINS AND HISTORY OF THE IATRC	15
	9.1 History of the IATRC	15
	9.2 Major Results	17
	9.3 Communications	18
	9.4 Membership and Funding	19
10.	APPENDICES	
	Appendix A – Past Executive Committee Members, Chairpersons, Administrative Directors, Newsletter Editor, and Program Committee Members	20
	Appendix B – Guidelines for Theme Day Organizers	23
	Appendix C – Guidelines for the Public Symposium Executive Committee Liaison	24
	Appendix D – Guidelines for Public Symposium Organizers	25

1. INTRODUCTION

The International Agricultural Trade Research Consortium (IATRC or Consortium) is a unique, informal, international consortium of people interested in agricultural trade research. Begun around 1980 by six west coast United States agricultural economists, the organization now has approximately 200 members in 23 countries. This document gives members a common understanding of IATRC programs, rules, procedures and history and provides funding agencies and others with a clear picture of the nature of the organization.

2. OBJECTIVES

The objectives of the Consortium are to:

- promote and stimulate improvement in the quality and relevance of international agricultural trade research and policy analysis;
- encourage collaborative research among members of the Consortium;
- facilitate interaction among researchers and analysts in several countries, in universities and in government engaged in and/or interested in trade research; and
- improve the general understanding of international trade and trade policy issues among the public.

The primary audience for the work of the Consortium is trade policy researchers and analysts, and the users of trade research.

3. IATRC MEETINGS

Meetings of the Consortium

The strength of the Consortium lies in the capabilities of its members to conduct research and/or to use research results in policy analysis and advice. One of the major purposes of Consortium meetings is to enhance the quality and relevance of the research output of Consortium members. Meetings are designed to enhance the research output of the membership by providing for:

- the exchange of ideas on current and emerging trade policy issues;
- the constructive review of research at all stages ranging from planning to completion;
- the interchange of ideas among academic, government and business researchers, and between researchers and individuals involved in the formulation and implementation of policy;
- the exposure to, and critique of, advances in theory, analytic techniques, and models; and
- a setting that encourages formation of informal research networks and collaboration.

In order to meet these objectives the Consortium holds three kinds of meetings: (1) annual General Meetings of the membership, (2) Public Trade Policy Research and Analysis Symposia

(Public Symposia) which are held at the discretion of the Executive Committee, and (3) Outreach Activities.

3.1 General Meetings

A list of current and previous General Meetings is posted on the IATRC website (<http://www.iatrc.org>).

General Meetings of the membership are held annually, usually in December. While General Meetings are designed to benefit the membership, and to conduct the business of the Consortium, non-members are welcome to participate subject to the availability of accommodation. Meetings are three days in duration and the program consists of several types of activities to meet the multiple objectives of the Consortium. The mix of activities at the General Meeting varies depending on the needs and desires of the membership and current trade issues. Normally, the program consists of:

Theme Day - a full day devoted to a single topic selected in advance by the Executive Committee, taking into account the recommendations of the Program Sub-Committee, and approved by the membership. The theme may be a policy issue, an area of research, or a research method. The program normally consists of the presentation and discussion of four or more substantive papers of publishable quality. To encourage the preparation of original papers, the Executive Committee may authorize payment of honoraria to individuals who are not members of the IATRC, and payment of travel expenses (including meeting registration fees) for members and non-members of the IATRC (other than employees of IATRC core funding agencies).

Theme Day Co-Chairs and Executive Committee Liaison

The Theme Day is organized by Co-Chairs appointed by the Executive Committee. Guidelines for the Co-chairs are shown in Appendix B and include: (1) selecting topics for papers relevant to the theme, (2) soliciting papers, (3) coordinating with authors to ensure relevance, quality, and the completion of papers prior to the meeting, (4) conducting the Theme Day program, and (5) editing abstracts (or papers if deemed publishable as a proceedings) for a suitable publishing outlet, such as website publication, desktop publication or publication by a commercial press. Theme Day program Co-Chairs coordinate with the Executive Committee Liaison/General Meeting Organizer. IATRC Commissioned Papers or Trade Issues Papers may serve as the basis for the Theme Day Program.

Executive Committee Liaison and General Meeting Organizer (appendix)

The Executive Committee Liaison provides oversight on the theme day budget matters, on consistency of the proposed Theme Day papers with the designated theme, and on desirable linkages between the Theme Day program and the remainder of the general program. The Executive Committee Liaison/General Meeting Organizer also organizes the remaining two days of the meeting (non-theme day program), which normally includes the following elements:

A. Individual Research Paper Presentations

Papers can be completed, work in progress or research planning. These sessions include individual papers and provide an opportunity to report on research results or work in

progress, present research plans for critique, and discuss research priorities.

B. Organized Multi-Paper/Panel Discussion Sessions

These sessions, usually organized by one or two individuals, consist of one to four panel members or several paper presentations, followed by open discussion/working format. These sessions may be scheduled as plenary or concurrent.

C. Dissertation Reports & Graduate Student Support

- IATRC members may nominate one of their PhD advisees, with a recently completed dissertation, to present the research results.
- IATRC members may nominate one their PhD students working on international trade to receive a registration fee waiver.
- Support will be conditional on available funding each year.

D. Free Form Sessions

Time for Members to conduct individual or group discussions in an informal, unstructured setting about mutual research activities, interests, plans, problems, etc.

E. Business Meeting of IATRC Members

The Business Meeting will include planning future activities of the IATRC.

F. Invited Address

Address given by a government policymaker or industry official. Often these talks will take the form of a luncheon or dinner address. The Executive Committee may authorize payment of an honorarium and/or travel expenses for an individual who is not a member of the IATRC.

G. Support for LDC Trade Economists

To support better meeting attendance by people from LDC's, the IATRC may provide up to \$2,500 plus a registration fee waiver for two participants from LDC's. Either IATRC Members or Self Nominations are encouraged. Economists working on research issues are preferred. The economists receiving the funding support are expected to present a paper at the annual General Meeting.

3.2 Public Trade Policy Research and Analysis Symposia (Public Symposia)

A list of current and previous Public Trade Policy Research and Analysis Symposia (Public Symposia) is posted on the IATRC website (<http://www.iatrc.org>).

Public Symposia are included in the Consortium's annual program plan at the discretion of the Executive Committee, taking into account the recommendations of the Program Sub-Committee, and are subject to approval by the membership. They differ from the annual General Meetings in that they:

- are sponsored by the Consortium but are an educational outreach activity aimed at furthering broader professional interest and involvement in agricultural trade research, and contributing to informed debate of current trade policy issues;

- are designed to provide comprehensive treatment of a single topic of current professional interest; and
- are open to all on a registration fee basis, subject to limitations imposed by facilities and by maintenance of a workshop atmosphere.

IATRC Commissioned Papers or Trade Issues Papers may serve as the basis for a Public Symposium. The program, typically 1 ½ -2 days, is organized in a workshop environment. Normally about eight papers will be presented at a Public Symposium. Additional contributed paper sessions may also be arranged.

A member of the Executive Committee is designated to serve as Public Symposia Executive Committee Liaison to the Co-Organizers/Editors of the Public Symposia. Detailed Guidelines for the Executive Committee Liaison are shown in Appendix C and include the following:

Public Symposia Executive Committee Liaison

- represents the Executive Committee in working with the organizers/editors to ensure a high quality, well organized and well executed program;
- exercises budget control and authorize all associated disbursements;
- works with symposium organizers to develop a program and publication plans for approval by the Executive Committee and other sponsors;
- recommends registration fees;
- jointly with the organizers/editors, arrange for appropriate advertising; and
- approves publication arrangements.

Public Symposia Organizers/Editors

Public Trade Policy Research and Analysis Symposia (Public Symposium) and normally normally organized by two Symposium Organizers/Editors appointed by the Executive Committee. Detailed guidelines and shown in Appendix D and include the following:

Public Symposia Organizers/Editors

- works with Public Symposia Executive Committee Liaison to develop a program and publication plans for approval by the Executive Committee and other sponsors of the program;
- solicit papers;
- ensure quality, appropriateness, and timely delivery of papers;
- conduct the program;
- write (a) an introductory paper which identifies issues, focuses the workshop, and serves as a framework for other authors, and (b) a paper which summarizes and synthesizes the symposium;
- collect and edit papers;
- make arrangements for and manage publication of the proceedings.

Topics for Public Symposia are chosen to be both timely and of longer-term interest. The papers comprising the program should be original, contribute to an extension of the frontiers of knowledge about the program topic, be of publishable quality, and complement one another. An effort is made to publish proceedings of each Public Symposium. The topic for a Public Symposium may be a policy issue, a theoretical framework, or a methodological technique.

To encourage the preparation of original papers, the Executive Committee may authorize payment of honoraria to individuals who are not members of the IATRC. To encourage the presence of individuals to present papers, the Executive Committee may authorize payment of travel expenses (including meeting registration fees) for members and non-members of the IATRC (other than employees of IATRC core funding agencies).

3.3 Outreach Activities

A list of current and previous Outreach Activities is posted on the IATRC website (<http://www.iatrc.org>).

Outreach Activities are included in the Consortium's annual program plan at the discretion of the Executive Committee. The objectives do not differ from the Public Trade Policy Research and Analysis Symposia, but they are usually shorter programs, one-day or less in length, held in conjunction with organizational professional meetings (e.g. AAEE, IAAE, EAAE). They are often carried out in partnership with other academic, governmental, and multilateral research institutions from around the globe.

Interested Program Organizers develop an agenda with proposed speakers and coordinate with the Executive Committee for approval as an IATRC activity.

4. PUBLICATIONS

A list of current and previous Publications is posted on the IATRC website (<http://www.iatrc.org>).

Four types of IATRC publications are established: (1) Proceedings Issues of Theme Days and Symposia (either in full or in abstract form), (2) Trade Issues Papers and Commissioned Papers, (3) the Working Paper Series, and (4) Policy Briefs. The Consortium may also be associated with publications of other institutions in which a number of Consortium members, or the IATRC itself, are closely involved.

4.1 Proceedings Issues

The IATRC publishes the proceedings of its meetings in books and journals through commercial publishing houses and electronically via the AgEcon Search web site. The Executive Committee may determine that publication of proceedings of the Theme Day of a General meeting is warranted. In such cases the Executive Committee will designate an editor (normally the Theme Day organizer) and provide necessary funds. It is the responsibility of the Public Symposia Organizers/Editors, appointed by the Executive Committee to edit and prepare the proceedings, and to arrange for their publication.

4.2 Trade Issue Papers and Commissioned Papers

The designation of output as a Commissioned Paper or a Trade Issues Paper is at the discretion of the Executive Committee, but generally a Commissioned Paper would be prepared by task

force and Trade Issues Paper by one or two individuals. Commissioned Papers and Trade Issues Papers should be completed within 4-6 months.

Trade Issues Papers

The IATRC will occasionally initiate the preparation of papers on trade issues. The objectives of these papers are inter alia to provide an overview of the current thinking on selected topics relevant to agricultural trade and policy, to identify gaps in existing knowledge, and to present the results of collaborative research on trade and trade policy issues. These papers may be used to provide a review of the "state of the art" of theory and empirical analysis and to provide policy advisors and policymakers with a readable overview of implications for policy. The papers may include but are not limited to: (1) a discussion of the problem setting and the historical evolution of thinking on the topic; (2) a review of the appropriate theoretical concepts; (3) a review and appraisal of empirical models; (4) identification of gaps in our knowledge base and an outline of a research agenda to fill these gaps; and (5) evaluation of lessons learned from the research for policy advisors and decision-makers.

Commissioned Papers

The IATRC Executive Committee will occasionally select a task force or an individual for the preparation of a paper. The output from each task force or individual may include: (1) a paper suitable for publication as a monograph; (2) presentation of the papers at an IATRC annual meeting and/or a Public Symposium; and (3) briefings for policy advisors or other public groups.

Procedures and guidelines for commissioning and carrying out these studies include:

- The Executive Committee selects topics for Commissioned Papers or Trade Issues Papers and solicits proposals.
- Suggestions for suitable topics may be submitted by any member of the Consortium.
- Proposals will be solicited from individuals or teams of researchers, at least one of whom is a member of the IATRC. Proposals should include (1) a statement of qualifications, (2) work-plan, and (3) budget.
- The Executive Committee or its agents will select the winning proposals.
- The IATRC will cover some of the expense of preparing a Commissioned Paper or Trade Issues Paper. The smaller part of the IATRC funding of the paper may take the form of an honorarium. Funds may be applied towards the cost of one author traveling to an IATRC Meeting to present the paper.
- Drafts of the paper will be reviewed by two IATRC members selected by the Executive Committee, who will make recommendations with regard to publication.

4.3 Working Papers

At least one author of a Working Paper must be a member of the IATRC. IATRC members should submit an electronic copy of the prospective Working Paper, in English, to the current Chair of the Consortium. The Chair will evaluate the paper, and if he/she agrees that it is acceptable, will authorize the University of Minnesota or other administrative center of the IATRC to add the standard "IATRC Working Paper" front cover, post it on the IATRC website, forward it to AgEcon Search, and distribute a notice of its availability to Consortium members.

Acceptability requires that (1) the subject matter be agricultural trade or trade policy related; (2) the first page follow exactly the format laid out for IATRC working papers; (3) all tables and figures be incorporated in the text; and (4) the paper include a one page executive summary.

Authors of papers presented at Theme Days would be expected to make the paper available through the IATRC website but would be able to choose not to do so.

4.4 Policy Briefs

Policy Briefs distill complex policy issues and research findings related to agricultural trade and trade policy to inform and shape public opinion in contemporary debates.

4.5 Website

The IATRC maintains a website offering up-to-date information on the IATRC program, publications, membership, and history. It also offers links to other relevant sites. The site is found at <http://www.iatrc.org>.

5. AGRICULTURAL TRADE POLICY CONSULTATIVE SERVICE

Members of the IATRC and their employing institutions recognize as a responsibility of membership the participation in the Agricultural Trade Policy Consultative Service of the IATRC (hereafter referred to as the Service). The Service will make available to Consortium funding agencies the expertise of members to advise and consult on policy issues, design and conduct research and analysis projects, and other activities as mutually agreed. Procedures for conducting this service are as follows:

Request for Service

A request for Service will be made by the Executive Committee representatives of the funding agency (or designee) to the Executive Committee Chair (or designee). Requests will include the nature of consultation, number of days needed, time constraints, and any preference for individuals to be involved.

Constitution of Service Team

The Executive Committee Chair, will solicit members of a Service team and appoint a team leader, taking into consideration the following: (1) nature of request; (2) preferences of requesting agency; and (3) availability of members. Once the team is constituted the Chair will inform the agency. The agency will be responsible for working out a schedule and logistics with the team leader. Team members will make their own travel arrangements.

Consortium Funding

The IATRC will reimburse the travel costs (transportation and per diem) of the team members providing this service to Consortium funding agencies.

Limits on Service Availability

The Executive Committee, each year, will allocate a budget for support of the Service. If requests in any year exceed the budgeted amount, the Chair will assist in forming additional

consultative teams, but the requesting agency will be responsible for negotiating financial arrangements with team members and/or their institutions, and for paying all associated costs.

Availability of Service to Other Agencies

The IATRC will be responsive to requests from agencies (e.g. U.S. or foreign government or international institutions) which do not fund the Consortium to the extent of soliciting and forming consultative teams. However, the Consortium funds will not be used to support member participation. The requesting agency will be responsible for negotiating financial arrangements with team members and/or their institutions, and for paying all associated costs.

6. MEMBERSHIP

A list of current IATRC Members is posted on the IATRC website (<http://www.iatrc.org>).

Participation in activities of the IATRC provides members with the opportunity to influence improvement in the quality and relevance of international agricultural trade, engage in collaborative research with other members, interact among researchers and analysts in several countries, in universities and in government engaged in trade research and to improve their general understanding of international trade and trade policy issues.

In addition to participating in IATRC's annual meetings and public symposia, members are encouraged to get involved by:

- Submitting ideas for theme days and symposia,
- Proposing ideas for new activities (e.g., workshops, forums, briefings, roundtables) and/or web content for IATRC, or for IATRC in partnership with other organizations,
- Publishing working papers,
- Organizing special sessions for annual meetings, or
- Serving on the IATRC Executive Committee.

6.1 Membership Criteria

Determination of eligibility for membership in the International Agricultural Trade Research Consortium is made by the IATRC Executive Committee or its appointed representatives.

Criteria used by the Executive Committee in determining membership eligibility are:

- employment by a university, business, government agency, or other institution engaged in international agricultural trade research or analysis;
- active involvement in international agricultural trade research, or analysis or program management pertaining thereto;

Members' employing institutions are expected to demonstrate support for the IATRC and their faculty or staff by providing financial support for attendance at the Consortium's general meetings.

6.2 Application Procedure

Application is made to the Chair of the IATRC and should contain the following information:

1. Letter of application to IATRC Chair
2. Resume

Applications may be submitted at any time during the year, and approved memberships will be acknowledged at the December business meeting. Applicants will be sent an IATRC Membership letter welcoming them to the consortium, encouraging their active participation, and notifying them of membership policies.

Membership for individuals employed by government agencies (USDA/ERS, USDA/FAS, USDA/OCE, Agriculture and Agri-Food Canada , and others) is established in the same manner as for non-government members.

Membership may become inactive after six years of no participation in Consortium activities, with the six-year period starting no earlier than December 31, 2005. Following the lapse of the six-year period, the Consortium Secretariat may ask the inactive member whether the inactive member wishes to become member emeritus or to no longer remain a member. A member emeritus has the right to remain on the mailing list and similar lists of the Consortium. If it has not been possible to establish contact with the inactive member following the lapse of the six-year period, the Executive Committee may decide that the membership has terminated.

7. GOVERNANCE

A list of current and past Executive Committee Members and Program Sub-Committee members is shown in Appendix 1)

7.1 Executive Committee

The Executive Committee shall have general responsibility for the direction and operation of the Consortium but shall seek the advice of the membership on all pertinent matters.

The Executive Committee shall consist of seven members of the Consortium as follows:

- one representing USDA/ERS, selected by that agency,
- one representing USDA/FAS, selected by that agency,
- one representing USDA/OCE, selected by that agency,
- one representing Agriculture and Agri-Food Canada (AAFC), selected by that agency,
- two elected to represent the members from U.S. universities, and
- one elected to represent all other members, i.e. non-U.S. universities and other institutions.

The Executive Committee will include the following three officers:

- A Chair, who will be elected for a one-year term by the members of the Executive Committee, once constituted, from among its elected members. The Chair shall be responsible for the general affairs of the Consortium. The Chair will call meetings of the Executive Committee, the annual Business Meeting, and other meetings of the total membership as needed. He/she will be generally responsible for the financial affairs and accounts of the Consortium and will ensure the timely appointment of the government members.
- A Vice-Chair, who will be elected for a one-year term by the members of the Executive Committee, once constituted, from among its funding agency members. The Vice-Chair shall serve in absence of the Chair at all Executive Committee and annual Business Meetings and will conduct the elections of new members to the Executive Committee.
- A Secretary, who shall be appointed by the Chair and chosen from within the Executive Committee. The secretary will keep a record of all proceedings and minutes of the Consortium, including Executive Committee, annual Business Meetings, and special meetings. The minutes of the annual Business Meeting will be distributed to the members shortly following that meeting.

The specific duties of the Executive Committee are to:

- Develop and maintain a rolling plan for Consortium activities, to include relevant details of planned future meetings, conferences, task forces, or special studies, research projects, publications, and budgets. The planning horizon for this rolling plan is 2 - 5 years.
- Seek approval of the Plan of Activities from the Consortium membership at the annual Business Meeting.
- Maintain the financial accounts of the Consortium, and prepare an annual budget and financial statement to be presented at the annual Business Meeting of the Consortium.
- Determine the use of discretionary funds.
- Receive membership applications and determine membership eligibility.
- Solicit the membership for volunteer members of the Program Sub-Committee and select the members of that Sub-Committee.
- Ensure, through the delegation of appropriate responsibilities, the timely organization of the General Meetings, Public Symposia, and other Consortium activities.

To enable it to fulfill the above duties, the Executive Committee will meet in person as needed but at least once a year at the time of the General Meeting and at other times as determined by a majority of the Executive Committee. The Executive Committee will also meet by conference call more frequently. The Consortium may reimburse reasonable and allowable costs of elected members attending Executive Committee meetings and Consortium meetings held in conjunction with an Executive Committee meeting. Each funding agency will defray such costs, including registration fees, of the member it has appointed to the Executive Committee.

The mechanism for appointments and elections, and the conditions of appointments to the Executive Committee, are as follows:

- The core funding agencies of the Consortium, namely USDA/ERS, USDA/FAS, USDA/OCE, and AAFC, shall each be internally responsible for the appointment of a Consortium member to the Executive Committee.
- Additional core funding agencies shall each be internally responsible for the appointment of a Consortium member to the Executive Committee. Recognition of a funding source as a core funding agency requires significant long term financial support for the Consortium, including support for the attendance and participation of funding agency representatives in Consortium activities.
- The two Executive Committee members representing members from U.S. universities and the one representing members from non-U.S. universities and other institutions shall all be elected in elections where all Consortium members are eligible to vote.
- An election for at least one elected Executive Committee position shall be held every year.
- The outcome of an election shall be announced by the Executive Committee or its Vice-Chair by e-mail to Consortium members at least one month prior to the next Business meeting of Consortium members.

Election Procedures are as follows:

- The Vice-Chair will, at least four months prior to the next Business meeting of Consortium members, by e-mail call for e-mail nominations from members.
- E-mail nominations are received by the Vice-Chair during a period of at least one month.
- The member nominating another member will have arranged the prior agreement of the nominee to serve if elected.
- Voting by e-mail or online (website) will take place over a period of at least two weeks following the closing of nominations.
- The nominee receiving the most votes is elected.
- In the event of a tie vote, the outcome shall be determined by the flip of a coin.
- The length of term of an Executive Committee member shall be three years. An outgoing member appointed by a core funding agency may be reappointed. An outgoing elected member may be nominated for election no earlier than three years following the end of his/her term.
- A new elected member of the Executive Committee shall take over his/her duties immediately following the first Business Meeting after his/her election.
- A new elected member of the Executive Committee may participate in the Executive Committee meeting usually held shortly before the first Business Meeting after his/her election without having standing to vote in that Executive Committee meeting.
- In the event that a non-government Executive Committee member is unable to continue his/her duties, the Chair may, at his/her discretion, appoint a substitute to act only until the subsequent annual Business Meeting. Similarly, the replacement by a core funding agency of its appointed member before his/her term has expired is possible but, in the interests of continuity and Committee effectiveness, will be used only when absolutely necessary.
- In the event an elected member of the Executive Committee is unable to participate in an Executive Committee meeting, the Chair will, in consultation with that member,

select a member from the same membership group to stand in for him/her at the meeting.

7.2 Program Sub-Committee

A list of current and past Program Sub-Committee Members is posted on the IATRC website (<http://www.iatrc.org>).

The Executive Committee shall establish a Program Sub-Committee, drawing to the extent possible on expressions of interest by members of the Consortium. The Program Sub-Committee will ordinarily comprise three-to-four members serving for up to three years. The members of the Program Sub-Committee shall elect one among themselves as Chair. The Chair will liaise with the Executive Committee member and be designated as Program Sub-Committee Liaison. The Program Sub-Committee will meet with the Executive Committee for its discussion on future topics for theme day and symposia, when the Executive Committee meets at the annual General Meeting. Travel expenses for the Program Sub-Committee Chair, including up to three nights lodging, will be reimbursed by the IATRC. The Registration Fee for other members of the Program Sub-Committee will be waived.

Program Sub-Committee

The Program Sub-Committee will report to the Executive Committee at least once a year:

- recommendations on specific topics of Public Symposia and Theme Days at least two years ahead;
- recommendations on general topics of Public Symposia and Theme days for the next three-five years;
- suggestions for co-organizers or organizing committees for Consortium events; and,
- suggested topics for Commissioned Papers and Trade Issues Papers.

7.3 Secretariat

The Consortium may contract with an institution to provide the Administrative Services of the IATRC.

Secretariat services may include Budget and Financial Management, Grants Management, Communications Maintenance, Publication Dissemination, and Conference Planning and Meeting Management.

8. FINANCES

The current regular funding agencies of the IATRC are USDA/ERS, USDA/FAS, USDA/OCE, and AAFC. Other institutions and organizations have funded specific activities of the IATRC. Administrative Services are provided by the University of Minnesota.

The use of discretionary funds shall be determined by the Executive Committee and used to fund the following type of activities: (1) to cover reasonable honoraria and travel expenses of

speakers at General Meetings, Public Symposia, Outreach Activities, and other speakers as determined by the Executive Committee; (2) preparation of Commissioned Papers and Trade Issues Papers and the use of Agricultural Trade Policy Consultative Service; (3) the reasonable travel expenses of Executive Committee members and the Administrative Director of the Secretariat institution who are unable to meet these from other sources; (4) administrative costs of the Secretariat institution, and (5) the publication, and distribution or web posting of the Consortium, including Proceedings Issues of Theme Days and Symposia (either in full or in abstract form), Trade Issues Papers and Commissioned Papers, the Working Paper Series, and Policy Briefs.

The Executive Committee is responsible for preparing an annual budget and a financial statement to be presented at the annual Business Meeting of the Consortium.

9. ORIGINS AND HISTORY OF THE IATRC

9.1 History of the IATRC

Origin (1979-1984). The IATRC was first discussed formally at a meeting held at Stanford University in December of 1979. Subsequently, it was proposed to the Economics, Statistics and Cooperative Service of the USDA for funding (April 1980) and the IATRC held its first meeting in June 30-July 2, 1980 in St. Paul, Minnesota. The Consortium grew out of an earlier effort by six West Coast agricultural economists, interested in collaborative trade research, who began meeting in April 1978. They applied for and received a Ford Foundation Grant to commission papers and to hold a conference on the current state of agricultural trade research. The papers were presented at an intensive seminar at Stanford in March 1979 and were subsequently published in *Imperfect Markets in Agricultural Trade* (Monclair, NJ: Allanheld, Osmun, 1981), Alex F. McCalla and Tim E. Josling, eds. Discussions at this seminar led to the December 1979 meeting which resulted in the formation of the International Agricultural Trade Research Consortium.

The original objectives of the IATRC were: (1) to foster sustained efforts in international trade research with emphasis on the domestic impacts of policy developments in international commodity markets; (2) to encourage and facilitate interaction between IED (International Economics Division, USDA/ERS) and university trade policy researchers; and (3) to provide a forum for the exchange of research results, and the identification of problems and policy issues requiring research.

The format was to identify specific topics and meet twice per year for the purpose of hearing papers to expand members' knowledge, exchanging research ideas and developments, and fostering collaboration. The topics originally proposed for analysis were the following: (1) market structure, price formation, trading institutions, and barriers to trade; (2) market instability and price transmission; (3) EC enlargement and the North American Common Market; (4) macro/monetary linkages with agricultural trade; (5) import demand in centrally planned and middle income countries; (6) energy impacts on global agricultural trade patterns; (7) empirical research, forecasting, and medium-term and long-term policy analyses; and (8) measuring the gains from trade.

The first eight meetings of the IATRC essentially followed the format of topical selection and the solicitation of papers.

At the December 1983 meeting (Rio Rico) organizational change began. This included an effort to involve subsets of the Consortium in active collaboration. The result was the establishment of the first Consortium Task Force. The work of these task forces was the focus of the Wye Woods meeting (July 1984) and of the Asilomar meeting (December 1984).

Decision making through a committee of the whole with a rotating chair was becoming more difficult with expanded size. It was replaced by a six-person Executive Committee chosen by constituent groups. The Chair was selected from among the Executive Committee. This change was implemented in July 1984 and the first task undertaken by the Executive Committee was to review all aspects of the Consortium and to lay out a three-year program plan. The Executive Committee met in October 1984 to prepare a proposal, which was placed before the membership in December 1984 at Asilomar.

Period 1985-90. At the Asilomar meeting, the membership had considered and approved a major revision of Consortium direction and programs. The details were published in the first edition of "IATRC: Origins, Objectives, Organization, Operations, and Program Plan for 1985-1987," dated June 1, 1985 (also referred to as "The Blue Book" due to the original cover color.) Significant changes included:

- Limiting general membership meetings to once per year, in December, and expanding the meeting's agenda to include several features:
 1. a Theme Day with Commissioned Papers;
 2. a half-day on research planning and reporting;
 3. graduate student dissertation reports;
 4. informal, concurrent, member-led discussion sessions of current research;
 5. free-form periods;
 6. an invited address by a trade policymaker; and
 7. the annual business meeting.
- The initiation of a series of Public Symposia, sponsored by the IATRC, on research issues of current and lasting importance.
- The initiation of a Working Paper Series in late 1985.
- Establishment of a Collaborative Research and Analysis Seed Money Grant Program. This program lasted from 1985-87 during which time five seed money grants were approved, totaling \$21,167. While the seed grants were beneficial in facilitating collaborative work among Consortium members, only one spawned outside funding for collaborative research. As a consequence, the membership voted to discontinue the seed grant program at the 1987 annual meeting of the Consortium. The assignment to the Executive Committee to maintain a rolling 2-3 year forward plan for IATRC events.

A careful evaluation of the results of the 1985-87 program (established at the Asilomar meeting) was undertaken by the Executive Committee in July 1987 and an updated program was presented to the membership in December 1987.

Period 1991-96. A revised version of the The Blue Book was issued following the December 1991 (New Orleans) meeting (The International Agricultural Trade Research Consortium (IATRC): Objectives, Organization, Operations, and Origins, October 1991). It incorporated decisions taken at General Meetings of the membership and at Executive Committee meetings between 1985 and 1991. It clarified the rules for several IATRC activities and provided procedures and guidelines for the preparation of Commissioned Papers. The 1991 Blue Book also outlined the rules governing the award of the Minnesota Prize for Distinguished Trade Policy Contribution.

Discussions at several General Meetings and Executive Committee meetings after 1991 led to the further updating of The Blue Book in 1996-97, with this new issue appearing in October, 1997. It updates the provisions for payment of honoraria and travel expenses, and the rules for election of Executive Committee members. It recognizes the new means of communication afforded by the internet, acknowledges the discontinuation of the Newsletter and outlines the revision of the Minnesota Prize for Trade Policy Contribution to the Minnesota Distinguished Trade Policy Presentation.

In 1997 three longstanding members of the IATRC (Tim Josling, Alex McCalla, and T. Kelley White) prepared An Analytical History of the IATRC. Focusing on the dimensions that have made the IATRC unique and successful, the analytical history was provided to management of the funding agencies and to IATRC members.

9.2 Major Results

"Embargoes, Surplus Disposal, and U.S. Agriculture"

In October 1985 the Chair of the IATRC (Alex McCalla) was asked by ERS to lead a congressionally mandated study to "...determine the losses suffered by U.S. farm producers during the last decade as a result of embargoes and the failure to offer for sale on world markets commodities surplus to domestic needs at competitive prices." The appropriation for the study was \$500,000. At the December 1985 meeting, Consortium members were invited to indicate their ability to participate. Sixteen members participated in the study (one as project leader and co-principal investigator, one as co-principal investigator, seven as members of the steering committee, and eight as contributors to portions of the study). The study was completed by September 30, 1986. It was released on November 15, 1986 in a press briefing and public seminar in Washington, DC. It was published as *"Embargoes, Surplus Disposal, and U.S. Agriculture"* (ERS/USDA, Agricultural Economics Report 564, December 1986, vii + 501 pp.). Despite the political controversy that swirled around the results, no one challenged the quality or validity of the economic analysis. While the study is not a formal publication of the Consortium, it likely could not have been conducted and completed on time if it had not been for the existence of the Consortium.

Uruguay Round IATRC played a key role in fostering collaboration between government officials and academics in preparing for and carrying out the negotiations on agriculture in the Uruguay Round (UR) of the GATT. In the years leading up to the start of negotiations in 1986, the IATRC and its members were asked to provide input to the efforts undertaken at the Organization for Economic Cooperation and Development (OECD) to improve the information base for negotiations on agricultural trade. This

Included advice on estimating and using measures of policy support (such as Producer and Consumer Subsidy Equivalents) and analyzing effects of trade liberalization on agricultural

markets. The OECD analytical effort (the ministerial trade mandate) may also have derived some of its vigor and credibility as a result of being the chosen subject of discussion at two IATRC meetings (in December 1983 and June 1984).

Early in the Uruguay Round the IATRC decided to follow closely the negotiations on agriculture and to attempt to develop the analytical capacity to assist government officials involved in their technical aspects. The IATRC did this by choosing several UR-related subjects for its Public Symposia and Theme Days from 1987 onwards, and by establishing task forces (typically including academics and government officials) for the in-depth analysis of particular issues in the negotiations on agriculture.

The Public Symposia and Theme Days generated books and reports that helped to disseminate ideas and conclusions to a wider audience than those participating in the meetings. The work of the task forces found an outlet in a series of Commissioned Papers (Appendix VI). The first three of these served as background documents for the August 1988 Public Symposium Bringing Agriculture into the GATT. Four additional Commissioned Papers were issued in 1990, when the negotiations were expected to enter their final phase. The 1990 papers addressed the major technical issues that had arisen in the negotiations on agriculture. Following the 1990 delay in negotiations, a 1991 IATRC Commissioned Paper presented proposals for reviving the GATT Negotiations on Agriculture. After the successful conclusion of the UR, an IATRC task force issued the first detailed analysis and evaluation of the Agreement on Agriculture as a Commissioned Paper in 1994.

NAFTA/CUSTA In North America the UR negotiations overlapped with negotiations of first the Trade Agreement between Canada and the United States and then the North American Free Trade Agreement. Already in 1980 the IATRC theme day had discussed a North America Common Market. The IATRC continued to examine the implications of freer trade in agriculture in North America at several theme days and symposia over the following 15 years. Two task forces issued Commissioned Papers on this subject in 1991. By 1995 the IATRC focus had expanded to include not only North America but the whole western hemisphere.

9.3 Communications

Proceedings and publications from the Theme Days and Public Symposia (Appendix III) have addressed a timely mix of subjects relevant to both the funding agencies and the individual members of the IATRC. The achievements of organized meetings and working groups have been reinforced by issuing IATRC documents in response to the expressed needs of users. Papers or abstracts of papers presented at most of the IATRC's general meetings have been published for wider readership. For many years the ERS has undertaken this publication task. Several books and proceeding reports have resulted from Consortium meetings and Public Symposia. Task forces of the IATRC issue Trade Issues Papers and Commissioned Papers (Appendix IV), and the IATRC Working Paper series (Appendix V) provides members an opportunity to circulate their work within the research and analysis community. Policy Briefs (Appendix VI) distill complex policy issues and research findings related to agricultural trade and trade policy to inform and shape public opinion in contemporary debates.

Newsletter Publication of the IATRC Newsletter began with the fall 1985 issue, with publication organized by USDA/ERS and continued through winter, 1996. Since its inception the Newsletter

was edited by Bill Kost. The USDA bore the cost of this publication, which was distributed to Consortium members.

The Newsletter was published bi-annually (usually in May and November). The Editor solicited contributions from members via a form letter about one month prior to copy deadline. The Newsletter carried the following types of contents: current research activities of members; forthcoming meetings and conferences relevant to trade research; potential funding sources; lists of recent and forthcoming publications; abstracts of recently completed dissertations; invited or volunteered columns on emerging policy issues and new developments in theory and research methods; and other relevant information of interest to trade researchers and policy analysts.

Internet Website The IATRC website (<http://www.iatrc.org>) was established in 1996 and is maintained at the University of Minnesota. It is the primary vehicle for distributing information on the IATRC to members and the public.

9.4 Membership and Funding

The charter members of the Consortium numbered 13, representing the International Economics Division of the Economics Research Service and seven U.S. universities. Additional U.S. members joined over the years. Canadian participation and participation by the Foreign Agricultural Service of the USDA began in 1981. More international members were added in 1983.

Funding originally came from the Economic Research Service of the USDA. The Foreign Agricultural Service joined as a funder in 1982-83. Agriculture and Agri-Food Canada which had provided financial support for Canadian participation in the IATRC since its founding, became a significant and regular funding source for IATRC activities in 1990. In recent years several public symposia and general meetings have been co-sponsored with other institutions and organizations, adding significant funding for such events.

The Department of Applied Economics at the University of Minnesota provided ongoing in-kind support by making part of Laura Bipes time available for her position as Administrative Director of the IATRC, for the period 1980 through 2003 and beginning again in 2008 to 2015. From 2004 through 2008, the corresponding support and services were provided by Charli Hochsprung at the IMPACT Center, Washington State University.

Between 1990 and 1994 the Center for International Food and Agricultural Policy (CIFAP) at the University of Minnesota and the IATRC cooperated in awarding a prize for distinguished work in trade policy. The objective was to recognize a person who had made a significant impact on the public understanding of agricultural trade policy issues. Winners of the Minnesota Prize for Distinguished Trade Policy contribution were Dr. Tim Josling (Stanford University) in 1990 and Dr. D. Gale Johnson (University of Chicago) in 1992.

Appendix A

Past Executive Committee Members, Chairpersons, Administrative Directors, Newsletter Editor, and Program Committee Members

Co-Convenors:	
Alex McCalla and Charles Hanrahan	June 1980 and June 1981
Chairpersons:	
January 2024 - present	Amanda Countryman
January 2022 – December 2023	Fabio Santeramo
January 2021 – December 2021	Titus Awokuse
January 2019 – December 2020	Andrew Muhammad
January 2016 – December 2018	Rick Barichello
January 2014 – December 2015	John Beghin
January 2013 – December 2013	Lynn Kennedy
January 2011 – December 2012	Munisamy Gopinath
January 2008 – December 2010	Ian Sheldon
January 2005 – December 2007	Tom Wahl
January 2003 – December 2004	Tim Josling
January 2000 - December 2002	David Blandford
January 1998 - December 1999	Dan Sumner
January 1996 – December 1997	David Orden
January 1995 – December 1995	Terry Roe
January 1994 – December 1994	Alex McCalla
January 1993 – December 1993	Maury Bredahl
January 1990 – December 1992	Karl Meilke
January 1988 – December 1989	David Blandford
June 1984 – December 1987	Alex McCalla
January 1982 – May 1984	G. Edward Schuh
July 1981 – December 1982	Jimmye Hillman
Executive Committee Members:	
Abbott, Philip	June 1984 – December 1987
Awokuse, Titus	January 2020 – December 2022
Baquedano, Felix	January 2022 - present
Ballenger, Nicolle	June 2001 – December 2002
Barichello, Rick	January 2016 – December 2018
Beghin, John	January 2014 – December 2016

Blandford, David	December 1987 – December 1989 & December 1998 – December 2002
Bredahl, Maury	December 1989 – December 1993
Brink, Lars	January 1994 – January 2008
Bureau, Jean-Christophe	January 2015 – November 2015
Cantin, Bernard	January 2017 – present
Carter, Colin	December 1986 – June 1987 & December 1988 – December 1992
Charlebois, Pierre	December 2007 – June 2009
Chattin, Barbara	December 2005 – December 2006
Coleman, Jonathan	December 2012 – December 2015
Countryman, Amanda	January 2023 – present
Dixit, Praveen	December 2002 – December 2005
Fridfinnson, Brooke	July 2015 – December 2015
Gallagher-Jones, Irene	June 2018 – present
Glauber, Joe	December 2012 – December 2014
Glenn, Marcie	June 1984 – December 1984
Goodwin, Barry	January 2013 – December 2015
Gopinath, Munisamy	January 2010 – December 2012
Haniotis, Tassos	January 2012 – December 2014
Heckelei, Thomas	December 2005 - December 2008
Henke, Debra	December 1999 – December 2005
Henneberry, Shida	January 2021 – December 2021
Hillman, Jimmye	July 1981 – December 1982
Jackson, Lee Ann	January 2010 – December 2012
Johansson, Robert	January 2015 – December 2020
Josling, Tim	December 1998 – December 2003
Kaminsky, Colette	December 2011 – June 2015
Kennedy, Lynn	January 2011 – December 2013
McCalla, Alex	June 1984 – December 1989 & December 1993 – December 1994
McClatchy, Don	December 1985 – January 1994
Meilke, Karl	June 1987 – December 1993
Miljkovic, Dragan	January 2017 – December 2019
Miller, David	June 2010 – December 2011
Miranda, Silvia	January 2019 – December 2020
Muhammad, Andrew	January 2016 – January 2018, January 2019 – December 2021
Neff, Steve	January 2012 – present

Obrien,Patrick/Aldrich, Lorna	December 1994 – June 1996
Orden, David	December 1994 – December 1998
Pellow, Scott	June 2009 – December 2009
Pick, Daniel	June 2010 – December 2015
Rahe, Dewain	May 1992 – December 1994
Roberts, Donna	December 2005 – May 2010
Robinson, Bob	July 1990 – December 1994
Robinson, Sherman	December 2001-December 2003
Roe, Terry	December 1992 – December 1995
Ross, Jim	July 1990 – April 1992
Rossmiller, Ed	June 1984 – June 1986
Santeramo, Fabio	January 2021 – December 2023
Schuh, G. Edward	January 1983 – May 1984
Sharp, Wayne	June 1984 – July 1990
Sheikh, Patricia	December 1998 – December 1999
Sheldon, Ian	January 2007 – December 2010
Steinbach, Sandro	January 2022 - present
Storey, Gary	June 1984 – December 1986
Sumner, Dan	December 1995 – December 1999
Sydow, Sharon	January 2015 – present
Tangermann, Stefan	December 1993 – December 2001
Thompson, Wyatt	January 2016 – December 2018
Vaughan, Odette	July 2016 – present
Von Witzke, Harald	December 2003 – December 2005
Wahl, Tom	December 2002 – December 2009
Wensley, Mitch	January 2016 – December 2016
White, T. Kelley	June 1984 – July 1990 & June 1996 – June 2001
Young, Gregg	December 2006 – December 2008
Young, Linda	December 2004 – December 2006
Zahniser, Steven	May 2018 – December 2020
Zeitner, Randy	December 1994 – December 1998
Program Committee Members:	
Afesorgbor, Sylvanus (Kwaku)	2022 - present
Ahmed, Lesley	2022 - present
Awokuse, Titus	2013 – 2016
Bureau, Jean-Christophe	2011 – 2013
Cardwell, Ryan	2015 – 2017

Emlinger, Charlotte	2023 - present
Estrades, Carmen	2020 - 2022
Gopinath, Munisamy	2006 – 2009
Grant, Jason	2018 – 2021
Heckelei, Thomas	2018 - 2022
Heerman, Kari	2016 – 2020
Henneberry, Shida	2023 - present
Kennedy, Lynn	2008 -2010
Miljkovic, Dragan	2006 – 2009
Muhammad, Andrew	2011 – 2014
Noguiera, Lia	2015 – 2017
Peterson, Everett	2010 – 2015
Swinnen, Johan	2006 – 2009
Thompson, Wyatt	2009 – 2011
Administrative Directors:	
Jennifer Shelton	January 2024 – present
Melissa Sullivan	January 2015 – December 2023
Laura Bipes	December 1994 – December 2003 March 2008 – December 2014
Charli Hochsprung	December 2003 – February 2008
Newsletter Editor:	
Bill Kost	September 1985 – December 1996

Appendix B

Guidelines for Theme Day Co-Organizers

(revised November 2015)

Theme Day Co-organizers coordinate with the designated Executive Committee Liaison/General Meeting Organizer and Program Committee chair to submit a proposed program and budget to the Executive Committee for approval about a year in advance of the meeting.

Theme Day

Theme Day Co-Organizers responsibilities include:

- soliciting papers (normally 4 to 5) relevant to the theme plus discussants/panelists and coordinating with IATRC Administrative Director on speakers' travel arrangements;
- working with IATRC Administrative Director and the Executive Committee Liaison to post announcements about the Theme Day program on the IATRC website and notifying other professional networks;
- coordinating with authors to ensure quality and completion of papers prior to the meeting, and working with IATRC Administrative Director and the Executive Committee Liaison on posting of papers
- editing papers (if deemed publishable) for a suitable publishing outlet, such as a website publication, desktop publication or publication by a commercial press

Budget Responsibilities and Guidelines

- Theme Day Co-organizers, in consultation with IATRC Administrative Director and the Executive Committee Liaison, determine how to use the budget (normally approximately \$15,000 - \$20,000) for travel costs and honoraria for Theme Day participants. However, IATRC policies prohibit the payment of honoraria to IATRC members
- the budget is to include the registration fees (generally \$350 - \$400) of the invited speakers and discussants
- to stay within the budget, the chairs may wish to offer fixed travel stipends (e.g., \$1,000) to non-governmental Theme Day presenters/discussants (whether IATRC members or non-members) in lieu of reimbursing all travel expenses. Note that employees of ERS, FAS, OCE and Ag Canada and perhaps other governmental or inter-governmental organizations are not permitted to accept reimbursement for travel costs or honoraria
- to contain travel costs, we recommend telling speakers something like "The IATRC will pay your registration fee and reimburse you for actual travel expenses, including up to three nights at the meeting hotel; airfare via coach or other special lower fare; ground transportation and any meals not furnished during the meeting (as per federal per diem rates). We ask your help by making your airline reservations as soon as possible in order to obtain the best rates."
- speaker requests for alternative travel arrangements must be cleared in advance with IATRC Administrative Director and the Executive Committee Liaison

Appendix C

Guidelines for the Public Symposium Executive Committee Liaison

(revised November 2015)

The Executive Committee Liaison for public symposia is a member of the Executive Committee and is the point person for the organization of the summer symposium.

Executive Committee Liaison Responsibilities

- working with symposium organizers to recommend a site
- working with symposium organizers to develop a program and publication plans for approval by the Executive Committee and other sponsors
- working with IATRC Administrative Director and organizers to arrange for appropriate advertising

Budget Guidelines and Responsibilities

- prepare a proposed budget with organizers (which might reflect tiered fees) for approval by the Executive Committee. Normally the IATRC contributes \$15,000 to the symposium budget.
- provide budget oversight, ensuring that planned expenditures comply with all sponsor rules
- the budget is to include the registration fees (generally \$350 - \$400) of the invited speakers and discussants
- to stay within the budget, the Public Symposium Organizers may wish to offer fixed travel stipends (e.g., \$1,000) to non-governmental Public Symposia presenters/discussants (whether IATRC members or non-members) in lieu of reimbursing all travel expenses. Note that employees of ERS, FAS, OCE and Ag Canada and perhaps other governmental or inter-governmental organizations are not permitted to accept reimbursement for travel costs or honoraria
- "Waivers" for individuals (e.g., registration fees for local government officials or local graduate students, etc) should be reflected in the budget submitted for approval. IATRC policies prohibit the payment of honoraria to IATRC members
- To contain travel costs, we recommend telling speakers something like "The IATRC will pay your registration fee and reimburse you for actual travel expenses, including up to three nights at the meeting hotel; airfare via coach or other special lower fare; ground transportation and any meals not furnished during the meeting. We ask your help by making your airline reservations as soon as possible in order to obtain the best rates."
- The Executive Committee Liaison and IATRC Administrative Director must clear any alternative travel arrangements requested by speakers in advance

Appendix D

Guidelines for Public Symposium Organizers

(revised November 2015)

Symposium Organizers coordinate with the Executive Committee Liaison to submit a proposed program and budget to the Executive Committee for approval.

Public Symposia Organizers' Responsibilities

- soliciting financial support from other institutions/organizations and preparing a proposed budget and program with the Executive Committee Liaison for approval by all sponsors
- soliciting papers (normally 6 to 8) plus discussants/panelists for a symposium lasting 1 ½ - 2 days, and coordinating with IATRC Administrative Director and local organizers on speakers' travel arrangements;
- working with IATRC Administrative Director and the Executive Committee Liaison to post notices of the symposium on the IATRC website and notifying other professional networks
- coordinating with authors to ensure quality and completion of papers prior to the meeting;
- editing papers (if deemed publishable) for a suitable publishing outlet, such as a website publication, desktop publication or publication by a commercial press; and
- working with the Executive Committee Liaison to ensure that all sponsors' programmatic and publication requirements are fulfilled

Budget Guidelines and Responsibilities

- In consultation with the Executive Committee Liaison, soliciting financial support from other institutions/organizations and preparing a proposed budget (which might reflect tiered fees) for approval by the Executive Committee. Normally the IATRC contributes \$15,000 to the symposium budget.
- Symposium Organizers, in consultation with the Executive Committee Liaison, determine how to use the approved budget for travel costs and honoraria for speakers and discussants, and should ensure that planned expenditures comply with all sponsor rules.
- The budget is to include the registration fees (generally \$300 - \$400) of the invited speakers and discussants
- To stay within the budget, the Public Symposium Organizers may wish to offer fixed travel stipends (e.g., \$1,000) to non-governmental Public Symposia presenters/discussants (whether IATRC members or non-members) in lieu of reimbursing all travel expenses. Note that employees of ERS, FAS, OCE and Ag Canada and perhaps other governmental or inter-governmental organizations are not permitted to accept reimbursement for travel costs or honoraria

- “Waivers” for individuals (e.g., registration fees for local government officials or local graduate students, etc) should be reflected in the budget submitted for approval. IATRC policies prohibit the payment of honoraria to IATRC members

- Speaker requests for alternative travel arrangements must be cleared in advance with IATRC Administrative Director and the Executive Committee Liaison

- To contain travel costs, we recommend telling speakers something like “The IATRC will pay your registration fee and reimburse you for actual travel expenses, including up to three nights at the meeting hotel; airfare via coach or other special lower fare; ground transportation and any meals not furnished during the meeting. We ask your help by making your airline reservations as soon as possible in order to obtain the best rates.”