JIAMCATT Secretariat

Secretary@jiamcatt.org

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**JIAMCATT MEMBERSHIP AND PARTICIPATION POLICY**

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1. **Preamble**:
	1. **JIAMCATT** activities relate to the application of computer tools and processes to assist in the transformation of text and speech between languages. Non-exhaustive examples of such activities include translation, interpretation, terminology, computational linguistics, editing and post-editing, referencing and IT development.
	2. **JIAMCATT** is a Task Force of IAMLADP and, as such, follows its policies whereby participation in its meetings is restricted to the Member Organizations. However, as one of the purposes of JIAMCATT is to provide a discussion forum with academic or research institutions active in the field of translation, interpretation or terminology, and international, regional, or national not-for-profit professional associations, and standards and accreditation bodiesinvolved in the key professions related to JIAMCATT activities and areas of interest (hereinafter referred to as "academic and other professional bodies"), such bodies can also be members of JIAMCATT.
	3. A **Member** **Organization** is an intergovernmental or supranational organization active in the field of translation, interpretation or terminology, or an academic and other professional body referred to in A.b. Organizations participating in IAMLADP are Members *ex officio*.
	4. A **Participant** is an individual, normally a staff member of a Member Organization, nominated by such Organization to participate in the JIAMCATT activities. Participants are granted full access rights to the JIAMCATT web site. Participants may only be considered as officially representing their organization if expressly authorised to do so by their parent organizations.
2. **Who can become a JIAMCATT participant**:
	1. **Staff members of intergovernmental or supranational organizations and government bodies;**
	2. **Faculty members of university or research institutes** active in the JIAMCATT areas of interest;
	3. **Postgraduate or doctoral students** whose main area of research or study relates directly to JIAMCATT activities and areas of interest;
	4. **Executives of international, regional, or national not-for-profit professional associations, and standards and accreditation bodies** involved in the key professions related to JIAMCATT activities and areas of interest;
	5. **Persons retiring from category B.a or B.b**, following specific application upon retiring supported by their parent organization.

Any category not explicitly mentioned hereinabove is not eligible for participation.

1. **Registration procedure (How to become a participant and how participation status ends):**
	1. Anyone from category B.a above who registers with an email address from a current member organization will have participation status approved automatically upon receipt by the Secretary of formal written approval from their parent organization.

Under exceptional, duly justified and documented circumstances, a staff member of a member organization may be authorized to use an email address other than their official one. Participation status for persons in this category will terminate automatically once their official email ceases to function. However, they may apply for continued participation as category B.e (retired staff). To do so, they must write to the Secretary requesting continuation of participation, attaching written evidence of support by their former employer, and specifying a private email address.

* 1. Anyone from category B.b above (from academia and research) who registers with an email address of a university or research institution which is already registered as a JIAMCATT member will have participation status approved upon receipt by the Secretary of a formal letter of support from their parent institute, along with evidence of their ongoing research in at least one of JIAMCATT's areas of interest.

Participation status for persons in this category will terminate automatically once their academic or institutional email ceases to function.

* 1. Anyone from category B.c above whose main area of research or study relates directly to the area of terminology or translation may apply for registration as a temporary participant of the JIAMCATT community. Evidence required: proof of studies in a relevant department.

Participation status for persons in this category will terminate automatically once their academic email ceases to function. Persons in this category cannot apply for continued participation beyond the end of their studies in the same category.

* 1. Persons who, upon retiring from categories ‎B.a and B.b above were granted continued “retiree participant” status (category B.e) must undertake to maintain a current, functioning email address. Should emails from the site server be rejected by the retiree participant's email server, participation status will be terminated.
	2. JIAMCATT reserves the right to terminate the participation status of any participant who has not accessed the site for a certain period of time.