

FME Policies and Regulations

Version 1.1

September 2016

The activities conducted by FME and its members follow the policies described in this document and comply to the regulations described in this document.

Travel Reimbursement

FME recognises the very considerable contributions of time and work given freely by its members. As a non-profit association, FME has only limited travel funding available.

These principles cover costs incurred by FME members attending events approved by the FME Board.

1. FME will only reimburse costs approved by the Board prior to travel, on the submission of a travel plan. Approval depends on a reasonable balance being struck between cost and travel time. For Board members travelling to Board or FME business meetings, a simplified procedure is used. No travel plan needs to be submitted, instead the treasurer states the number of allowances accepted and any other limitations.
2. Approval is normally limited to travel expenses incurred by FME Board members, members invited to meetings by the Board (e.g. auditors attending the AGM) and FME members giving sponsored lectures.
3. FME will reimburse travel costs only for travel by public transport or private car.
4. If travel takes place by car, FME will reimburse EUR 0,18 per kilometre travelled.
5. FME will only reimburse economy/tourist class air tickets.
6. FME will reimburse travellers who are eligible for reimbursement one or more daily allowances of EUR 120. The daily allowance is intended to cover accommodation, meals and local transport such as local bus and taxi fares. The number of daily allowances requested must be included in the travel plan. Members are asked to keep the allowances claimed to a minimum.
7. For travel by public transport, FME requires a copy of the transportation ticket to be attached to the travel reimbursement form.
8. Payment must be requested in euros and must include IBAN and BIC codes.

Sponsorship

FME provides financial sponsorship, and other forms of support, for activities that further the society's aims. The rules that have to be followed when applying for sponsorship are described in detail in the *FME Sponsorship Guide, version 2.2, dated September 2015*.

Symposia

FME itself organizes events, typically the well-known FME Symposium. The rules that have to be followed when organizing an FME event, including guidelines and advice, are described in detail in the *A Rough Guide to the FME Symposium), version 3.5, dated December 2015*.

Subgroups

FME has from time to time had subgroups, each dedicated to specific working areas or tasks. There are presently no subgroups. Anyone interested in (re)starting a subgroup should contact the Board.

Mailing lists

FME mainly uses electronic communication, and operates a number of mailing lists.

For the mailing list *members@fmeurope.org* the following policy is used:

1. Messages can be sent to it by anybody (i.e. it is not restricted to FME members only).
2. The list is moderated.
3. Only messages that directly relate to issues relevant to FME as an organisation will be approved. This means that e.g. calls for papers, participation for (even formal methods related) events will not be approved. The motivation for this is that there are many other mailing lists through which FME members can receive such information.

N.B. This list contains e-mail addresses of all FME members.

For the mailing list *board@fmeurope.org* the following policy is used:

1. Messages can be sent to it by anybody (i.e. it is not restricted to FME members only).
2. The list is moderated
3. This list is the appropriate means of contacting the FME board. All messages relevant to the board are accepted. The moderation is intended only to stop spam and other irrelevant messages.

N.B. This list contains e-mail addresses of all FME board members.

For the mailing list *events@fmeurope.org* the following policy is used:

1. Messages can be sent to it by anybody (i.e. it is not restricted to FME members only)..
2. The list is moderated.
3. Messages will be approved only if they directly relate to established conferences where Formal Methods is a major topic (workshop announcements are typically not accepted), or other events that are specifically endorsed by FME.

N.B. The list has about 4000 e-mail addresses, typically FME members and other persons who attended an FME symposium in the past.

Other FME mailing lists have the addresses of the members of FME subgroups. For these mailing lists the following policy is used:

1. Messages can be sent to them by anybody.
2. The lists are moderated.