



Internal Regulations ETAB

Composition of the TAB: 2 T, 2 AT, 2 EP + chairperson

Chairperson

Voting procedure:

- Either 1 or more TAB members step forward, or the group nominates a candidate => voting amongst TAB members
- ETC needs to be informed, they will ratify the voting

Tasks:

- Oversee tasks of the TAB
- Connection person between office and TAB
- Contact person for BoD of the ETC
- Prepare agendas
- Contact person for international communication (BUT another TAB member might be chosen to represent the TAB at InterTAB, IFF, etc.)
- Share all processes and topics with the group to avoid gaps in knowledge for the TAB members to stay after a chairperson is leaving

Hand-over process to new chair

- select and nominate as soon as possible a TAB member to follow in the position to enable that he / she will grow into this role smoothly

TAB members

Onboarding of new TAB members:

- Office Manager is helping with submitting handbook and clarify organisational questions, give access to TAB email address and Teamspace.
- One of the TAB members is introducing the new TAB member, after this, questions can be asked to all TAB member if needed

- The new TAB member will observe at least 3 assessments of applications before being allowed to participate to vote

When a **TAB member changes status**, he/she stays in his/her position until one TAB member leaves. Then a regular voting for the new position needs to be started.

Each TAB member receives a **TAB e-mail address** that will be handed over to the next TAB member to make sure no information will get lost because of TAB members leaving. A structure of email folders is recommended to keep an overview and make emails easily searchable.

Minute taking

- Responsible person: according to the group it is a fix person or a rotating task
- Procedure: template available on Teamspace
- Share and upload the minutes on TS within 2 weeks after the meeting
- The minutes serve as important source of information for the annual report

Annual report

- This is a major and rotating task
- The responsible person / group needs to be named as soon as possible during the running year to write the report
- Deadline: end of January of the following year
- Needs to be sent to the ETC and will be published on the website

Interaction TAB + office

- Office manager is invited to monthly meetings to keep contact. Depending on the topics she might stay for the whole meeting or just for selected topics
- Regular exchange between office manager and chairperson is essential

Applications

Voting procedure:

=> Benedictine model / shared responsibility

How to deal with personal applications when TAB members are involved (less problematic for Trainings):

- By preference, there should be no conflict of interest. However, in the case where there are not enough members with no conflict of interest, other

members can judge whether they have enough neutrality to read the application. If we are still short of readers, an external support can be sought.

- Time frame: ideally within three months.

Guidelines how to write feedback letters:

A feedback letter must be clear and helpful.

- 1- stating clearly in the first lines the final decision
- 2- positive aspects
- 3- what needs to be improved if needed
- 4- what is asked in addition to see the improvement
- 5- ending on a positive note

If it is an approval letter, it needs to contain the date of approval!

27/02/2026