



# The IBO Workflow Charts

## Who does what when?

*Version 5.0 – 11 November 2020*

*Note: The purpose of these slides is to visualize key rules formulated in the IBO Association's Articles of Association and Operational Guidelines and how they are interpreted and enacted by the IBO Steering Committee.*

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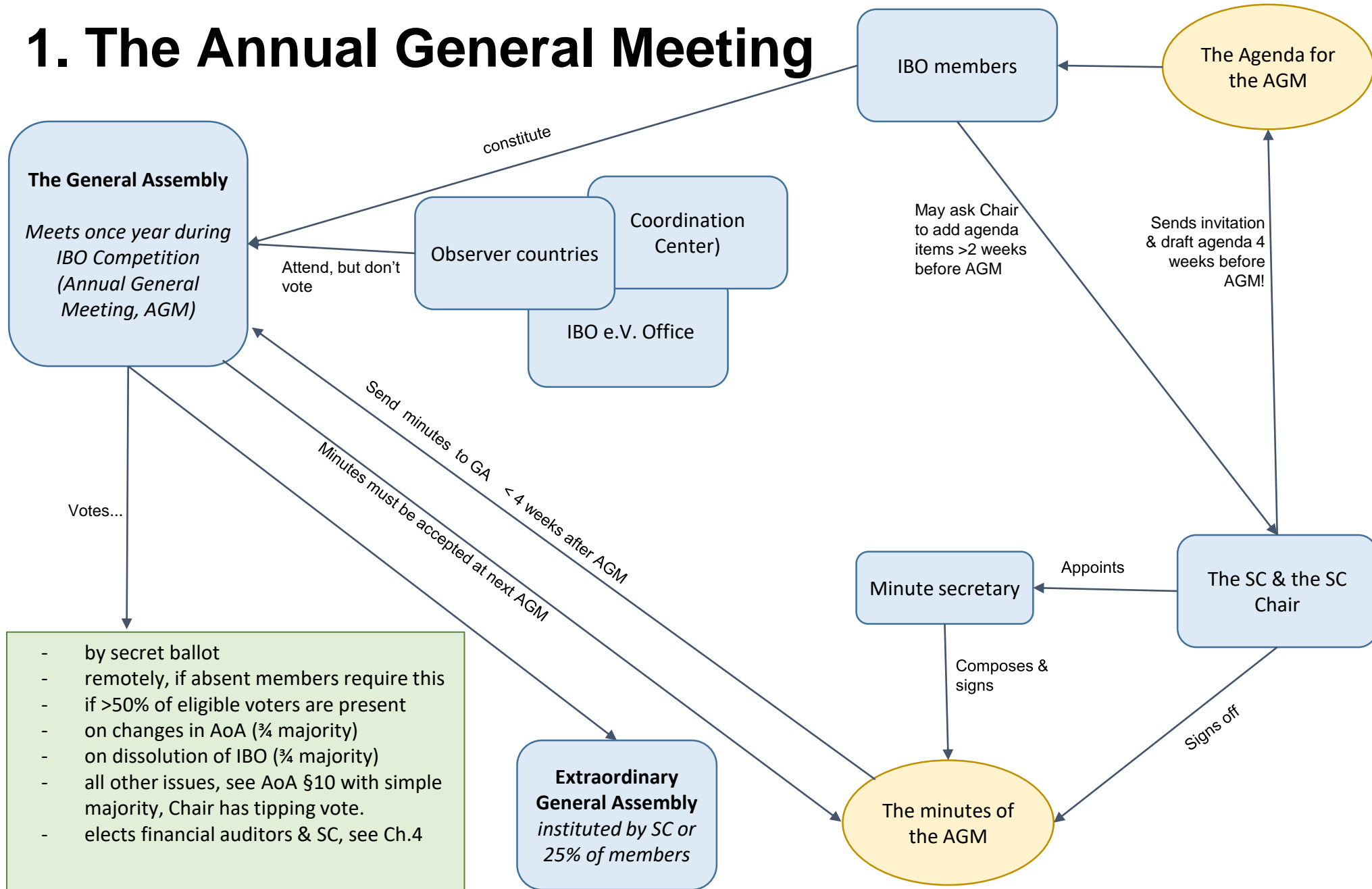
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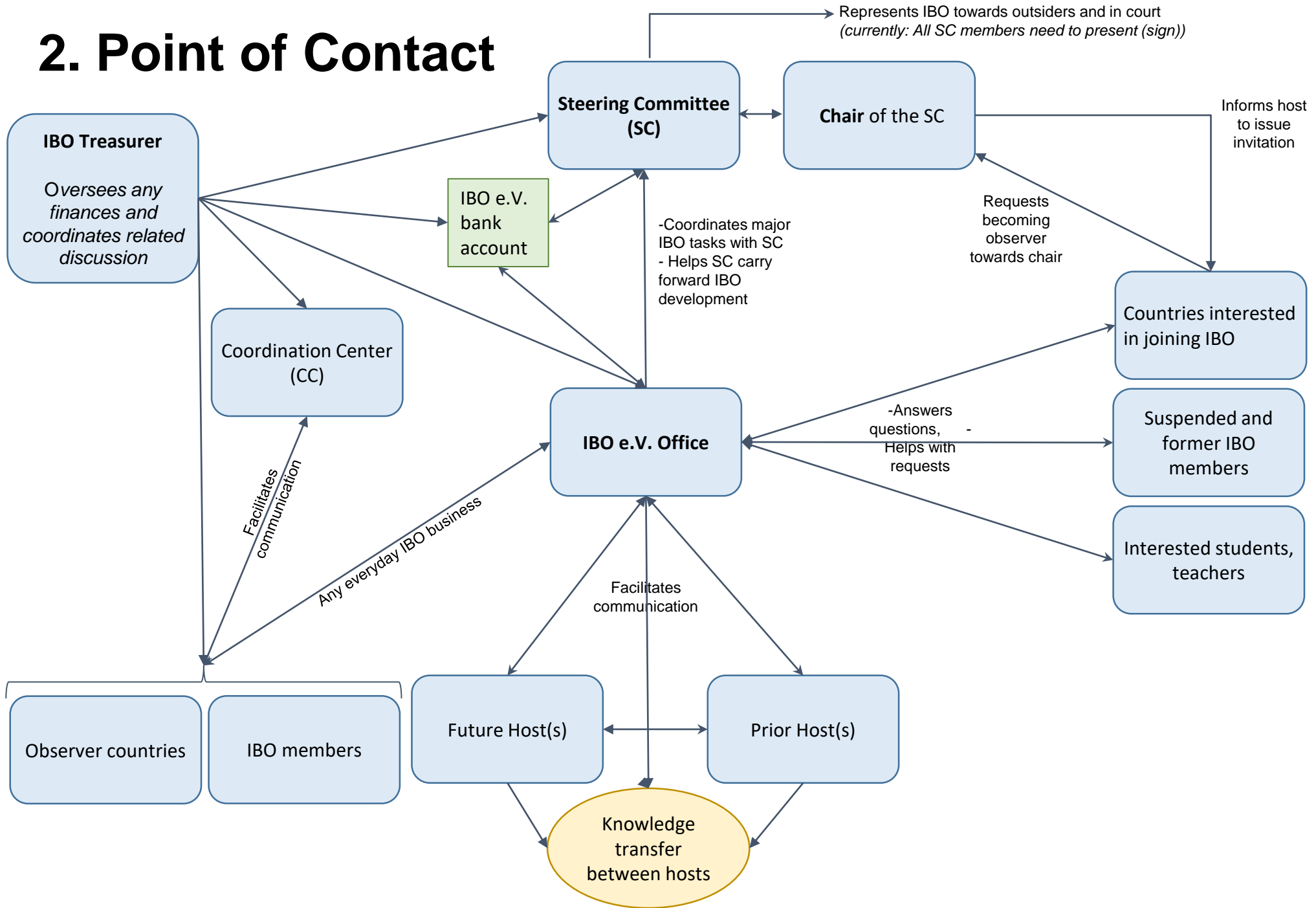
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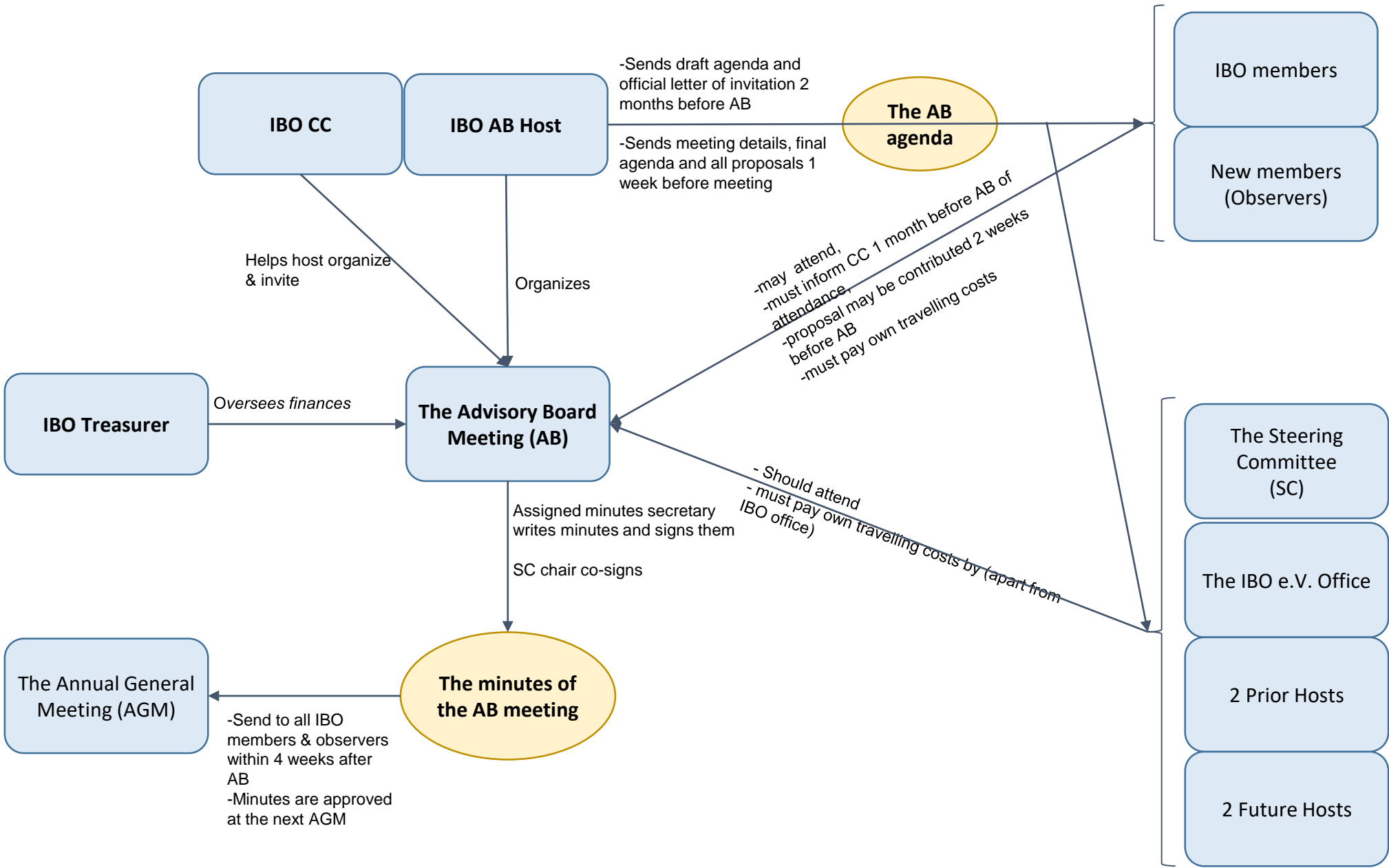
# 1. The Annual General Meeting



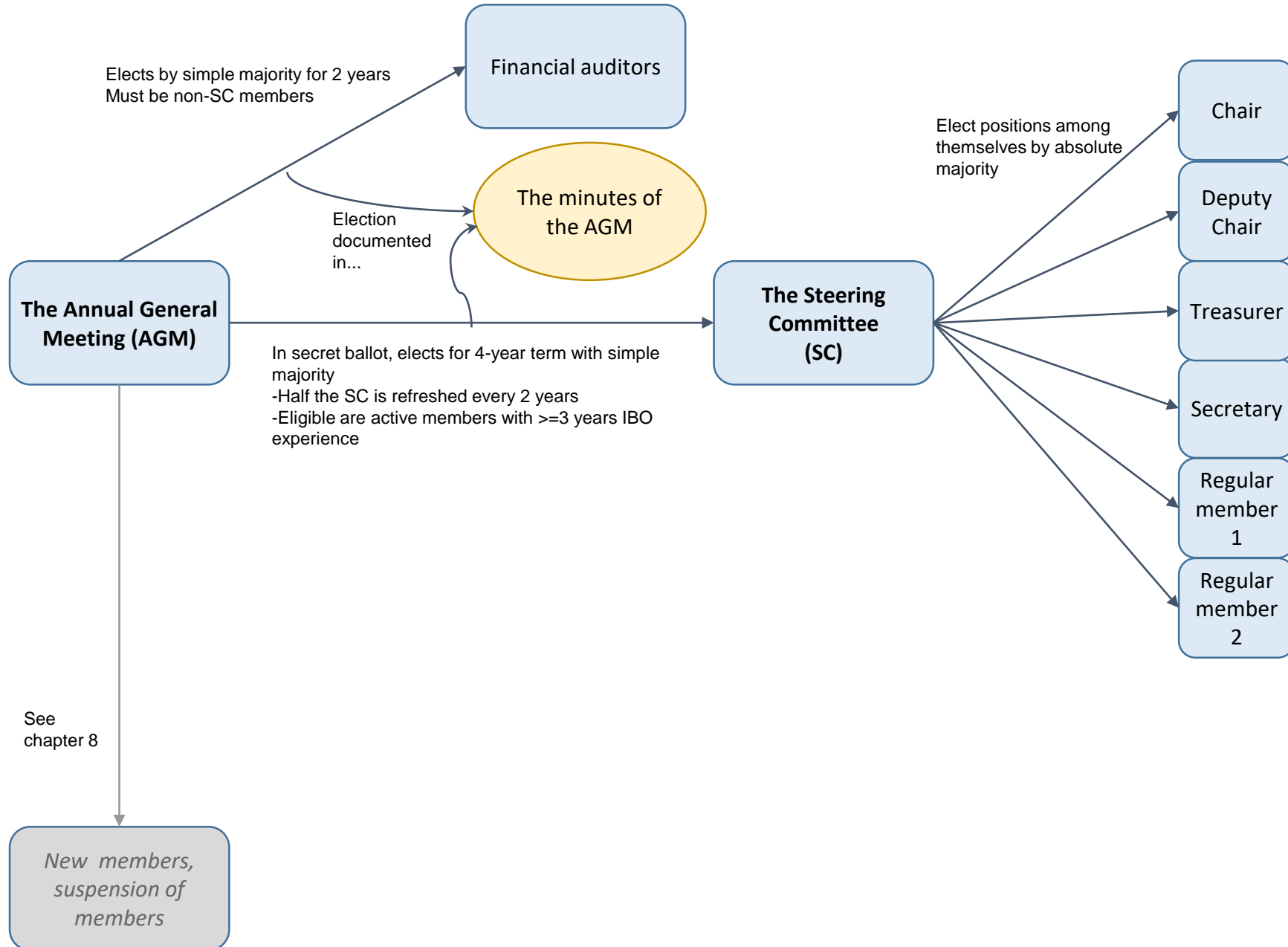
## 2. Point of Contact



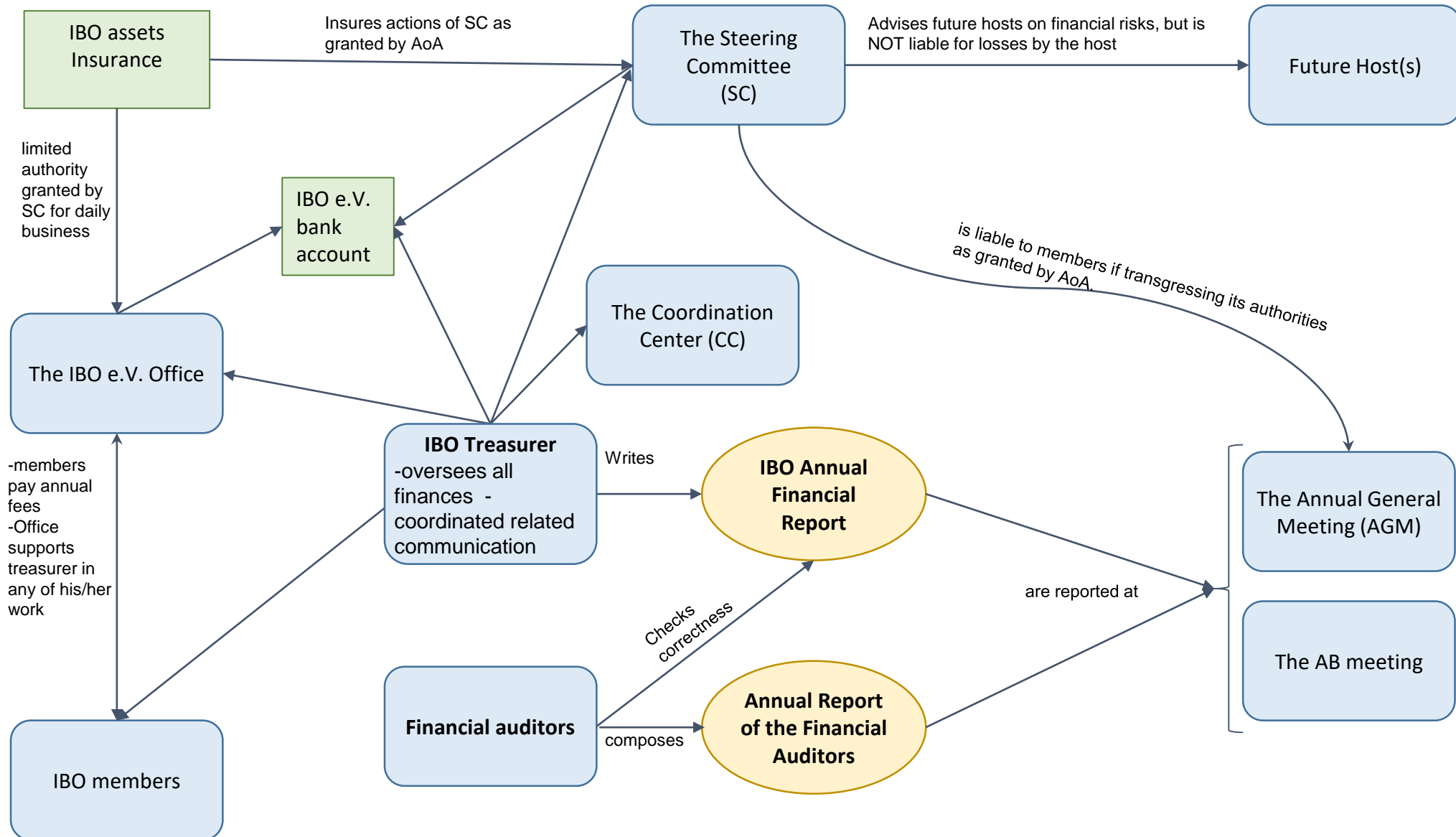
# 3. Advisory Board Meeting



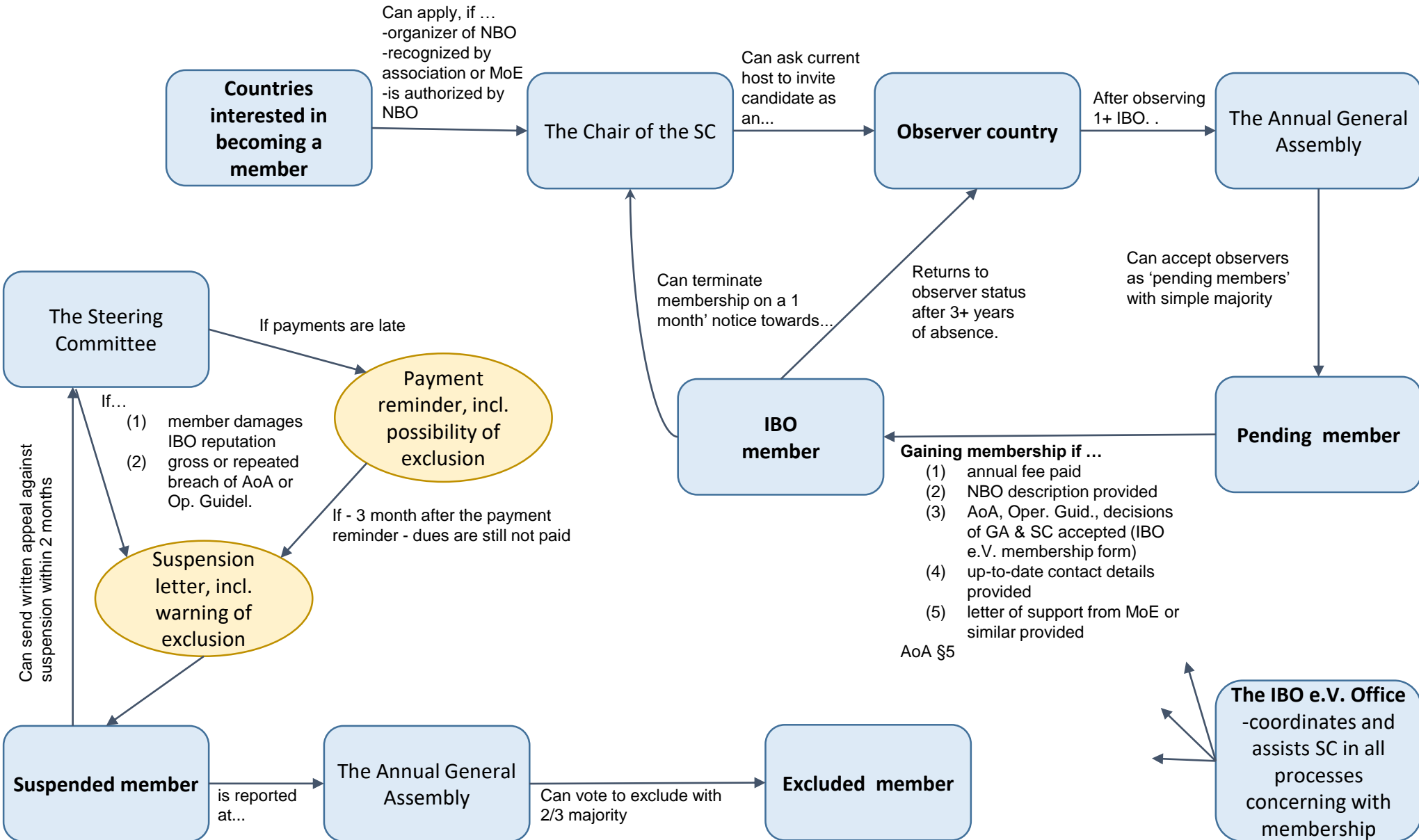
# 4. Electoral matters



# 5. Financial matters

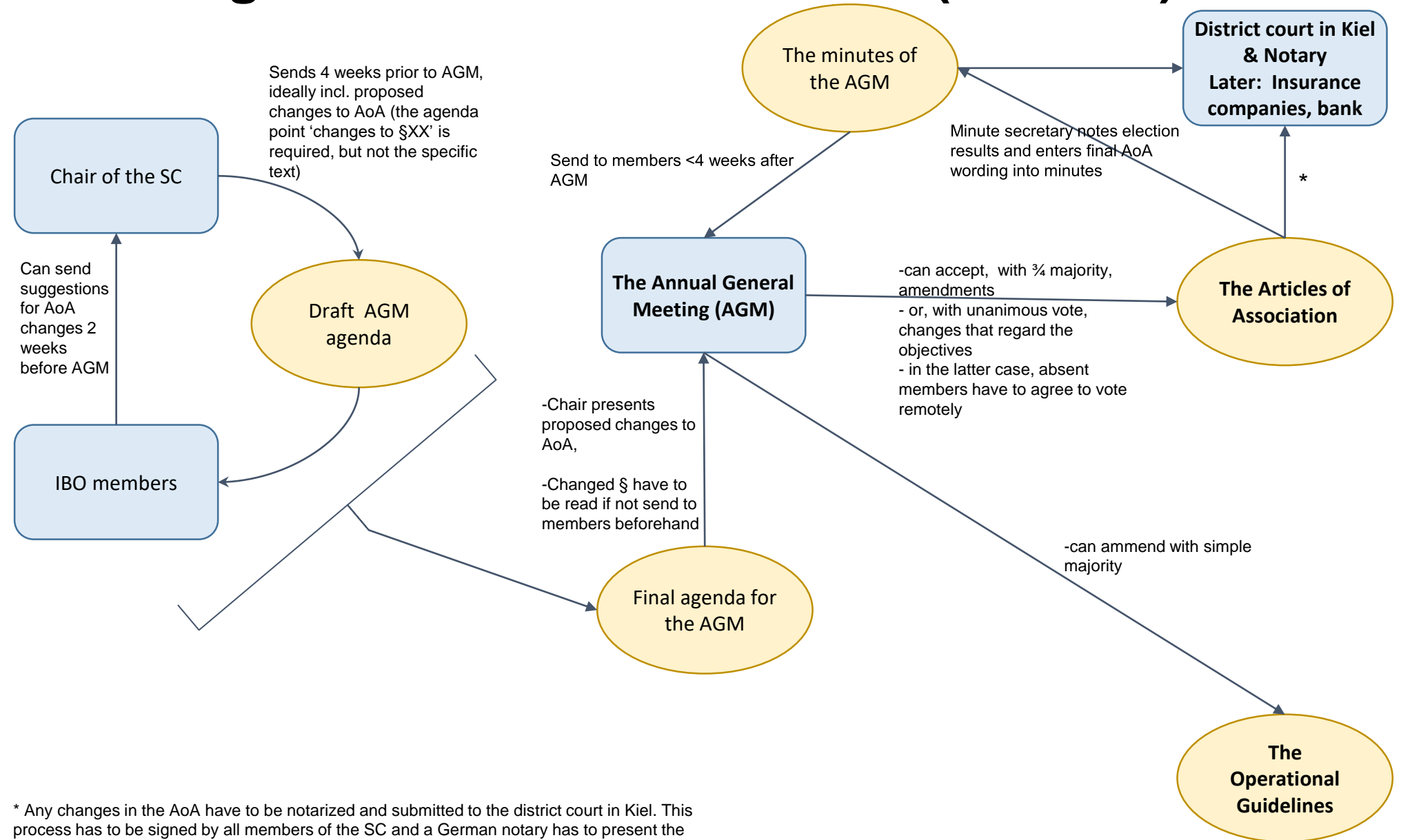


# 6. Gaining and losing membership status





# 7. Changes in IBO Documentation (AoA etc)

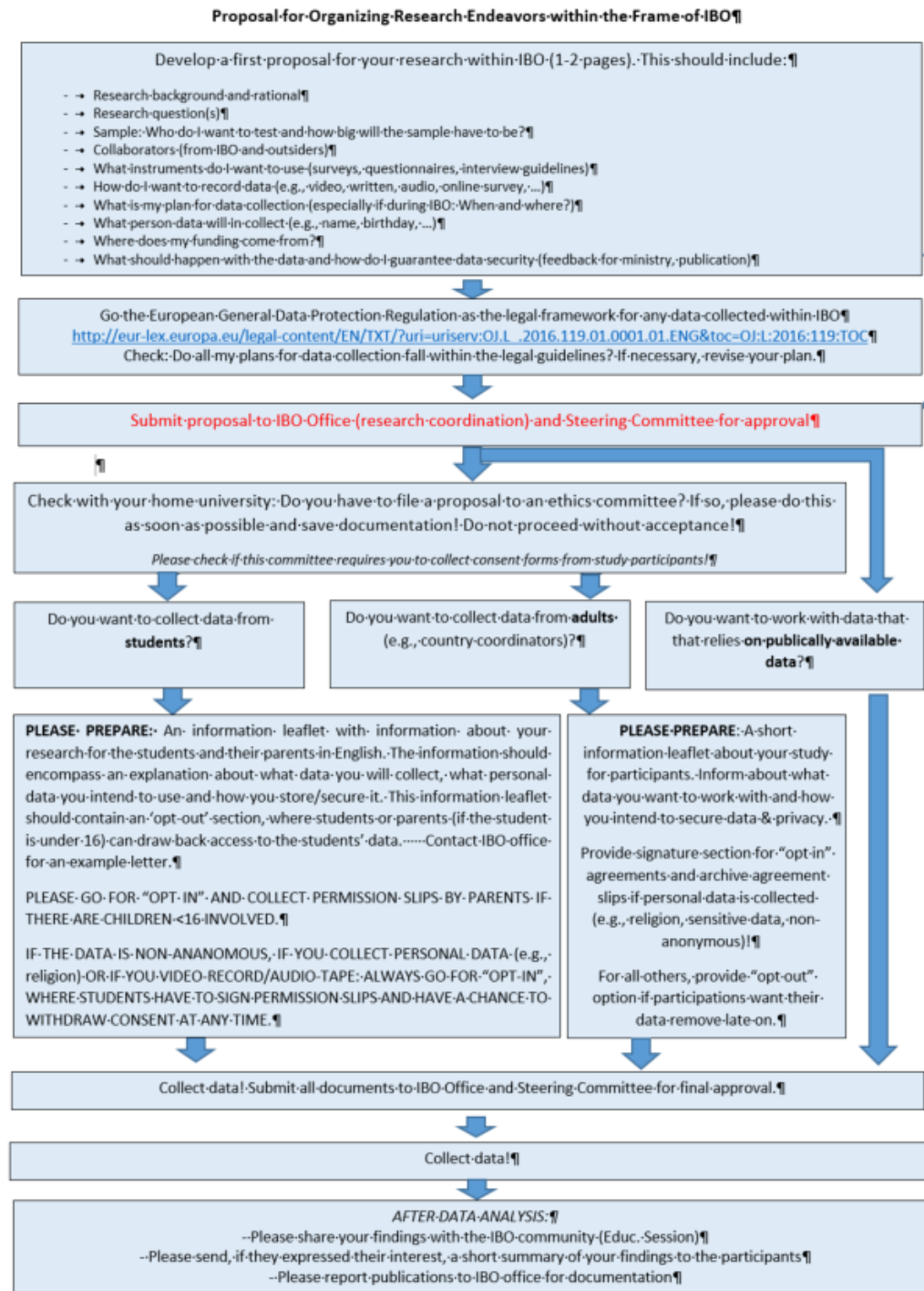


\* Any changes in the AoA have to be notarized and submitted to the district court in Kiel. This process has to be signed by all members of the SC and a German notary has to present the respective forms. The submission process has to include the minutes with the detailed voting results for the AoA changes included. For any notarization outside of Germany, an apostille is required for the acting notary

# 8. Research

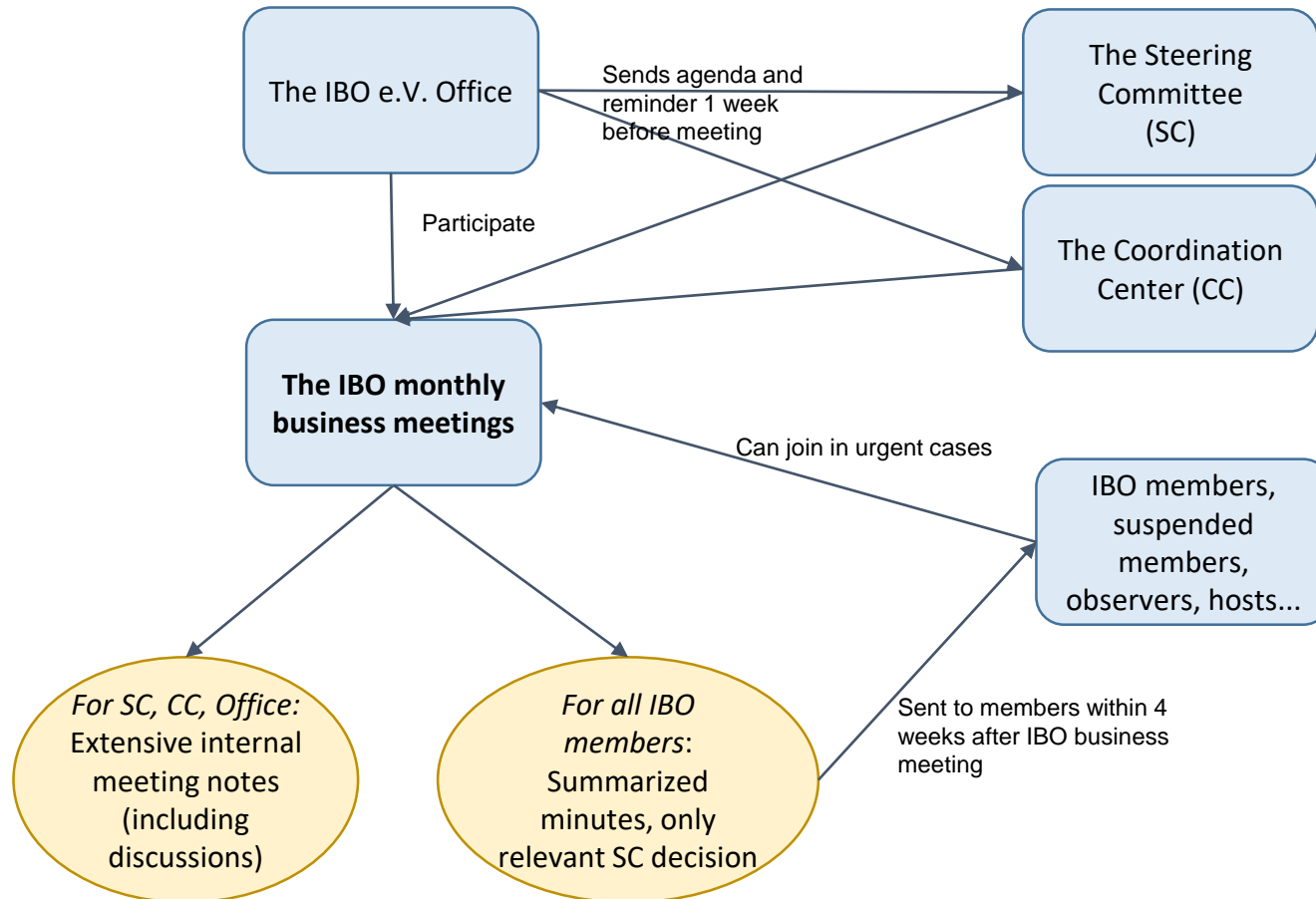
## Note:

This research workflow describes how any research conducted within IBO should be coordinated and approved by the SC. This document has been presented at the AB 2017 meeting, was taken up favorably, has been revised afterwards and has finally been approved by the AGM 2019.

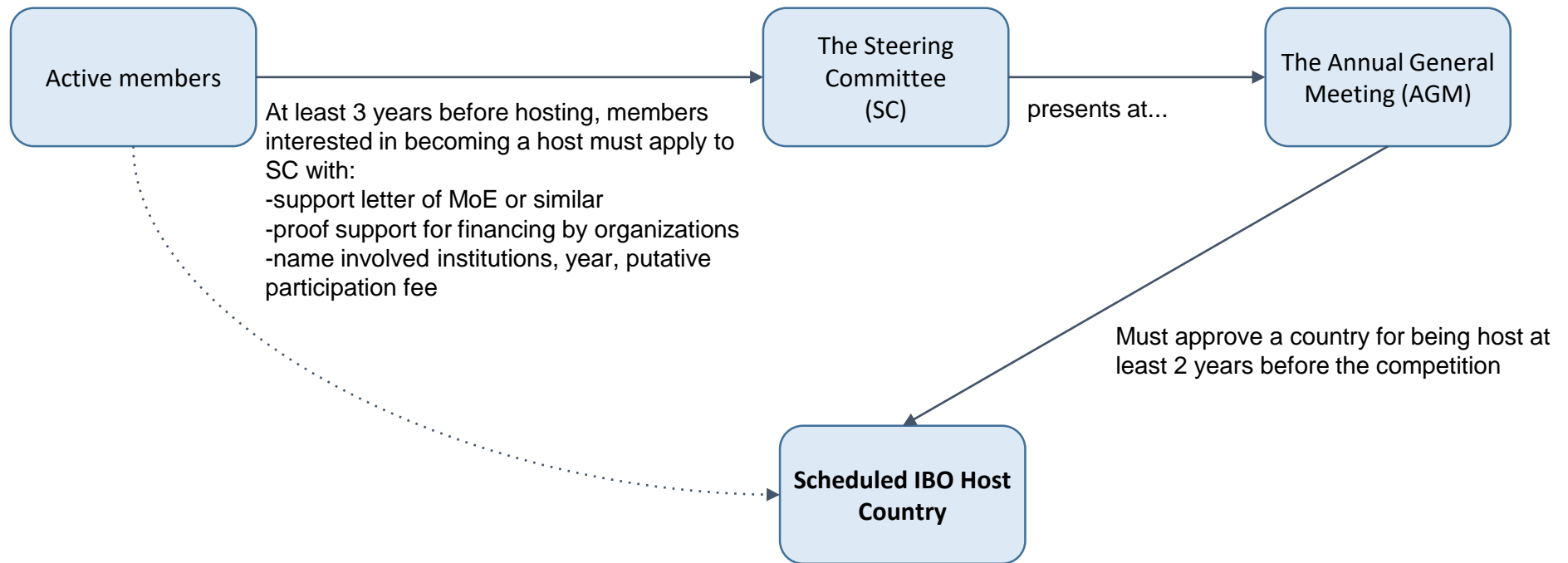


# 9. Monthly IBO business meetings

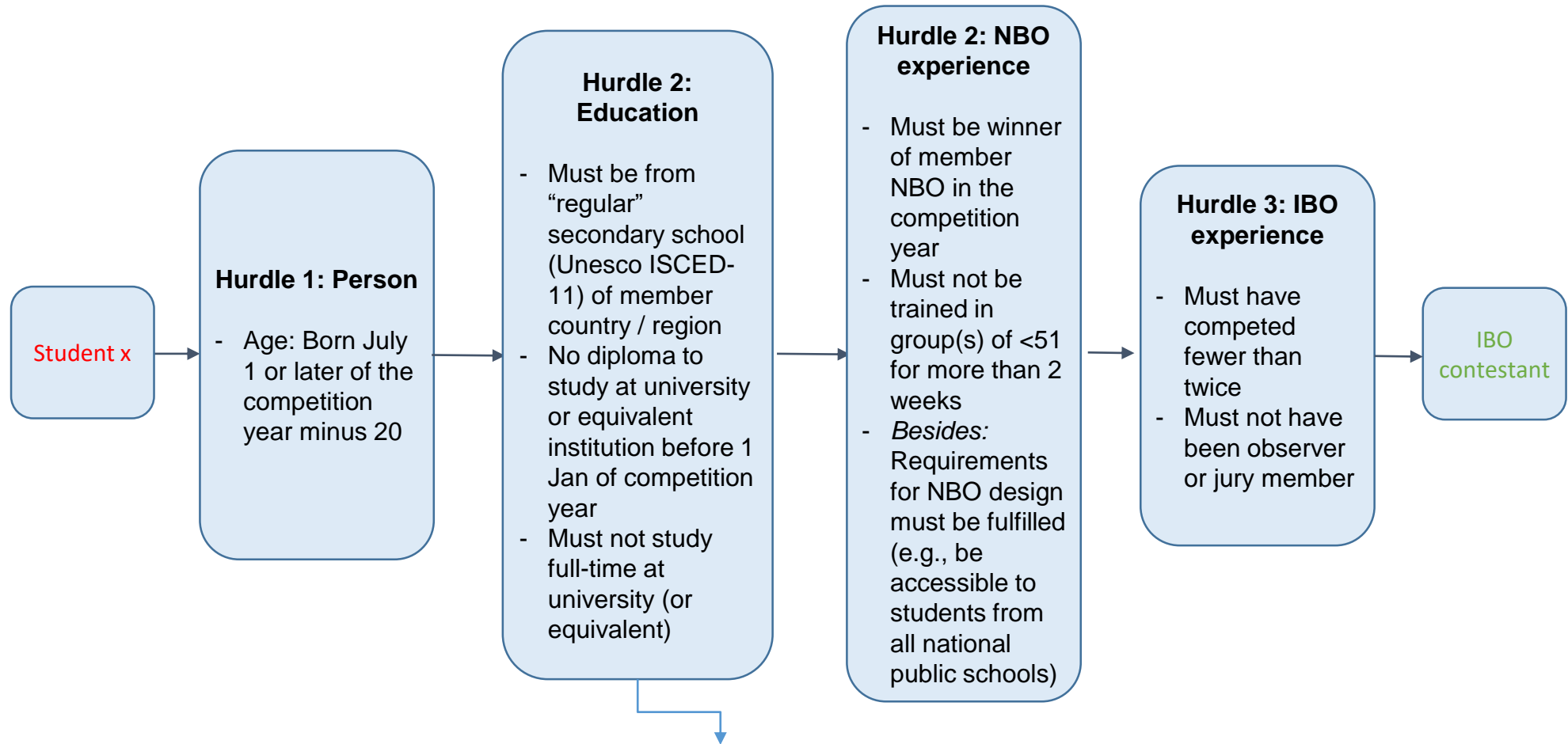
Monthly video conference meetings in which the SC, CC and IBO discuss how to work on current issues - please contact IBO Office if you'd like to join to discuss urgent issues



# 10. Becoming an IBO host country



# 11. Eligibility of students to participate in IBO



*ISCED-code specifies qualification band (pre-university) ;*

*“Regular school” means public or private school that follows the national (science / biology) curriculum of the IBO member country.*

This excludes foreign, international, IB schools etc. unless the national diploma is obtained in parallel.