



# IAP

International Association of Prosecutors

## Role and duties of an IAP Contact Person

### ASSOCIATIONS OF PROSECUTORS

#### OVERALL RESPONSIBILITY:

As the appointed IAP Contact Person you are the direct link between the IAP and the prosecutors being members of your Association and it is accordingly your responsibility:

- to promote awareness of the IAP network, and its projects and activities amongst the prosecutors working within your organisation
- to distribute IAP announcements and publications within your organisation"
- to ensure that the generic username and password is made available to your colleagues, so that they can access the material posted on the members-only part of the IAP website and follow discussions taking place in the various fora

#### HOW TO CREATE A GENERIC USERNAME AND PASSWORD:

Please enter your personal usermenu by logging in on the IAP website [www.iap-association.org](http://www.iap-association.org) with your personal password and username and enter the page called "Edit information in your personal usermenu". Scroll down to the section called "Generic Username and Password" and simply click on the tap called "Get generic login details".

**Please note:** This is a common account linked to your organisation, which is primarily intended to allow your members access to the list of contacts, material uploaded on the member's only part of the website and not least to follow discussions taking place at different fora. The generic username does not allow any members of your Association taking active part in discussions as that require a unique identity. Please advise any members who wish to attend more actively in IAP activities to apply for an individual membership.

#### GENERAL RESPONSIBILITY

The IAP administration systems allow us to draw information directly from the IAP database for immediate publication on the IAP websites. For the purposes of the IAP, you have responsibility on behalf of your jurisdiction or organisation to assist the IAP in keeping its records regularly updated and assuring the accuracy of data posted on one or more websites about your organisation or jurisdiction.

#### GENERAL RESPONSIBILITY

You can follow the payment status of your Association from your personal Usermenu.

At the end of each membership year (December) you will receive an invoice covering next year's subscription and it is your responsibility to make sure, the invoice is being processed in accordance with your internal budget requirements. In lack of payment of the dues your Association will lose access to the IAP websites and database of contacts as well as representatives of your Association will be refused access to any of the IAP events.

So please check the status of your membership and make sure you're fully updated on payments to avoid any disconnection to benefits of membership.