



# IAP

International Association of Prosecutors

## Role and duties of an IAP Contact Person

### PROSECUTION SERVICES

#### OVERALL RESPONSIBILITY:

As the appointed IAP Contact Person you are the direct link between the IAP and the prosecutors working within your organisation and it is accordingly your responsibility:

- to promote awareness of the IAP network, and its projects and activities to distribute IAP announcements and publications within your organisation
- to ensure that the generic username and password is made available to your colleagues, enabling them to access the material posted on the members-only part of the IAP website and to 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 tick 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 advice any members who wish to take more actively part 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. It is your responsibility, as the IAP Contact Person, 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.

Consequently, you should possess a sound knowledge of the structures in place within your organisation and jurisdiction and be in a position to identify those within your organisation who should be designated as the contact person for mutual legal assistance (MLA), and as specialists within the IAP Specialist Fields: Cybercrime (GPEN), International Criminal Justice, atrocity crimes and crimes against humanity (FICJ), Trafficking in Persons (TIPP), Counter Terrorism (CTPN), Anti-Corruption (NACP) and Conflict Related Sexual Violence (PSV) if any.

As an IAP Contact Person, we request that you upload the following information:

- Name of the Head of your organisation and contact details
- Contact details of specialists within the IAP expert fields
- Contact details of MLA contact
- Brief description of your Criminal Justice and Prosecution Systems
- Contact details of sub-members

Any data registered under your country or jurisdiction needs to be accurate and regularly updated. Furthermore, naturally, any specialists identified by you need to have a particular knowledge and experience within the relevant expert field. Please download from your usermenu a definition of the different types of specialists we are looking for.

**Please note:** People registered as either Head of the Organisation, MLA Contact or IAP Specialist will be considered as FREE Individual Members and will automatically receive a username and password and information about the IAP expectations in relation to their new role.

## HOW TO KEEP A MEMBERSHIP ACTIVE

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

At the end of each membership year (December) you will receive an invoice covering next year's subscription. It is your responsibility to make sure that 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 organisation will be refused access to any of the IAP events.

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