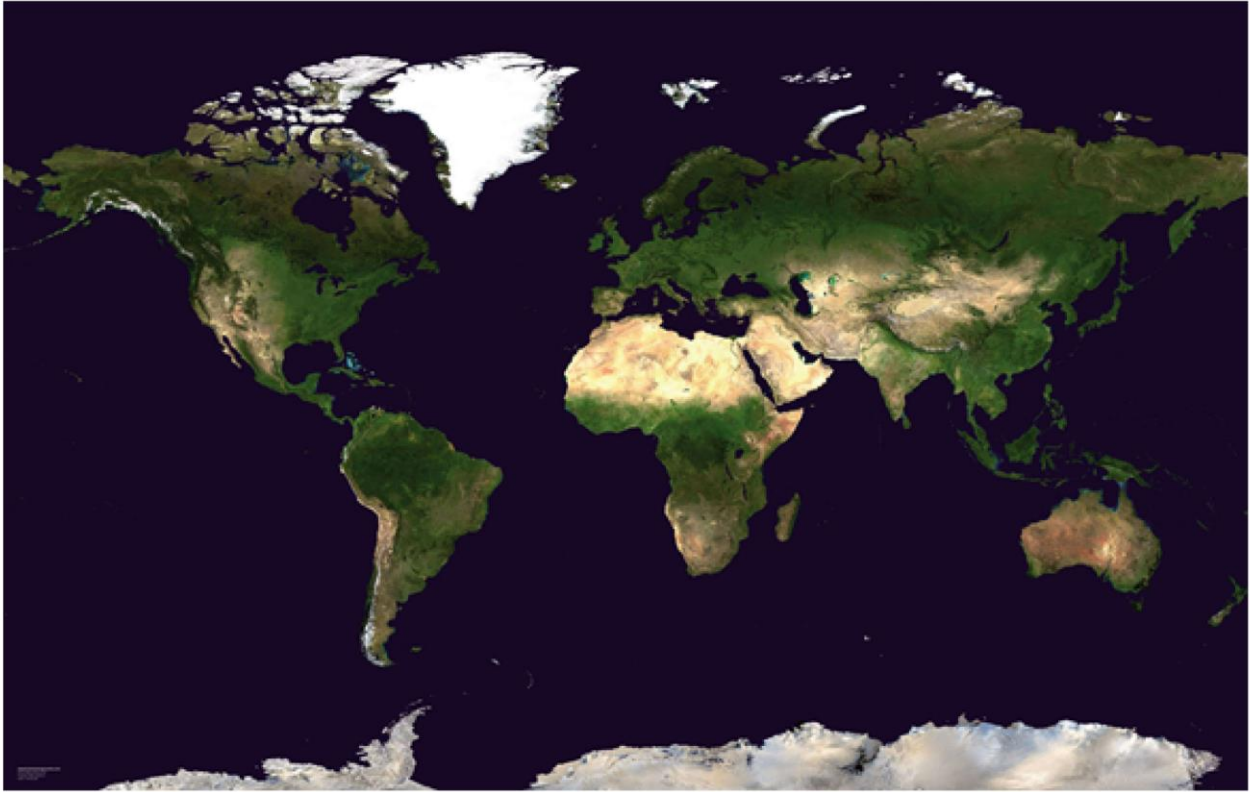


# IAAP FEBRUARY 2020



## HANDBOOK FOR DEVELOPING GROUPS

INTERNATIONAL ASSOCIATION FOR ANALYTICAL PSYCHOLOGY  
INTERNATIONALE GESELLSCHAFT FÜR ANALYTISCHE PSYCHOLOGIE  
ASSOCIATION INTERNATIONALE DE PSYCHOLOGIE ANALYTIQUE  
ASSOCIAZIONE INTERNAZIONALE DI PSICOLOGIA ANALITICA  
ASOCIACIÓN INTERNACIONAL DE PSICOLOGÍA ANALÍTICA

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# Handbook for Developing Groups

This Handbook may be used in conjunction with the IAAP Router Handbook.

## GENERAL INTRODUCTION ON DEVELOPING GROUPS

Developing Groups (DG) are associations of people in regions or countries in which there is no existing IAAP Group Member. The groups are composed of students of Analytical Psychology, working primarily as professional psychotherapists, physicians, and educators or in other relevant professions. A number of these may be Routers, pursuing Router Training to become Individual Members of the IAAP.

Membership of a Developing Group does not imply membership status in the IAAP.

A complete list of Developing Groups incl. contact information may be seen on the IAAP website <https://iaap.org/developing-groups/>

### Developing Groups

The primary aims of a Developing Group in Analytical Psychology are:

- a) To raise cultural awareness of analytical psychology and to promote the dissemination of Jungian ideas in particular regions where there are no (or very few) trained and qualified analysts or IAAP Group Members. Developing Groups serve to enhance and expand the IAAP and to bring clinical practice into contact with different cultures and traditions thus allowing practice to modify theory
- b) To act as a fulcrum for raising awareness of training possibilities either through an existing IAAP Group Member or through the router programme.
- c) To afford a city or country an internationally recognised organisational structure that gives them standing and credibility in their own area.

The wish to approach the IAAP with a view to forming a Developing Group in Analytical Psychology usually arises when there is a group of professionals working in a country who are interested in Jung and his concepts and wish to explore ways of finding help from the IAAP to pursue their studies. Developing Groups evolve in different ways and at different paces depending on personal and cultural factors as well as local licensing laws for psychotherapy.

It is important that the Developing Group in its representation of itself makes sure that it is not confused with an IAAP Group Member.

## GUIDELINES FOR A SITE VISIT TO A POTENTIAL DEVELOPING GROUP

When a group of professionals involved in analytical psychology has established itself in a part of the world where there is no IAAP Group Member, and wishes to apply to become an IAAP DG this group is invited to present its composition, its internal organisation and constitution, where applicable its official registration in the country of residence, its programme of work and its projects by completing *an application form* and *a questionnaire*, see page 8-10. On this basis, a site visit can be organised.

This visit to the site can be made by an officer of the IAAP, a member of the Executive Committee or by another IAAP member, appointed by the President of the IAAP. Sometimes a

site visit is made by one analyst; at other times two working together. The expenses incurred by such a visit will be reimbursed by the IAAP.

Generally, the visiting analyst gives a lecture, oversees group supervision and conducts thorough interviews with the Officers of the DG as well as its members. In particular, he or she evaluates the democratic structure and internal consistency of the group as a whole. He or she also gathers information about the local and regional training conditions, the clinical practices and the institutional organisations of the clinicians in the area, and he/she gives to the Group any information about the IAAP's procedures and activities that may need clarification.

Following these meetings, and on the basis of the information gathered, the visiting analyst writes a report that includes his or her recommendations which is then submitted to the Officers. The Officers then present their conclusions and recommendations to the Executive Committee who in turn proceed to a vote in favour or against the recognition of the Group as an official IAAP DG.

### **Appointment of the Liaison Person and setting up the Programme.**

After the EC has voted to accept the new DG, the Officers in consultation with the Regional Organiser and the members of the DG, will propose a Liaison Person (LP) for approval by the Executive Committee.

The LP, in consultation with the members of the DG, will begin to set up a programme of work to be realized in collaboration with the IAAP. This will include a programme of theoretical and academic study, group supervision, possibly individual supervision, and, in some cases, personal analysis.

### **Guidelines for the Liaison Persons to Developing Groups**

The IAAP's work for and with its DGs all over the world needs to be as coherent and well-coordinated as possible. At the same time, its activities have to be carefully adapted to the character and specific context of each Group, taking into consideration each Group's possibilities as well as its unique structure and unique needs.

### **Tasks of the Liaison Person:**

- The LP will research and establish with the DG a study programme which is suitable for that Group and responds to its needs. Such a programme includes a progressive theoretical training in analytical psychology and similar approaches.
- The LP will work with the President of the DG to help coordinate and organise visits from teachers, supervisors and analysts.
- The LP is expected to give sessions of group supervision and sometimes, sessions of individual supervision.
- The LP may be asked to give public lectures.
- The LP cannot give personal analysis.
- The LP cannot be an interviewer at Screening Interviews or an examiner at Intermediate or Final Exams.
- Where appropriate, the LP may help members of the DG to travel abroad for analysis and supervision.
- The LP in collaboration with the President of the DG and in consultation with the Regional Organiser, will propose an appropriate detailed budget for the group. The budget must be sent to the Regional Organiser and to the Finance Officer of the IAAP no later than October 31st of each year.

- The LP will also help the DG to investigate additional possibilities of funding.
- The LP will work with the President of the DG to provide an annual report of the activities of the DG and will draft a description of the activities planned for the oncoming year. This report must be sent to the Regional Organiser no later than December 31st of each year.
- The LP stays in contact with the Regional Organiser. After each visit to the DG he/she sends a short report to the Regional Organiser.
- The LP is expected to visit the DG at least once a year and ideally more often for a period of at least three years to ensure continuity of role and will remain in constant contact with the DG via Skype, email or telephone to provide advice and to help resolve any problems arising.
- The IAAP will be responsible for the travel and accommodation of the LP for their visits on the receipt of all documented expenses.

#### **The responsibilities of the Regional Organiser:**

- The Regional Organiser is responsible for the organisation of the screening interviews, intermediate exams and final exams of the routers. The practical arrangements must be made in cooperation with the LP and the DG.
- The Regional Organiser collects all the documents from the applicants / routers and sends them to the interviewers / examiners.
- After the screening interview / exam the Regional Organiser receives the written report from the interviewers / examiners and submits the reports to the applicants / routers.
- The Regional Organiser submits an overview of the results of the interviews / exams to the LP, the president of the DG and the Chair of the Education Committee.
- The Regional Organiser is in addition responsible for collecting the yearly evaluations from each router in his/her region.
- After having received the detailed budget from the LP, the Regional Organiser will immediately submit this to the Finance Officer of the IAAP and the Chair of the Education Committee.
- Before each Officers or Executive Committee meeting the Regional Organiser will submit reports from each DG in his / her region. The reports should, based on the reports from the LPs and on the Regional Organiser's own experiences present the development in each DG, and in case any screening interviews or exams have taken place, these must be listed in the report for the approval by the Executive Committee.
- The Regional Organiser must submit changes to the Routers Overview to the Chair of the Education Committee. These may be changes of email-addresses, updates regarding yearly evaluations, exams etc.

#### **Personal Analysts for members of a DG**

In order to realise the programme, and when finances allow it, the LP, in conjunction with members of the DG, invites a visiting analyst (sometimes more than one if finances permit) who is able to travel to the location of the DG as regularly as possible. DGs can fund additional visits themselves if they are in a position to do so. Sometimes, DG members will also travel to one of the IAAP Group Members to seek personal analysis and/or individual supervision with its member analysts.

It is hoped that a wide range of analyst members from different IAAP Group Members will offer the DG an opportunity to become acquainted with different traditions within the Jungian community. This provides the additional advantage of permitting fruitful exchanges among existing IAAP Group Members. It is sometimes the case that the DG forms a particular

partnership with one Group Member who takes a special interest in the group, offering analysts from its membership the opportunity to visit, teach and supervise. This may be formalized as Affiliate Candidate Training – please see the Affiliate Candidate Handbook. In some cases, the Group Member encouraged by the LP is willing to raise funds to support a greater number of visits and activities than can be afforded through the IAAP budget alone. The funds raised on behalf of a DG in this way belong to the DG but are administered through the IAAP with the LP available for advice about budgeting. DGs in nearby countries or cities are encouraged to pool/share teaching resources.

### **IAAP Financial Support**

On the basis of its proposed activities, the LP in collaboration with the President of the DG proposes an appropriate budget for each of the DGs. The budget request must be sent to the Regional Organiser no later than October 31<sup>st</sup> each year. Financial support varies depending on the stage of the DG in its development, the number of members of the DG and the number of routers within the DG. The IAAP has only a limited amount of money available to spend on DG activities and some groups may have to wait to receive IAAP financial support or find alternative sources of funding. DGs are asked to provide detailed plans of their proposed activities during the year and a detailed breakdown of how their budget is intended to be spent.

This financial support is not a lump sum awarded to each DG. It is a financial reserve intended to reimburse the visiting analysts and teachers for their expenses in accordance with the following procedure:

- a) the visiting analyst sends his or her request for expense reimbursement together with all receipts (invoices for tickets, hotels etc.<sup>1</sup>) and the coordinates of their personal bank to our accountant, Mr Daniel Gubser, Gubser, Treuhand GmbH, Espilgartenweg 6, 8226 Schleithem, Switzerland  
[daniel.gubser@gutreu.ch](mailto:daniel.gubser@gutreu.ch). A copy should also be sent to the IAAP Finance Officer
- b) the accountant verifies the accuracy of the request for payment on the basis of the receipts submitted
- c) the accountant asks for approval from the Finance Officer.
- d) the accountant reimburses the visiting analysts for their expenses by payment to their personal bank account

The IAAP budget awarded may be spent on travel expenses, accommodation, interpreters' fees, books and teaching aids. The money may NOT be used to pay visiting analysts an honorarium; neither may it be used to pay fees to visiting teachers, analysts or supervisors and not to pay fees to secretaries. Mr. Gubser sends monthly budget updates to the Finance Officer, to the President of the DG and to the LP when expenses are claimed. Copies of these updates are also sent to the Regional Organisers. This is intended to help DG Presidents and their LPs keep within their yearly budgets. The budget allocated can only be spent within the year of allocation and the books close for the year at the beginning of January of the following year. Money may not be carried over from one year to the next, so what is not spent and claimed is effectively lost as a resource for the group.

In many cases, the budget awarded is not as much as the DG would like, and so LPs and Members of the DG are encouraged to try and raise supplementary funds to offer further resources to their Groups. Guidelines for fundraising are available from those who have already

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<sup>1</sup> As a general rule the DGs are expected to pay for the meals, although there may be variances.

undertaken such activities and may be obtained by contacting the Chair of the Education Committee Funds raised in this way are kept separately to the IAAP budget and may be used more flexibly.

Towards the end of the year, the president of the DG together with their LP should write a report of their activities over the past year. The IAAP Newssheet welcomes contributions from DGs about different aspects of their activities.

It should be noted that the IAAP expects visiting analysts who teach, offer supervision or personal analysis to be paid at the local rate of the country of the DG.

### **Meetings of Members of the Developing Groups at the IAAP Congress**

There is an IAAP International Congress every three years in a different location. Space is made at these Congresses for DG members from different regions to meet together to discuss their different experiences, needs and future wishes. These meetings are facilitated by the Chair of the Education Committee.

At the Congress, a meeting is also organised for LPs, DG Presidents working in different regions to compare their experiences and provide feedback to the Education Committee. The aim of these meetings is to maintain good communication and help with future organisational development.

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**APPLICATION FOR MEMBERSHIP AS A DEVELOPING GROUP**

1. Name of Group
  
2. Address
  
3. Names of Members of Group (please attach a brief resume of each member)
  
4. Statement of the Group's educational purpose with respect to the study of Analytical Psychology
  
5. Brief Description of the Organisational Structure of the Group. Constitution incl. Code of Ethics based on the IAAP Minimal Standards.
  
6. Invitation to IAAP to send a representative on a "site visit" to interview members of the group and make a recommendation to the Sub-Committee for Developing Groups



# CONSTITUTION

## **Suggestion for the Constitution for an IAAP Developing Group**

The below-mentioned suggestions may be supplemented with local standards for a Constitution. In case of a contradiction between the below-mentioned suggestions and the local standards, the contradiction must be explained in the application. The content of the Constitution may comprise the following items:

- I. Name, Domicile, Language** (*In case the language of the Constitution is not English, a translation must be made into English*)
- II. Aims of the Association** (*Suggested aims: To promote the study of Analytical Psychology etc., to facilitate Router Training, to maintain a high standard of ethical conduct*)
- III. Membership-Status** (*Categories of Membership, Admission to Membership, Termination of Membership, Privileges and Obligations of Membership, Membership Dues, Liability*)
- IV. Organisation**  
*The following questions are suggestions for items in the Constitution regarding A. General Meeting, B. Executive Committee, and C. Ethics Committee:*

### **A. General Meeting**

*The General Meeting must be the highest organ of the Association.*

- *When does the General Meeting take place? (Once a year? Or more / less frequent?)*
- *Who will constitute the delegates at the General Meeting? (Will different categories of membership play a role in this?)*
- *What are the functions and responsibilities of the General Meeting? (Make amendments to the Constitution, elect members of the Executive Committee etc. etc.)*
- *When must the agenda be sent out? For an ordinary General Meeting? and for an Extraordinary?*
- *What are the rules regarding voting? (Proxies, simple or relative majority, rules for secret ballots etc. etc.)*

### **B. Executive Committee / Board**

- *How is the Executive Committee / Board composed? (President / Chair, Vice-president, secretary, treasurer etc.)*
- *How are these persons elected?*
- *Terms of mandates?*
- *What are their functions and responsibilities?*

### **C. Ethics Committee**

- *How is the Ethics Committee composed?*
- *How are the members elected – or appointed?*

- *Terms?*
- *Procedures?*

**V. Changes to the Constitution** (*Should in general always be decided by the General Meeting and with a relative majority. It may be followed by an extraordinary General Meeting where it may be decided with a simple majority.*)

**VI. Dissolution and Liquidation** (*The procedure for the decision of a possible dissolution and Liquidation of the association must be described. Also, it must be described what should then happen to the funds of the association*)