

World Society of Victimology

Procedures Manual

Approved in the EC meeting of January 30th of 2026



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Procedures Manual

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PROCEDURES MANUAL

Purpose:

The purpose of this manual is to provide guidance, in addition to that which exists in the Basic Statute of Incorporation (BSI), to all members of the World Society of Victimology so that the actions taken are standardised, sanctioned by the Executive Committee and clearly understood. The aim is also to involve a broader range of members in the planning and management of the Society. The various positions fall within the following groups: The General Membership, the Executive Committee and the Committees established by the Executive Committee. Each of these groups have specific functions which give our Society its organizational life and growth. The procedures in this Manual are based on the Basic Statute, the Society's structure and the Executive Committee's guidance; and, in the absence of existing policy, may be added to by the Executive Committee.

The General Membership:

BSI's § 5 identifies the General Membership as "The highest body" of our Society. These procedures encourage the General Membership to participate actively in the achievement of the Society's Purposes as listed in BSI § 2. Being active includes: keeping one's membership status in good standing by paying dues in a timely manner; participating in each triennial symposium; periodically contributing to the Society's newsletter for example, *The Victimologist* and scholarly journals with which the Society is affiliated (currently, the *International Review of Victimology* and the *International Perspectives on Victimology*); promoting WSV membership among non-member colleagues within the field of victimology and victim assistance; participating in the nomination and election of Executive Committee (EC) members every three years prior to each symposium; participating in the work of the committees where possible; nominating prospective awardees every three years prior to each symposium; and communicating with the various members of the EC to provide feedback on the operations of the Society.

WSV Victimologist/Newsletter

The EC will decide on how a rotating Editor will be selected, its general contents and periodicity. Also, it should be rotated amongst the WSV committee members, particularly amongst those who are not chairs of committees.

The Executive Committee:

The 15 members of this committee have responsibilities listed in the BSI in §9 & §10. No member of the Society duly elected to the EC can serve more than two consecutive terms (that is a maximum of 12 years). A co-opted member can serve 3 years plus two consecutive terms as an elected member, but a co-opted member should not be co-opted for more than two terms of three consecutive years.

The Specific Roles of EC Members

The President:

The roles of the President are to:

1. Represent the Society in all contacts with all other organisations. He or she chairs each meeting of the Executive Committee and of the General Assembly. He or she appoints persons to serve on various committees (BSI §10.1). S/he also nominates the editor(s) of the Society's newsletter or other publication, including e-publications and social media, and is a member, *ex-officio*, of all committees established by the EC.
2. Provide **leadership**: by formally presenting a strategy for the growth and success of the Society at the beginning of each three 3 year term of office and having this plan (in collaboration with the Secretary-General, the Treasurer and, if appointed Vice President[s]) approved by the full EC; by being accessible through periodic group email messages and responding to inquiries in a timely manner and by monitoring the activities of the Secretary General, the Treasurer and the chairs of the other committees, periodically engaging directly in their activities;
3. To serve as the principal **spokesperson** for the Society in relation to other organisations and members of governments; to dynamically promote the Society's Purposes through public relations with all academic institutions, the media and the general public, and, as time permits, to publish information about and on behalf of the Society in the publications of other organisations.

The President will also be identified as the Chief Officer for the Society with respect to the United Nations and any other agency or organisation that are associated with the Society.

The Vice President:

“The Vice President (acts on behalf of the President in the event of absence and also takes responsibility for managing work in progress delegated by the President” (BSI §10.1). In the event of a long-term absence of the President, the Vice President will assume the role of the President until the end of the three-year term has expired or until the original President is again able to resume his/her duties. In addition, the Vice President will normally be expected to chair one of the main committees established by the EC.

If the workload of the Society requires an additional senior officer, the Executive Committee may appoint a Second Vice President. Should there be two Vice Presidents when the President is for a long term absent, the full Executive Committee will determine which Vice President will assume the President's role.

The Treasurer:

BSI §10.3 states that “the Treasurer manages the Society's financial activities, and annually reports to the Executive Committee and to the members on the status of administrative expenses, and also recommends improvements in financial matters.”

“The Treasurer also chairs”, if established, with the approval of the President, “the Budget Committee and makes recommendations to the EC on all financial matters.”

The funds which accumulate from membership fees, or other income, should be invested in conservative instruments (like a savings account, and/or Certificates of Deposit) to enhance the earning power of monies not being used. The Treasurer must be consulted prior to making any expenditure using the Society's funds to determine whether the intended use is in accordance with Society's financial guidelines (as may be proposed by the Treasurer and approved by the full EC) and prudent financial practices.

Additionally, the Treasurer receives and processes applications for membership and renewal of membership and maintains the membership list, keeping the officers, the Membership and Advancement Committee and the EC informed of changes in the membership on a periodic basis.

- A budget committee, chaired by the Treasurer, should be created (as stipulated in BSI §10.3). It is important to have an audit of the WSV account once a year. The committee can also assist with writing and approving the yearly letter which is submitted to the German Tax Office.
- The budget committee can also help in making the decision on how much money based on our budget should be awarded to scholarships to the WSV symposia.
- The budget committee can also serve as the group who reviews applications and selects the scholarship recipients.
- Scholarships should only be for students/ practitioners (not for persons who hold faculty positions - despite coming from UN listed developing countries).

The Secretary General (SG):

§BSI 10.1 NOT BSI 10.4 states that “The Secretary-General is the principal administrator of the Society.” BSI §10.4 states that the “The Secretary General is the second representative of the organisation in relation to external affairs.” He or she takes the minutes (protocol) at the General Assembly and at the Executive Committee meetings, for which he or she signs. He or she carries out the decisions of the Executive Committee, as far as they permit. S/he supervises all ballots carried out under the provisions of BSI §8. In the absence of the Secretary-General, another member of the Executive Committee (with the exception of the President) may be appointed to carry out these duties”.

The SG will be identified as the principal contact officer for the Society with respect to the United Nations and any other agency or organisation with whom the Society deals. At least once every three months the SG will communicate with the President and Treasurer to provide information on the various activities, he/she has been charged to complete.

During the third year, the SG will solicit nominations from the General Membership for the EC positions that will be vacated. Members will be contacted by e-mail for those with registered e-mail addresses (in the WSV membership list) or through the regular post for those without e-mail addresses. Each nominee will be required to sign an agreement to abide by the conditions of membership of the EC and also to send a set word length statement to accompany the subsequent mail ballot. Nominees who do not respond within the proscribed period will not be

included in the election ballot. The SG will conduct the elections in good time for the results to be tallied and the nominees notified in time for their participation in the next EC meeting at the upcoming Symposium.

The SG will also be responsible for maintaining the accreditation process of WSV representatives to other organisations. Each accredited representative will: be a WSV member in good standing; have a written endorsement of a current EC member, and have his/her curriculum vitae on file with the Office of the Secretary-General, before being accredited. In the event of a conflict in the selection process, the SG will resolve the problem in consultation with the President.

As the principal administrator of the Society, the SG maintains correspondence with all those having questions about the Society and with queries from other organisations, governments and individuals. The SG is an ex officio member of all committees established by the EC.

Other EC members: Coopted Members

As the WSV has no paid staff, the work of the Society has to be carried out by the Executive Committee. In order to share the work-load, a series of committees has been established to undertake the various aspects of work.

BSI §9.8 provides for the EC to co-opt up to three additional members in good standing to be full voting members of the EC. In order to ensure a close relationship with the hosts of the next symposium, one of these co-opted places may be reserved for a representative of the local organising committee, if he/she is not already represented among the elected members.

Most members of the EC will be expected to convene and to chair one of the working committees and to report on its progress at each meeting of the EC. In addition, each member of the EC will be expected to become a member of at least one other committee to provide support or, where necessary, to deputise for the chair.

All EC members, regardless of position, should serve as “membership ambassadors” for their respective countries by distributing the WSV brochures and actively promoting the Society at local and national victimology, victim assistance and criminology meetings, conferences and events. Furthermore, they should report to the Secretary-General and Treasurer if they know of special professional events in their respective countries where a membership recruiting opportunity exists so that the brochure can be sent to them for distribution.

Expulsion from the Executive Committee:

BSI §9.11 recommends that if a member misses two meetings within their term, the President and/or Secretary-General will enquire of that member on his or her reason. If such is reasonable, that member might, on approval of the President and/or Secretary-General continue as a member for his or her elected term. If the reason is unreasonable, the President and/or Secretary-General will respectfully ask the member to resign, which should happen with dignity. The position vacated will be filled by co-option at the earliest opportunity. Co-options will last until the next symposium.

Chairs of committees (see BSI § 11.2) appointed by the EC who do not carry out the work delegated to that committee, or who do not report effectively to the Executive Committee, will be replaced and will not be eligible for re-election to the Executive Committee.

The Committees:

BSI § 11 authorizes the President to “name special committees when he or she sees the need of it”. It also lists standing committees.

The EC has identified several committees to carry forward the work of the Society between symposia. The number, objectives and tasks of these committees can be amended by the EC as required. The basic terms of reference which will be applied to all committees are appended to this Procedures Manual, together with a template that will be used to set out the specific terms of reference for each committee.

The full terms of reference for each standing and ‘special’ committee, including the Membership Committee (which is referred to as the Membership and Advancement Committee), are appended.

The Committees of the World Society of Victimology

General Terms of Reference: The Executive Committee of the World Society of Victimology has adopted a strategy aimed at increasing the opportunities for members to contribute to the work of the Society between the three-yearly Symposia.

The number of committees will be decided upon during the AGM meetings and members of the Society will be invited to apply. Applications should be lodged with the relevant committee chair (see below) who determine whether recommend the applicant to the President. The President must approve the membership of every committee.

Membership of committees: Each committee will be chaired by a member of the Executive Committee. The Chair will be responsible for ensuring that the committee fulfils the objectives for which it has been established and for providing liaison between the committee and the Executive Committee.

The President and the General Secretary will be *ex-officio* members of all committees and will receive all correspondence, details of consultations and reports simultaneously with other members of the committees.

In addition to the Chair and the officers of the Society, all committees will consist of members appointed by the Executive Committee, with the provision for additional members to be co-opted by the committee according to the requirements of the work to be undertaken. (Appointed members will always be twice the number of co-options).

Length of membership: The terms of office for all members of the committees will begin and end at the second meeting of the Executive Committee following each Symposium. The appointment of new committees will take place at this meeting.

All committee members will be eligible for reappointment at the end of their term of office.

Applications to join a committee: All members who wish to be considered for a place on a committee should apply to the Chair of the relevant Committee with a short statement explaining why they wish to be considered and a CV outlining their experience and qualifications. Applications should normally be received by 31st December following each Symposium.

All members who wish to be considered should have paid their membership fees for the three-year membership period or should state their willingness to remain as members until after the next Symposium.

The working language for all committees will be English unless otherwise agreed by the Executive Committee.

Procedures for appointment: The Chair of each committee will present a list of proposed committee members to the President for ratification.

In the event of there not being sufficient suitable applications to complete a committee, additional nominations will be made by the Executive Committee.

Quorum for meetings or consultations: In order to minimize the costs of the committee structure, “meetings” and consultations will normally take place via e-mail consultations, telephone or web-based conferences.

If it is considered essential for a face-to-face meeting to take place, members will be responsible for their own expenses. Applications to vary this position, or for the costs of any member to be met by the Society, should be made by the Chair of the committee to officers of the Society (the President, Secretary-General and Treasurer of the Society) in advance of the meeting.

The quorum for each meeting or consultation will be one half of the total membership of the committee, after adequate notice has been served on all members of the committee. Adequate notice will be three months before face-to-facings and one month before telephone or web-based conferences. The final date for responses to e-mail consultations will be one month from the date of the request for comments.

Members who fail to respond to two consecutive meetings or consultations without adequate explanation may be removed from the committee and their places may be filled by co-options.

Delegation and Accountability: All work undertaken by the committee shall be regarded as delegated by the Executive Committee.

The precise areas and levels of decision-making for each committee will be defined by the Chair for each committee.

Reports will be provided through the Chair, at least 4 weeks prior to each Annual Meeting of the Executive Committee, so committee members can review each report in preparation for discussion at the meeting.

Any decisions outside the areas of delegation between the Annual Meetings will be referred to the Secretary-General by e-mail, and the SG will consult the President, Vice-President(s) and Treasurer on how to resolve the matter. Resolution might require the matter be presented by email to all members of the Executive Committee. If so, a period of one month will be provided for members of the Executive Committee to respond, after which a decision will be taken by the Chair of the committee, taking account of any views expressed by the Executive Committee.

Publication of decisions and reports: All publications of decisions or reports by committees must be agreed in advance by the Executive Committee. Any exceptions to this rule will be included explicitly in the Terms of Reference of the relevant committee.

Reports will normally be published first in the official journals, newsletters or website of the WSV unless otherwise determined by the Executive Committee.

The Organising Committee:

This committee is identified in BSI § 11. The chairperson should be the host (or the host's nominee) of the upcoming symposium, and s/he will select the members of this committee. In accordance with the EC's decision, the chair should select the members of the committee during the first year of the three-year term in order to ensure the effective development of plans for the symposium in liaison with the EC.

The terms of reference for this committee will be negotiated by the President (or his/her delegate) on the signing of the agreement between the Society and the host/chair.

The Honorable Advisors

The Honorable Advisors is a 'special committee' that consists of the current President, the former Presidents and selected other distinguished victimologists. It convenes at each symposium, usually on the final day, and offers advice to the EC, through the President on any aspect of the work of the Society. It cannot direct the EC on any matter. The committee is chaired by the current President.

Student Paper Competition:

The EC may approve a Student Paper Competition. The aim of this competition is to encourage individual university enrolled students of all levels to write original scholarly papers with relevance to victimology. When a triennial symposium is held, a student paper competition may be hosted by the Society.

Each candidate must submit papers that has not been published and, if selected as a winner, must permit the WSV to publish their paper in *The Victimologist* or other publication with the Secretary-General's approval giving the copyright to the WSV.

These papers must be in English, referenced, typewritten not to exceed 20 pages double-spaced (font size 10 Times New Roman, in Microsoft Word). Each paper must be accompanied with official proof of student enrollment. Every three years the Secretary-General and two judges of these competitions will be announced on the Society's webpage and via other media (such as the Society's Facebook page) at the SG's discretion. If practical, each judge will come from a different region of the world.

The papers must be submitted six months prior to each symposium (date of postal stamp or by email attachment) so as to give adequate time for the judges to read and evaluate them. Each participant will be notified of the receipt of his or her paper. The winners will be announced at the symposium WSV Awards Presentation program later that same year. The first-place winner may be awarded up to \$US1,000 scholarship to attend the symposium and a three-year WSV student membership; the second-place winner may be awarded up to \$US500 scholarship to attend the symposium and a three-year WSV student membership.

- 1) All papers must be relevant to the discipline of victimology.
- 2) All papers must be either sent by email attachment or in hard copy to the Secretary-General.
- 3) All papers will be graded according to the following criteria:
 - a. total possible points per paper = 20;
 - b. scholarship quality = 8 possible points;
 - c. adequacy of references = 2 possible points;
 - d. adequacy of review of the literature = 4 possible points;
 - e. amount of work reflected (original research will be valued highest) = 6 possible points.
- 4) All papers will be judged anonymously and independently by the three judges.
- 5) All papers must conform to the text of the Procedures Manual (above) and to these 6 additional rules.
- 6) Submission of a paper implies acceptance to give the publication copyright to the Society as stated in the Procedures Manual.

Accreditation of WSV Representatives:

From time to time, various world organisations, primarily the Council of Europe and the United Nations host meetings on topics of significance to the WSV. The UN meetings are usually in Vienna, Geneva and New York. It is of value to the WSV to be represented at these meetings. Thus, WSV members in good standing may apply to be accredited to represent the Society with the following conditions: each person who is currently or has been an EC member need only to notify the Secretary-General (SG) of his/her desire to attend a specific meeting, naming the date and location of the meeting, at least one month prior to the meeting.

If the applicant has never been a member of the EC, s/he must obtain an endorsement from a current member of the EC and notify the SG of his/her desire

to attend a specific meeting, naming the date and location of the meeting, attaching a copy of his/her curriculum vitae, at least three months prior to the meeting (or as approved by the SG).

The SG will then consult the President and, if the applicant is seeking to attend a United Nations meeting, and should the President request, the SG will also consult Vice President(s) and Treasurer. The SG will thereafter notify the applicant on whether, or not, s/he can attend the meeting as a delegate for the Society.

The SG, if necessary, will provide the appropriate international body with an official letter of accreditation which will be copied to the applicant. A UN NGO representative was passed by the EC (see Appendix 2).

A member of the Society should not use his/her position as a WSV delegate for purposes of earning a profit; rather, s/he clearly distinguish his/her participation as a private person representing him/herself and not as an official representative of the WSV.

Any violation of these policies will result in expulsion from the Society for a minimum period of six years. The term will be decided by the EC depending on the violation.

Use of the WSV logo and name:

The logo and the name of the World Society of Victimology are to be used only for officially sanctioned activities. Thus, anyone who wishes to use the logo and/or the name for a purpose not yet sanctioned must make an application in writing to the SG, giving details of how they want to use these symbols of our Society. These requests will be posted to all the EC members via email attachments and an email vote will be taken to determine the views of the full EC. The applicant will be given an answer as expeditiously as possible. If the request is made during the month prior to the next EC meeting, it will be placed on the EC agenda for a vote at the meeting.

The use of the WSV logo to promote Victimology courses will be approved as above and consistent with the Society's policy on such courses.

Financial transparency will exist in all activities using the WSV name and logo and there will be an agreement made between the WSV and the person or agency proposing to use the WSV name or logo.

Symposia: (BSI § 12)

Bids to host the triennial symposia will be solicited as per the policy-prospectus appended.

The triennial symposia are events of the World Society of Victimology and as such, both the words "World Society of Victimology" and the WSV logo must be prominently displayed in all symposium publications, at the registration area and at all plenary events. Also, the President and the Secretary-General must have key roles in the Opening and Closing ceremonies.

Following the official announcement of the next symposium venue, normally at the closing ceremonies of each symposium, the new host and the newly elected President will enter into a discussion about the “Symposium Agreement” (see Model Agreement, as appended) in preparation for signing at the second EC meeting of the new term (usually held the next year).

This agreement will be signed by the President and Secretary- General (on behalf of the EC), or if impractical for both to sign it then by one with agreement of the other, and the symposium host. This agreement will include the following points: the display of the words “World Society of Victimology” and the WSV logo; the role of the President and Secretary-General in symposium ceremonies; the establishment of the Symposium International Advisory Board; responsibilities of the WSV and the local host; proportion of profit sharing; budget transparency and participation of the Treasurer in a final symposium budget meeting after the symposium with the hosting organisation; extent of WSV participation in the publication of the symposium proceedings; and the content, and size of the symposium’s “after action report” to be submitted at the EC’s annual meeting following the symposium.

All keynote speakers will be nominated by the host/chair but selected by the EC for each symposium.

All symposia hosts will consider the purchase of insurance in the event of catastrophe or loss of revenue. Persons wishing to host a symposium must come to the previous symposium with a formal proposal and make a formal presentation at the first new EC meeting at the symposium.

Awards and Honors Policy:

The World Society of Victimology distributes awards in accordance with BSI §13 and decisions of the EC. The Secretary-General will comply with the Awards and Honors Policy when seeking nominations for the Awards and Honours.

The Awards are: Hans von Hentig Award and the Benjamin Mendelsohn Young Victimologist Award. Each award will, unless the WSV EC decides otherwise, made every three years and presented at the symposium.

The Benjamin Mendelsohn Young Scholar Award:

This award is presented in remembrance to the famous pioneer of Victimology, Benjamin Mendelsohn, to a young victimologist who has made promising contributions to victimology.

The Honours are: Irene Melup Certificate of Appreciation and Honorary Membership. Each honour can be made at the discretion of the Executive Committee and can be made more often than every three years, as per the Awards.

(See Appendix 9 for criteria of each award).

The SG is to provide a report to the Executive Committee about all the candidates

who have been nominated and to invite each member of that committee to vote by e-ballot. The SG will provide a report on the outcome of the ballot then notify the successful nominees.

Victimology Courses:

The World Society of Victimology organises training and education courses on victimology, victims' rights and victim assistance in partnership with academic institutions and other organisations, including but not limited to the United Nations. These courses will be conducted in accord with the Society's 'Training and Education (Victimology Course) Policy' and available code of conduct.

The EC will be available as international guest faculty for any course approved by the President, in consultation with other office holders. (See Appendix 10) for more information about the courses).

Appendix 1

Template for Committee Terms of Reference

Objectives: The purpose(s) for which the committee has been established.

Tasks: The specific areas of work to be undertaken by the committee.

Frequency: The number of meetings, web or telephone conferences or e-mail consultations to be expected, and specific dates or events requiring committee action.

Membership: Optimum size of the committee – appointed members to be double the number of maximum co-options. Any specific qualifications required for each particular committee. Range and mix of members, either by geographical distribution or by range of disciplines, qualifications or experience.

Levels of Delegation: Clear definition of decisions which can be taken by the committee and those which need to be referred to the Executive Committee – e.g. policy statements, publications, and any actions likely to affect the identity and status of the Society.

Chair: The Chair of each committee will be described as to specific qualifications, tenure, and relationship to the Executive Committee.

Address: The Address of the Committee should be provided so that other persons or committees can communicate with it through its appointed correspondent.

Appendix 2

United Nations Liaison Committee

Objectives

To spearhead the involvement of the WSV in UN activities, by:

- Representing the WSV at the UN Commission on Crime Prevention and Criminal Justice and related inter-regional meetings by emphasizing the importance of victims' needs and rights;
- Planning involvement of the WSV at UN Congresses on Crime Prevention and Treatment of Offenders to make sure that the victims' needs and rights are adequately dealt with;
- Monitoring and participating in activities of other UN bodies wherever and whenever possible, such as the Human Rights Council (OHCHR), UNICEF, UN Habitat, UN Migration Agency (IOM), UNHCR, *inter alia.*;
- Cooperating and working with other NGOs and UN State members that have included victims' needs and rights and/or the needs and rights of vulnerable persons in their agendas.

Tasks

To share information on UN activities with the WSV membership through:

- Articles for the Society's newsletter, the WSV website and similar communication tools
- Fostering presentations and workshops at WSV Symposia and courses on UN activities
- Providing or promoting academic papers and publications.

To develop a priority list of issues to keep in the forefront of discussions and actions including, but not limited to:

- Monitoring the implementation of the UN Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, the implementation of the draft UN Convention on Justice for Victims of Crime and Abuse of Power, the implementation of the UN victims' fund,
- Promoting the availability of the UN Handbook and Guide in all official UN languages, the use of the Handbook and Guide in WSV regional postgraduate courses,
- Harnessing Victimological knowledge in UN policy making, and issues relating to the victimization and diversity.

To develop a priority list of issues to keep in the forefront of discussions and actions including, but not limited to:

- Monitoring the implementation of the UN Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, the implementation of the draft UN Convention on Justice for Victims of Crime and Abuse of Power, the implementation of the UN victims' fund,
- Promoting the availability of the UN Handbook and Guide in all official UN languages, the use of the Handbook and Guide in WSV regional postgraduate courses,

- Harnessing Victimological knowledge in UN policy making, and issues relating to victimization and violation of human rights.

Frequency

The Committee will communicate through e-mail or electronic meetings whenever materials and information are forthcoming from the UN and other NGOs on issues of direct interest to the World Society of Victimology and in the interests of victims, victims' rights and/or victim services / assistance.

Membership

The Chair of the Committee will be a member of the Executive Committee who is a person of international reputation and with United Nations experience and contact. The President and Secretary-General are ex-officio members of the Committee and other members in good standing of the WSV will be appointed as members of the Committee.

It is expected that appointed members will be able to travel to UN forums and other relevant venues in general usually without reimbursement from the WSV.

Levels of Delegation

The Chair will conduct an e-mail consultation with all members of the Executive Committee whenever new policy issues are under consideration by the UN concerning victim related proposals and these will be included in the agenda of the next available agenda of the EC. Following consultation, the committee is delegated to represent the views of the WSV to the UN. The Chair is responsible for disseminating information to the committee in a timely manner regarding future meetings and agenda. Since communication is often directed to the Secretary General, it is the responsibility of the SG to immediately communicate with the Chair of the UN Liaison Committee all notices, requests for participation etc. The UN Liaison Committee Chair will delegate responsibilities as necessary.

The UN NGO Representative Policy approved by the EC is listed below:

Policy: WSV NGO Representative to UN

Purpose

To provide guidelines and procedures on the role and authority of members who represent the WSV at the UN.

Policy

A WSV member, officer, or employee serving as WSV UN NGO representative is acting on behalf of the WSV as its agent in all matters related to the UN.

He or she will be the main contact with the UN.

All correspondence from the UN will be sent to the WSV UN NGO.

He or she will also be the Chair of the UN Liaison Committee.

An individual cannot represent WSV unless he or she is a member of the UN Liaison Committee and approved by the WSV EC.

The length of term for the representative will be set at the time of approval.

It is expected that the appointed representative will be able to travel to UN forums and other relevant venues in general usually without reimbursement from the WSV.

Representative at UN Meetings

To adequately fulfill the duty to represent WSV to the UN, the representative must:

1. Remain a member in good standing of WSV.
2. Act with due diligence in favor of WSV.
3. Submit a written report to the WSV EC during regular EC meetings.

In the role as a representative of WSV, the representative member must:

1. Respect, understand, and act in accordance with the fact that the ultimate decision and authority regarding all activities and actions planned in cooperation with the UN resides solely with the WSV the President and the Secretary General.
2. Contact the WSV President and or Secretary General to discuss WSV positions on issues that may arise during meetings of UN attended by that representative.
3. Obtain written approval of the WSV President and or SG before making any statements on behalf of WSV.

Appendix 3

Membership and Advancement Committee

Objectives

- To attract and retain the membership of the key academics, service providers and policy makers who are actively involved in the specialisation fields of Victimology, Victim Assistance and Victim Advocacy
- To promote membership of persons and organisations who are striving to introduce Victim Support activities in countries in which the field of Victimology is new and under-developed
- To facilitate Victimology and Victims' Assistance training courses to create a better understanding of victims' needs and improve services delivery
- To identify unique regional needs, weaknesses and strengths and propose projects by way of which the WSV might respond to regional circumstances
- To advance research, services and awareness for victims of crime, natural disasters and abuse of power by encouraging and initiating regional and global cooperation with the WSV

Tasks

- To develop strategies and mechanisms both to recruit new members and to retain existing members
- To recruit a panel of regional and cultural membership ambassadors who will advise on and promote recruitment and advancement within their own sectors
- To work closely with all WSV committees on all strategies aimed at regional empowerment and global advancement of membership
- To coordinate with universities and victimology institutes to ensure that victimology and victims' assistance training courses continue and expand to other regions of the world

Frequency

This Committee will meet at least once every three years at the Society's Symposium and conduct a conference call at least once each year during non-symposium years. E-mail and/or mail correspondence will be conducted on a need basis but also the committee will utilize social media network systems for regular updates, coordination and synergy

Membership

The Committee is comprised of a maximum of fifteen members, of whom the Chair and at least one other will be members of the Executive Committee. Membership is representative of major regions of the world and is based on specialist skills and expertise. The chair recommends the membership to the President. The President and Secretary General are ex-officio members of the Committee

Levels of Delegation

The strategies which are proposed for the advancement of research, services and awareness for victims of crime and abuse of power together with the recruitment and retention of members of the Society will be presented to the next available meeting of the Executive Committee for consultation. The Committee may take action regarding the encouragement of regional and global advancement clearly within the policies of the Society.

The Committee is sensitive to the activities of the other committees of the WSV and consults the relevant chairs of committees as appropriate. All activities which may involve expenditure needs to be approved in advance by the Executive Committee or, in emergencies, by the officers of the Society.

Where no additional costs will accrue to the Society, the Committee will have the authority, following consultation with the Public Relations Committee, to place recruitment advertisements and events related information in approved publications, websites and circulars

Accountability

The Chair will prepare a progress report for purposes of each annual meeting of the Executive Committee. Where any activities of the Committee involve approved expenditure, full account is provided to the treasurer at the earliest opportunity

Appendix 4

Standards and Norms Committee

Objectives

- To develop and to maintain guidelines and standards which must be adhered to by anybody providing a course which uses the name and logo of the WSV;
- To act as a resource, providing advice and information to other providers of courses on victimology or victim assistance.

Tasks

- To collect data about existing courses and to prioritise the various types of courses which will require guidelines and standards;
- To review and evaluate current curricula that are being used for training or educating victimologists and victim assistance professionals and to make them accessible to others, possibly through the WSV website.

Membership

The chair recommends WSV members to the President for appointment to the committee. The President and Secretary-General are ex-officio members of the Committee.

Levels of Delegation

The Committee's duties should be restricted to recommending standards and norms to the Executive Committee for final endorsement. Once these standards and norms are endorsed, they will be disseminated as appropriate.

Accountability

The Committee chair will provide an annual report to the Executive Committee.

Appendix 5

Communications Committee

Objectives

- To prepare and recommend new policies and structures to facilitate the activities of the Society.
- To revise and recommend a Strategic Plan for the World Society of Victimology that reflects the objects of the World Society of Victimology.
- To maintain a Procedures Manual that is appropriate for the good governance of the World Society of Victimology.
- To develop a communications strategy for the promotion of the World Society of Victimology.
- To administer the website for the World Society of Victimology.
- To make recommendations for the priorities and policy of the WSV concerning all relevant publications

Frequency

The Committee will conduct its business by e-mail and/or mail correspondence as needed but also convene tele-conferences (via Skype or similar).

Membership

The Chair and at least one other member will be members of the Executive Committee. Further members may be co-opted from the WSV membership or, with approval, on the basis of their skill or knowledge. The President will approve all committee members. The President and Secretary General will be ex-officio members of the Committee.

Levels of Delegation

The Committee must be sensitive to the activities of the other committees of the WSV and consult the relevant chairs of committees as appropriate

Accountability

The Chair will report on activities and new issues arising to the Executive Committee at each annual meeting of that Committee.

Appendix 6

Awards Committee - Convened by the Secretary-General

Objectives

- To promote awareness of the awards conferred by the Society;
- To encourage nominations from the membership of the Society;
- To recommend to the Executive Committee candidates to be honored by the Society.

Tasks

- To give good notice of the dates by which nominations should be received and to promote the active involvement of the membership;
- On behalf of the President to assess the nominations and to obtain any additional information which may be required;
- To provide a report to the Executive Committee about all the candidates who have been nominated and to invite EC members to identify the awardee by voting on the nominations.

Frequency

The Committee will be convened by the SG and conduct its business by e-mail.

Membership

The Committee will consist of the President, the Secretary-General and the Treasurer but may also include the Vice President(s).

Delegation

All work undertaken by the Committee shall be regarded as delegated by the Executive Committee or, where specific powers are conferred by the constitution, by the President.

Accountability

The full Executive Committee will make all final decisions on awards.

Appendix 7

Prospectus for Bidders to Host Triennial Symposia

LOGO(S)

Prospectus International Symposium on Victimology

{Year}

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Entertainment and Sports	X8.2
Supporting Letters / Sponsors letters / Statements of agency or organisational commitment to hosting the symposium	X9

Executive	
Summary.....	X0

The International Symposium on Victimology 2021 is proposed to take place for five days (Sunday to Thursday) in July 2021 ...

The symposium theme is tentatively proposed as

Introduction.....	X1
-------------------	----

NOTE – In addition to the conventional elements for an introduction, it is important to acknowledge preparedness to host the WSV Executive Committee in 2020 for a site visit.

Business case:.....	X2
---------------------	----

An ideal place to hold a symposium	2.1
--	-----

XXXX is the ideal host for the World Society of Victimology International Symposium on Victimology, in {Year} ... {Why?}

Symposium Organizing Committee.....	X2.2
-------------------------------------	------

NOTE - A local organizing committee will be established and will comprise of 8-12 professionals from ... A WSV official (President, Secretary-General, Vice-President, Treasurer) should be a member of the organising committee ...

NOTE - May refer to sub-committees such as Scientific Local Committee ... Members of the WSC Executive Committee should be members of this sub-committee (and a WSC EC member is asked to chair) ...

Symposium Theme – proposal & rationale(s)	X2.3
---	------

NOTE -May also list sub-themes ...

NOTE - May outline a structure, such as 6 plenary speakers, concurrent sessions / poster session ...

NOTE - May also suggest speakers ... NOTE – The WSV Executive Committee must approve plenary speakers

Supporters of the proposal	X2.4
----------------------------------	------

NOTE - Important to demonstrate the proposal is supported by agencies, organisations and individuals with expertise and/or knowledge on Victimology, victims' rights and victim assistance

Other information deemed relevant (e.g. collaborations / partners (especially university / support agencies etc with Victimology expertise).....X2.5

NOTE – State how often a progress report will be provided. A report must be made at least once a year, and in-person the year before the symposium.

NOTE – It is common to convene a pre-symposium course on Victimology, victims' rights and victim assistance. Members of the WSV EC usually make themselves available at no fee to lecture on such course. Symposium organisers partner an academic institution to host the symposium.

Financial overview:.....X3

Actual & Potential Sponsorship.....X3.1

The Organizing Committee has / will actively solicit financial supports and in-kind contribution for the symposium in order to successfully host this event in XXXX

Actual / potential sponsorships may include ...

Structured Symposium Registration FeesX3.2

- *Full fee*
- *WSV member fee*
- *Student fee*
- *Group fee*
- *Special arrangements for delegates from UN Listed Developing Nations*

Budget Planning.....X3.3

For example, to be updated:

<i>Membership Type</i>	<i>Early Registration</i>	<i>Regular</i>	<i>On site</i>
<i>Member</i>	US\$400	US\$450	US\$500
<i>Non-Member</i>	US\$500	US\$550	US\$600
<i>Student Member</i>	US\$250	US\$300	US\$350
<i>Spouse/companio n2</i>	US\$250	US\$300	US\$350
<i>Group Registration (3 or more people)</i>	<i>20% discount</i>	<i>10% discount</i>	<i>N/A</i>

Symposium	US\$60	US\$70	US\$80
Banquet			

NOTE – The WSV is committed to keeping the fees as low in sum as reasonably practical in order to make the symposium accessible to its members but also others who are keen to attain Victimological knowledge.

Symposium Venue:.....	X4
Description.....	X4.1
Symposium support provided by venue/other.....	X4.2
Facilities / Services / Catering	X4.3
Special needs (e.g. disability; non-English speaking; interpreting services).....	X4.4
Accommodations:.....	X5

Accommodation options in {city} are varied. With more than XXXXX rooms in the greater metropolitan area there is a sleep option to suit every budget.

Meeting planners have a choice of city hotels with panoramic views of ...

Indicative accommodation rates are included ...

A map indicating the location of city accommodation relative to the venue is also included ...

NOTE – It is important to highlight the variety of places for delegates to reside and to give indicative fees and charges.

Travel Information:.....	X6
International / Domestic Airline access.....	X6.1
Local travel options (e.g. airport transfer; hotel to venue; taxi; public transport)...X6.2	

Visa Information:.....	X7
Tourist Attractions:.....	X8
Programme for delegates / partners.....	X8.1
Entertainment and Sports.....	X8.2
Supporting Letters / Sponsors letters / Statements of agency or organisational commitment to hosting the symposium	X9

NOTE – Previous bids have included a letter from the State / Provincial Premier; Members of Parliament; Victim Assistance Agencies / Organisations; Sponsors; Experts; Airline Representatives (e.g. offering a discount on airfare

Appendix 8

Example Agreement to Host Symposia

**AGREEMENT between the World Society of Victimology,
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Concerning: International Symposium on Victimology XXX**

The World Society of Victimology, represented by XXXXXXXXXXXXXXXX XXXXXXXXXXXX, President of the World Society of Victimology, and XXXXXXXXXXXX XXXXXXXXXXXX, Secretary General of the World Society of Victimology, and the hosts, represented for this agreement by, agree to enter into this agreement to conduct the International Symposium on Victimology {Year} and will comply with the following conditions:

The aforementioned members are authorized to sign this Agreement to host the International Symposium on Victimology {Year} according to the decision of the WSV EC {Date}.

1. The International Symposium on Victimology {Year} is an event of the World Society of Victimology to be organized jointly by the World Society of Victimology and the hosts.
2. The official involvement of the World Society of Victimology in the Symposium:
 - a. Both the words “World Society of Victimology” and the WSV logo must be prominently and visually displayed in all symposium publications, posters and advertisements, at the registration area, and at all plenary events wherever the logo and words of the host appear in equal size and frequency with the logo of the host.
 - b. The WSV President and the Secretary General shall have key roles in the opening and closing ceremonies as these roles are described in the final program.
 - c. At the closing ceremony of the Symposium, the host will provide an opportunity for the newly elected WSV President to announce the next symposium’s venue, and host.
 - d. During the symposium there will be a table and seats for WSV for advertising membership recruitment, dues collection and other Society purposes at a suitable prominent location.
3. Official WSV meetings: in co-ordination with the current Secretary General, the host will schedule a date and location for four WSV meetings to be part of the official symposium program:
 - a. The last meeting of the outgoing executive committee just prior to the start of the symposium;
 - b. The first meeting of the incoming executive committee early in the week of the symposium;
 - c. The Membership Assembly meeting during the middle of the symposium; and,

- d. The Second meeting of the incoming executive committee just after the symposium is completed.
- 4. Administrative matters:
 - a. The host will be responsible for creating the Symposium Local Organizing Committee (SLOC) by identifying the members and chairing their meetings.
 - b. The Symposium Local Organizing Committee (SLOC) will work with the Scientific Committee Chair of the WSV and, upon agreement with this Chair, will establish a Local Scientific Program Committee (LSPC) to review the proposed papers to be presented at the symposium so as to maintain the quality of the program.
 - c. The full membership of the LSPC will be confirmed by the Executive Committee (EC) of the World Society of Victimology.
 - d. The LSPC is responsible for the symposium program. The keynote speakers will be selected by the Executive Committee of WSV (EC) in partnership with LSPC.
 - e. The LSPC will have the authority to accept papers according to criteria agreed by the SLOC. The final rejections of the papers will be agreed to in advance with the EC and SLOC.
 - f. The WSV will provide an electronic list of all members and national organizations to the conference host for the purposes of advertising the symposium.
 - g. The host will undertake the task of collecting registration fees on behalf of WSV in currency of the host country, that is in {country named}. The symposium organizers will give reduced rates for WSV members, and full-time students according to the rates represented in the following chart. Registration fees will be calculated by the Consortium of Organizers based on projected income/expenses using the WSV Model Budget format (see Table below). For this purpose, the Treasurer will provide the Consortium with updated lists of paid members. {Sums shown are example only.}
 - h. The WSV will provide the host a full electronic list of contacts used to promote the previous symposium. The host will update and expand this list and provide it to the next host.
 - i. All members of the EC will take responsibility for promoting the symposium in their respective countries, beyond the general promotion of the host.
 - j. The official language of the symposium shall be English.
- 5. Financial Matters:
 - a. The WSV and the host will share equally the profits resulting from the symposium.
 - b. The {host} shall be the recipient of all funding, including registration fees, grants and donations made in support of the symposium, and any cooperative agreements entered into for the same purpose. If financial support otherwise available to the symposium is made unavailable to WSV because of its status as a non-profit organisation incorporated in Germany, WSV may designate another recipient that may be able to serve as a conduit for the funding.
 - c. The SLOC shall prepare a preliminary budget, and such revised and updated budgets as may be necessary, and a final budget one year prior to the opening of the symposium, each of which shall be submitted to and be subject to the approval of the WSV. After the submission and approval of the final budget,

- the LSOC shall be prepared to provide updated budgetary information to the WSV at any time prior to the symposium upon the WSV's request.
- d. After the budget is approved by the WSV, the SLOC shall be the decision-maker concerning expenditures or any funds associated with the symposium during the year leading up to and including the symposium.
- e. The symposium's budget and final calculations will have 100% transparency and will be concluded in a joint meeting among the WSV Vice President, the Secretary General, the Treasurer and representatives of the SLOC immediately after the symposium is over.
- f. The host will arrange the meeting rooms with audio-visual equipment, as needed, and catered events should they seem desirable.
- g. The host will arrange a certain number of hotel rooms in different price ranges in and around the conference venue for participants. The minimum number of the rooms arranged by the host shall be determined after discussion with the WSV EC one year prior to the opening of the symposium.
- h. The host will treat financial affairs in conformity with the laws and regulations in the host country.

6. Symposium Publication:

- a. The WSV will publish, in collaboration with {host} the proceedings of the symposium. The WSV, through its EC, will ensure that international standards of scientific excellence are upheld in the materials accepted for the proceedings, and that the interests of the WSV are properly considered.
- b. The WSV shall select the editors of the proceedings and contribute to the selection and editing of the proceedings through the participation of the selected members of the EC.
- c. Any other publications derived from the symposium will be coordinated with the WSV EC .

7. Symposium Evaluation:

- a. The host will provide each symposium participant with a multiple-choice evaluation form to critique each major component of the symposium. The host shall present the evaluation sheets collected from participants to the WSV by a given date. The findings of this participant critique will be summarized and become part of the Symposium After-Action Report prepared by {host}.
- b. The host will prepare one copy of the After-Action Report, which will be an analysis of the symposium and include: the Pre-Symposium Preparations, the Execution of the Symposium, the Final Budget, and Cooperation with the WSV, and the Participant Critique. This After-Action Report will be formally presented at the next Executive Committee meeting after the symposium by a representative of the host.
- c. The current host will make the complete contact list of symposium participants available and provide the electronic list to the WSV for the next symposium.

8. All details of this agreement shall be interpreted in the spirit of good cooperation and mutual respect to the best interests of both parties involved.

WSV Signatory:

.....
President
World Society of Victimology
Date:

.....
Secretary General
World Society of Victimology
Date:

Host Signatory:

.....
XXXXXXXXXXXXXXXXXXXX
{Title / Position}
XXXXXXXXXXXXXXXXXXXX
Date:

.....
XXXXXXXXXXXXXXXXXXXX
{Title / Position}
XXXXXXXXXXXXXXXXXXXX
Date:

Appendix 9

Awards and Honors Criteria/Requirements

Hans von Hentig Award: This award is the highest award our Society can give and is presented in remembrance of the famous pioneer of Victimology, Hans von Hentig. It is ordinarily presented every 3 years to a person, who has made a significant contribution in the field of Victimology. The candidate **must** be a current member of WSV. Each member of the Society may nominate a candidate to the President. Before each Symposium convenes, the Executive Committee decides who will receive the award.

Benjamin Mendelsohn Young Scholar Award: This award is presented in remembrance to the famous pioneer of Victimology, Benjamin Mendelsohn, to a victimologist who has completed a Ph. D., or other post graduate degree, which include Masters, Juris Doctorate, Medical Doctorate, or the like; and, has up to a maximum of 10 years contribution to advancing Victimology (which allows for the potential recipient to establish his/her career and/or expertise through scholarly endeavors including publications and to gain a reputation worthy of the award). The candidate **must** be a current member of WSV.

Irene Melup Certificates of Appreciation: This Award is given to deserving individuals to recognize major accomplishments and/or special events significant to the field of Victimology. This Award is decided upon by the Executive Committee and signed by the President and the Secretary General. This Award may be presented as often as deemed appropriate. Nominations for this Award must be made in writing to the President and may only be from a member in good standing of the Society.

Honorary Membership: Honorary Membership is awarded to an individual, to honor his or her progress and significant accomplishment in the victimological field. The Honorary Membership is decided by the Executive Committee and is awarded by the President or Secretary General.

Appendix 10

Training and Education (Victimology Course) Policy

1. The purpose of this policy is to outline minimum standards to guide WSV endorsement post-graduate and other courses in order to protect the WSV's integrity and interest. The code of conduct of the WSV must be respected.
2. The policy was formulated because some organizations and/or individuals asked to identify their course(s) with the WSV and to use the WSV logo or name to promote such. The WSV Executive Committee determined that for the benefit of all WSV members there should be a policy to guide decisions in reply to such requests and to ensure that both the application and the WSV would be dealt with fairly and appropriately.
3. The standards expressed in the policy serve also as indicative of the WSV's values. Eligible courses have a Code of conduct for students and staff, which is shared with course participants (students and academics).
4. Content Coverage. The core issues or topics that a post-graduate or other course on Victimology, victims' rights and victim assistance (or similar in title) endorsed by the WSV should cover are:
 - The history of Victimology, including information on the founding and role of the WSV
 - Theoretical issues and perspectives - e.g. the debate on whether Victimology is a science, on the scope of Victimology; and Victimological theories (with emphasis on the victim-centered deductive and inductive theoretical perspectives).
 - Victimological research methods and findings, especially the dramatic influence of the early victimization surveys; the dark figure of victimization; victims' responses to victimization; and, victims' needs.
 - The process of victimization, including pre-incident, during-incident and post-incident, from a general point of view, and any special issues or types of victimization in the country and/or region where the course is to be held.
 - The importance and practice of 'evidence-based' victim support and assistance, both generally and any special issues that may arise in the country and/or region where the course is to be held.
 - Victims and criminal justice, including victims' rights and alternative approaches to justice administration such as restorative justice, both generally and any special issues that may arise in the country and/or region where the course is to be held.

The following further issues or topics should be incorporated, but are not considered compulsory for every course:

- Basic information about victims' rights, especially the UN Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, and the issue of the generally poor legal standing of victims of crime.

- International criminal law and international standards for victims of international and transnational crimes.
- Victims of human acts or omissions other than crime, such as structural victimization, armed conflict and war.
- Victims of non-human incidents or events, such as natural disasters and disease

5. Language of courses - There is no language requirement; however, the requires a course programme stating details of the host convenor and/or director, staff or faculty, course content, assessment criteria (such as class attendance, oral presentation and written paper) in English for appraisal before approval to identify the WSV with the course and display the WSV logo or other suggesting that the WSV has endorsed the course.

6. Student contact hours. Students should have a minimum of 40 hours teaching. Time spent on field visits to places that are directly relevant to the programme can be counted as hours towards the 40 hours minimum standard.

The 40-hour minimum can be organized as an intensive programme (for example, 8 hours of teaching over 5 days) or less intensive (for example, 12 hours per weekend over 4 weekends).

Additional student contact hours should be provided for in the course to acknowledge time spent in preparing assessable presentations, writing papers and the like. This period might equate to a further 20 nominal hours.

7. Student participation is compulsory. Student attendance at all lectures or lessons throughout the course is compulsory. If a student misses a lecture or lesson, the Course Director should arrange for a remedy, such as requiring the student to report in writing or orally on the content of the lecture or lesson s/he did not attend.

The Course Director must keep a record on student attendance that is adequate to show that each student completed the minimum 40 hours, as per Item 6 (above).

8. Assessment. Assessment must be completed by each student before s/he is eligible for a statement of attendance, diploma or other academic award is presented to that student. Assessment must comprise attendance for the minimum 40 hours student contact hours (including an remedial action completed at the discretion of the Course Director), an oral presentation and some accompanying written material, either a Power Point and/or a paper of a least 3,000 words academically credible reference list.

Generally, students should be able to choose (with approval of the Course Director) their own victimological topic on which to present and write for assessment. The Course Director must ensure that the topic is victimologically relevant; in other words, the topic should complement the course content and the assessable items should be grounded in Victimology.

9. Course directors. There should be at least one identifiable Course Director designated before the course begins and to whom the WSV's President or

Secretary-General (or nominee) can direct any enquiry about the course programme and other matter subject of this policy.

Course Directors shall be responsible to ensure the professional qualifications and/or experience of those delivering lectures is/are appropriately knowledgeable and/or skilled in Victimology. Either the Course Director or the Deputy Course Director must be a member of the WSV.

10. **Formal Recognition.** A course must have some formal recognition in writing that is presented to each student on successful completion of the course, including attendance and assessment. The formal recognition should be a certificate and must include 'presented in recognition of participation and completion of' (or similar words), the date, location and student's name with the logo of the local host and the WSV on the document, signed by a representative of the host and the WSV (preferably the President or Secretary-General).

The academic standing (for example, whether a statement of attendance or diploma) of the certificate is to be determined on a course by course / institution by institution basis.

Academic credit or merit for completion of the course is also to be determined by individual institutions, such as technical colleges and universities.

11. **Funding.** Generally, courses should be run on a break-even model, with no more than 50 students enrolled. It is not the objective of the WSV to make a profit. Consistent with this, while funding is predominantly a matter for the host, the WSV will not endorse a course if it appears to be held purely as a commercial venture to the detriment of potential students.
12. **Monitoring.** The Chair of the Standards and Norms Committee will report at his/her discretion to the President and Secretary-General on any matter of concern pertaining to the conduct of a course endorsed under this policy. In addition to the administration and management of the course, this is also important in terms of ethical and professional code of conduct of both lecturers and students.

The Course Director of each course approved by the WSV under this policy should provide a report on the completion of each course to the Chair of the Standards and Norms Committee; and that Chair will report annually to the WSV EC on courses held in the year preceding the annual EC meeting.

- The WSV endorses the course/s and requests that the course does its best to follow the suggested guidelines as mentioned in the Appendix. The director/s and/ or the institutions that host the course/s are responsible for all matters related to the course, not the WSV.
- If the WSV logo is used the WSV needs to protect its good name and professional standing. By endorsing a course, the WSV acts also as oversight for purposes of quality assurance.