

Establishing Association of IB World Schools (AIBWS) guideline

Formative Phase

1. The recommended minimum number of candidate or authorized IB World Schools (IBWS) agreeing and prepared to form AIBWS is eight to ten.
2. A group of schools interested in forming an AIBWS are to email the IB Development and Recognition (D&R) Manager about the interest in forming the AIBWS and whether, to their knowledge, there are already existing AIBWS in the same geographic region.
3. An initial meeting between the interested group of schools and the IB D&R Manager focussing on the expectations of this collaboration is to take place.
4. Following the initial meeting the steps below are to be completed by the members representing the interested group of schools:
 - a. Familiarisation with the Association Agreement, provided to them by the IB D&R Manager, which must be signed at the end of this process in order to become an authorized (active) AIBWS.
 - b. Investigation of the regulations of the local authorities in forming a legal non-for-profit organization, by identifying the documentation required, the duration of the process and if any additional information/documentation is required from the IB.
 - c. Consideration of the sustainability for funds, leadership and broad participation. Particular care should be taken to ensure that the membership and leadership will be broadly representative of all IB practitioners.
 - d. The group of schools is to ensure that the registered (legal) and public name of the AIBWS are in the following format: [Region/Country] Association of IB World Schools (as per article 2.4 (p. 3) and 2.5 (p. 4) of the Association Agreement,
 - e. Development, in consultation with IB D&R Manager, of an AIBWS constitution (or similar document) establishing the purpose for the AIBWS that is appropriately aligned with the mission statement and learner profile of the IB and shows equal support for each of the four (4) IB Programmes. It should also describe the AIBWS's structure, membership (which must be open only to IBWS) and financial responsibilities, in order to demonstrate a sustainable and viable organization.
 - f. Development of the main goals and objectives of the AIBWS.
 - g. Development of an activity schedule for the duration of the candidacy phase, that does not conflict or compete with, or duplicate, the IB or the IB's services and activities, as may be determined by the IB.
 - h. Exploration of establishing, creating and maintaining an AIBWS website.
5. Throughout steps 'a' to 'h' there should be frequent communication between the prospective AIBWS and the IB D&R Manager for guidance and support during this formative period.
6. IB D&R Manager will inform the group of schools when they feel that they are ready to enter the AIBWS candidacy phase. At this point the group of schools will send the final draft constitution to the IB D&R Manager, who will share with it the IB Legal Department.

7. Once the IB Legal Department have given their approval of the proposed constitution, the group of schools would move to AIBWS candidacy phase and become a candidate AIBWS.

Candidacy phase

1. The duration of the AIBWS candidacy phase is between three to six months. If there is a need for an extension to this period, this will be discussed by the IB D&R Manager and the candidate AIBWS. If agreed, the candidate AIBWS is to amend their activity plan accordingly.
2. During this period the candidate AIBWS must demonstrate its sustainability through:
 - a. Proceed with the initially provided activity schedule (ref. Formative phase, point 4.g of this document) and ensuring the use of IB participation form where needed (ref. Annex E of the Association agreement);
 - b. Demonstrate an ability to deliver services to the membership such as:
 - i. Roundtables for teachers;
 - ii. Meetings with Universities or Governments;
 - iii. Assistance to interested schools;
 - c. Ensure that there is a record of IBWS Heads/Principles and Coordinators that are seeking to become members of the candidate AIBWS;
 - d. Keep the IB D&R Manager informed about the results and progress of the scheduled events.
3. Candidate AIBWS is to ensure that it:
 - a. Has a governance body in place;
 - b. Has registered as a non-for-profit organization at the local authorities and their Chair/Head/President has the required authority to sign legal documents;
 - c. Has developed a three-year activity plan, that does not conflict or compete with, or duplicate, the IB or the IB's services and activities, as may be determined by the IB; and
 - d. Has developed a public website.
4. Throughout the AIBWS candidate phase the IB D&R Manager provides updates to IB Regional Head of Development & Recognition with regards to the progress of the candidate AIBWS.

Authorization phase

1. A month before end of the agreed candidate phase a discussion between the IB D&R Manager and regional Head of Development & Recognition will take place, where the following is evaluated:
 - a. Is the candidate AIBWS viable over the long-term?
 - b. Does the candidate AIBWS meet the Recognition Criteria outlined [here](#)?
2. Following IB Regional Head of Development's approval, the IB D&R Manager will send the draft Association Agreement to the Chair/Head/President of the candidate AIBWS for signing.
3. The candidate AIBWS signs the Association Agreement and sends it to the IB D&R Manager who will ensure the IB's Director of Outreach and Conferences, countersign.
4. Once the Agreement is signed by both parties, the candidate AIBWS becomes an authorized AIBWS, with effective date as per the Agreement. A copy of the fully signed Agreement is sent back to the AIBWS.
5. Signed Agreement is for duration of three years. Six months prior to the expiration of the Agreement, the IB D&R Manager will start the process of signing a new Agreement (utilizing the version of the template agreement then in effect), subject to the recognition criteria continuing to be met.