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**THEMATIC TASK FORCES AND TERMS OF REFERENCE**

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**1. ABSTRACT**

A Thematic Task Force (TTF) within ENEP has the responsibility to develop and review specific issues and positions, which are relevant and beneficial to ENEP or at least two of its Member Associations (MAs). This document describes the guidelines and procedures for the establishment and operation of a TTF. It also describes the formal relationship between a TTF and ENEP's Executive Committee (ExCo) as well as the role and responsibilities of the participating MAs.

**2. DEFINITIONS**

**Thematic Task Force (TTF)**

A minimum of four people representing at least two Member Associations (MAs), founded with the approval of the ExCo and on the basis of a specific and pre-defined subject or end goal, with the purpose of having a productive exchange of knowledge and experience. The TTF needs to have a tangible objective including a time frame and an effective communication line with the ExCo.

**Position Paper (PP)**

A detailed report prepared by a TTF, which represents ENEP's view on a specific topic with the purpose of communicating this position to the European environmental community and if possible shaping environmental policy.

### 3. ESTABLISHMENT OF A NEW THEMATIC TASK FORCE

A TTF can only be established on the initiative of at least two Member Associations (MAs). Any individual interested in creating a TTF must obtain the advice and consent of its own organisation first, and the individual's organisation itself needs to be a MA of ENEP. TTFs are typically created to address a specific topic/issue or to produce one or more specific deliverables. Each TTF needs to clearly define its goals and objectives. TTFs are generally expected to be short-lived in nature. Upon completion of its goals and achievement of its objectives, the TTF will be dissolved. A TTF may also be dissolved for other reasons (see point 6).

#### **Application for the establishment of a Thematic Task Force**

**Objective:** To define a specific result or subject on the basis of which a MA can apply to the ExCo for the establishment of a new TTF.

**Procedure:** An MA can apply for the establishment of a new TTF by filling out the standard application form. The MA has to define the TTF's goals and objectives in clear terms. The TTF can be (1) subject-driven or (2) result-driven. The applying MA has to appoint a representative within its organisation, who will represent the MA within the TTF. A TTF will be established if at least two MAs are involved. The applying MA can appoint at least one other TTF member on condition that it can prove by signature that the other MA agrees to be involved in the TTF. If the applying MA is not able to convince a second MA to join the TTF, the MA is still able to apply for the establishment of a TTF.

#### **Criteria for establishment**

When determining whether it is appropriate to create a TTF, the ExCo will evaluate and base its decision on the following criteria:

- Are the issues that the TTF plans to address clear and relevant to ENEP, a minimum of two MAs, and the European environmental community as a whole?
- Are the goals and objectives of the TTF specific, achievable, and possible to realise within a reasonable time frame?
- Is there a level of urgency? Is the objective of the TTF relevant at the time of the application
- Is the level of effort required to achieve the objective well accounted for?
- Do the new TTF's activities overlap with those of another already existing TTF?
- Can the applying and participating MAs appoint an individual that has sufficient knowledge and expertise with regard to the subject of the TTF, in order to guarantee a high quality result?
- Do the TTF's goals overlap with the work of another environmental organisation and if so is adequate liaison in place?

Considering the above criteria, the ExCo, using its best judgement, will decide whether to support the establishment of the TTF.

**Timeframe:** The application form will be evaluated by the ExCo within 30 days of receipt. If the decision of the ExCo is negative, the applying MA will receive a detailed and reasoned answer that explains the decision. If the ExCo accepts the formation of a TTF, a Charter needs to be drawn up by the ExCo Secretariat and approved by the prospective TTF Chair, on the basis of which the final approval is given by the ExCo.

**Charter:** A charter is a contract between a TTF and the ExCo, committing the TTF to performing a set of tasks in order to meet explicit milestones and delivering specific outputs. The TTF Charter (1) lists relevant administrative information for the TTF, (2) specifies the direction and objectives of the TTF

as well as the approach that will be taken to achieve the goals, and (3) lists a set of milestones together with a timeframe for their completion.

When the prospective Chair(s) is/are satisfied with the form of the Charter and its content, it will become the basis for establishing the new TTF. Charters may be renegotiated periodically to reflect the current status, organisation or goals of the TTF.

**Specifically, each charter consists of the following sections:**

**1) Name of the Thematic Task Force**

**2) Chair(s):** The TTF can have one Chair and one Vice Chair to represent the TTF and to perform the administrative functions of the group. Generally, a TTF is limited to two Chairs.

**3) ExCo Representative:** The ExCo needs to appoint a representative, with whom the TTF in general and specifically its Chair(s) will establish a direct communication line in order to periodically report on work progress and status as well as reflect on the level of compliance with the Charter.

**4) Description of TTF:** The focus and intent of the TTF shall be outlined briefly. By reading this section alone, an individual should be able to decide whether this TTF is of interest to its MA.

**5) Goals and milestones:** The TTF Charter must establish a timetable for specific work items. While this may be renegotiated over time, the list of milestones and dates will help the ExCo Representative in monitoring the TTF's progress and status. Furthermore, this overview is indispensable to potential participants in identifying critical moments for input. Milestones shall consist of specific deliverables and be updated periodically.

**Charter review and approval:** Once the TTF Chair(s) and the ExCo Representative have approved the TTF charter, the charter is submitted to the remaining ExCo for review and approval. After a review period of 15 working days, the proposed Charter will be published on the ENEP website and circulated among the ENEP General Assembly in order to inform them that the establishment of a new TTF is being considered. After another review period of 15 working days, the ExCo may approve the Charter, request specific changes to the Charter, or decline the Charter naming specific reasons. If the ExCo approves the establishment of the TTF, it will return the approved Charter to the Secretariat who shall enter the information into the ENEP database. The establishment of the new TTF will be announced to all ENEP MA's through its Secretariat.

## **4. ORGANISATION OF A THEMATIC TASK FORCE**

### **Chair(s)**

The TTF should have a Chair to represent the TTF and to perform the administrative functions of the group. The group may also appoint a Vice Chair. The Chair's responsibility encompasses at least the following:

**1. Ensure TTF process and content management:** The Chair has ultimate responsibility for ensuring that a TTF achieves progress and meets its milestones. The Chair is also responsible for ensuring that the TTF operates in an open and fair manner.

**2. Plan TTF sessions**

**3. Communicate results of sessions**

**4. Distribute the workload:** It is the task of the Chair to motivate enough experts to allow for a fair distribution of the workload. The TTF Chair can appoint a TTF Secretary, if needed.

**5. Develop Position Papers:** TTFs may produce Position Papers and such documents need an author and an editor. The Chair must ensure that authors of TTF Position Papers incorporate changes as agreed to by the TTF.

### **ExCo Representative**

The ExCo Representative has the authority and the responsibility to assist the TTF in making organisational decisions at the request of the Chair or when circumstances warrant an intervention. The ExCo Representative is responsible for ensuring that TTFs produce coherent, coordinated and timely output in their area as a contribution to the overall results of ENEP. The ExCo Representative needs to be considered as a full TTF participant.

### **WG Participants**

All MAs can appoint a maximum of two representatives to become participants of a TTF. The TTF can make use of the ENEP mailing lists and website to advertise the opportunity to join the TTF to other MAs. Members of ENEP MAs can apply to the Chair of a TTF to become a member of the group. Such applications should include a CV and a note explaining how the individual could contribute to the work of the group.

### **TTF Operation**

The Chair will attempt to reach consensus within its group. If this is not possible, a vote shall be taken among the members of the TTF. The group shall determine how this will be carried out but must include the views of all those concerned.

## **5. DOCUMENTS & POSITION PAPER RELATING TO THEMATIC TASK FORCES**

### **Session agenda**

The final session agenda should be posted to the TTF mailing list at least 10 days before the session and should be sent to the ExCo Secretariat as well for publication on the ENEP website.

### **Session documents**

All relevant documents to be discussed at a TTF session should be published and available to each TTF Participant at least 5 days before the start of such a session in order to ensure the level of quality of such a session.

### **Draft Position Paper**

A Draft Position Paper (DPP) is a detailed report, prepared by a TTF, representing the view of ENEP on a specific topic, with the purpose of communicating this position to ENEP's MAs with the clear objective of being approved as an ENEP Position Paper.

### **Submission of the DPP**

Once this is done, the DPP exactly as agreed by the TTF must be sent electronically to the ENEP Secretariat and the ExCo Representative.

- The email must contain the reference to the DPP's ID filename and the action requested, including a timeline and/or deadline.
- Unless returned to the TTF by the ExCo for further development, it is the responsibility of the ExCo to give its administrative approval to the DPP (within the timeframe set by the TTF).
- After the administrative approval by the ExCo (mainly checking the level of compliance), it is the joint responsibility of the TTF Chair and ENEP Secretariat to distribute the DPP to all of ENEP's MAs.

### **Review of the DPP**

The MAs need to review the DPP and submit their comments to both the TTF Chair and the ENEP Secretariat within the timeframe set out by the TTF. If these comments reach the TTF Chair and the ENEP Secretariat after the deadline, it is the sole decision of the TTF to reject or take into consideration these comments. Usually minimal review is necessary when a DPP is submitted by a TTF. The review will lead to one of these possible outcomes:

1. The DPP is accepted as is.
2. Suggested changes by MAs regarding the content of a DPP need to be clear and direct when communicated to the TTF, so as to facilitate the amendment of a DPP by the TTF. If the TTF can explain to the satisfaction of the MA why the changes are not necessary, the document will be accepted for publication. If the changes are made, the revised DPP must be resubmitted for review.
3. The DPP is rejected. Any DPP rejection will be accompanied by specific and thorough arguments from the MA. Although the TTF process is structured in a way that this alternative is not likely to arise for documents coming from a TTF, each MA has the right to reject documents provided that it is able to clearly explain the reasons for such a rejection. The TTF has to accept the rejection by an MA and needs to at least include a note in the Position Paper stating that the MA has rejected the content and give the reasons why.
4. If the DPP is rejected by more than one MA for the same reason, the TTF may choose to include a minority view.

### **Final approval and publication of the Position Paper**

After reviewing the DPP, it is the sole decision of the TTF to approve the final result of the Position Paper (PP). If a PP is final, the TTF together with the ENEP Coordinator and the ENEP Project Officer has to work out a communication plan, in which a list of actions has to be defined on how, to who and within what timeframe the PP will be published. The ENEP Coordinator takes the first action in the publication process of the PP by publishing the final version of the PP on the ENEP website. From this moment on, the PP becomes a public document. Each PP needs to state clearly that the ENEP ExCo is the responsible publisher of this document. Therefore, it is considered to be the role and responsibility of the ExCo to supervise the execution of the communication plan and take action if something goes wrong during this process.

## **6. TERMINATION OF A THEMATIC TASK FORCE**

TTFs are typically called into being to accomplish a specific task/s. After these tasks have been completed, the TTF will be disbanded. If, at some point, it becomes evident that a TTF is unable to complete the work outlined in its Charter, or if the assumptions on which that work was based have been modified, the ExCo Representative, in consultation with all TTF participants can either:

1. Refocus the TTF's tasks
2. Choose new Chair(s), or
3. Disband

If the TTF disagrees with the ExCo Representative's choice, it may appeal to the ExCo. However, it is the ExCo's strong belief that in order to achieve the goals of openness and fairness, all conflicts must be resolved by a process of open review and discussion.