



TERMS OF REFERENCE FOR WORKING GROUPS - SUMMARY

An EFAEP Working Group holds responsibility for developing and reviewing specific issues/standpoints, relevant and beneficial to EFAEP or at least two of its Member Organisations.

With these terms of reference, EFAEP describes the guidelines and procedures for formation and operation of a Working Group (WG). It also describes the formal relationship between a WG and the EFAEP Executive Committee (ExCo), as well as the role and responsibilities of the participating Member Organisations (MOs).

A WG is a team of min. four people representing at least two MOs, founded with the approval of the ExCo and on the basis of a specific and pre-defined result or subject, with the purpose to have a productive exchange of knowledge and experience. The WG needs to have a tangible objective including a time frame and an effective communication line with the ExCo. A WG can only be established at the initiative of at least two MOs. Any individual interested in creating a WG must obtain the advice and consent of its own Organisation, which is a MO of EFAEP.

It is the initiative of a MO to apply for the formation of a WG by filling out the standard application form, on which the MO has to define the goals and objectives of the WG in clear terms. The WG can be (1) result-driven, or (2) subject-driven. The applying MO has to appoint a representative of its organisation by name, who will represent the MO within the WG. A WG will be established if at least two MOs are involved.

It is the task of the ExCo to evaluate whether it is appropriate to create a WG, and base its conclusion on some of the following criteria:

1. Are the issues that the WG plans to address clear and relevant to EFAEP, at least two MOs and the European environmental community in general?
2. Are the objectives of the WG specific and reasonably achievable (within a reasonable timeframe)?
3. Is there any level of urgency? Is the objective relevant to the moment of its application?
4. Is the level of effort required to achieve the objective well accounted for?
5. Does the WG's activities overlap with those of another WG?
6. Etc.

The application will be evaluated by the ExCo within 30 days of receipt. If the WG is accepted the ExCo Secretariat will draft a WG Charter, which is to be considered as a contract between a WG and the ExCo, committing the WG to performing a set of tasks in order to meet explicit milestones and delivering some specific "products". Charters may be renegotiated periodically to reflect the current status, organisation or goals of the WG.

The WG consists out of Chair, that represents the WG and to perform the administrative functions of the group, an ExCo Representative, with the responsibility to assist the WG in making organisational decisions if needed, and several WG Participants. All MOs can appoint max. two representatives to become a WG Participant. Individuals must be a member of a MO before being able to become a WG Participant.

One possible objective of a WG is to produce a Position Paper. Such a paper is to be considered a detailed report, representing the view of EFAEP, on a specific topic, with the purpose to communicate this standpoint to the European environmental community and if possible influence environmental policy.

WGs are typically chartered to accomplish a specific task or tasks. After the tasks are complete, the WG will be disbanded.