



Terms of Reference - Working Groups



**GENERAL ASSEMBLY
PORTO – 28 MAY 2010**

What is a Working Group ?



“ A team of min. four people representing at least two Member Organisations, 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. ”

Criteria of acceptance



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 goals and objectives of the WG specific and reasonably achievable, and achievable within a reasonable time frame?
3. Is there any level of urgency? Is the objective of the WG 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. Can the applying and participating MO appoint an individual that holds sufficient knowledge and expertise on the subject of the WG, in order to produce a high quality result?
7. Does the WG's goals overlap with other known 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 Within 30 days-period whether to support the formation of the WG.

Charter



- 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".
 - lists relevant administrative information for the WG;
 - specifies the direction or objectives of the WG and describes the approach that will be taken to achieve the goals; and
 - enumerates a set of milestones together with time frames for their completion.
 - may be renegotiated periodically to reflect the current status, organisation or goals of the WG

Organisation of the WG



- **Chair** = process manager
- **ExCo Representative** = direct line to ExCo + support
- **WG Participant :**
 - All MOs can appoint max. 2 representatives to become a WG Participant.
 - Individuals must be a member of a MO before coming a WG Participant

Focus on internal organisation structure.

Position Paper



- WG can be ‘result-driven’ or ‘subject-driven’
- Possible result can be a ‘Position Paper’

Process :

- Create a *Draft Position Paper* within the WG
- DPP needs to be forwarded to the ExCo, that will send it out to all MO for revision
- Alterations will be made by the WG & with the agreement of the WG before finalizing the Position Paper
- Publication of the Position Paper (*Communication Plan*)
- Role of the Project Officer



QUESTIONS ?