

**FULL GROUP NAME (ACRONYM)**

**TERMS OF REFERENCE**

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**DOCUMENT LOG**

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| ***Issue*** | ***Approval Date*** | ***Approved by*** | ***Amendment*** |
| **v.1** | DD/MM/YYY |  | <ENTER A STATEMENT SUMMARISING ANY REVISIONS TO THE PREVIOUS VERSION INCLUDING ANY TERMS OF REFERENCE, POLICIES OR PROCEDURES RESCINDED OR REPLACED BY THIS VERSION> |
| **...** |  |  |  |
| **...** |  |  |  |
| **v.n** |  |  |  |

**TERMINOLOGY**

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>

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# Title

The name of the group is …

# Definitions

*<<OPTIONAL – include an explanation of terms and abbreviations used within the policy and procedure.>>*

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| XXXXXXXXX | XXXXXXXXX |

# Purpose and Responsibilities

*<<MANDATORY – Provide a brief summary of the responsibilities, purpose and powers of the group, followed by any further detail (under numbered headings) that is needed>>.*

The <<Name of Group>> (“the Group”) has been established to <<eg. provide advice and recommendations to EGI for policy development and management in … >.>

## Appointment of a Virtual team

* A virtual team may be appointed by the Group. Each appointment of a virtual team must be accompanied by a written mandate that includes purpose and responsibilities, the list of deliverables that shall be produced (with delivery dates), and the duration of the appointment.
* Each virtual team must be appointed by a majority vote of the Group. The Group appoints the members of a virtual team.
* A virtual team that is appointed by the Group shall keep minutes of its meetings. The minutes shall be made available to the Group as soon as possible. Virtual team shall report to the Group upon request by any member of the Group.

# Authority

The Group is authorized by the EGI.eu Council through the EGI.eu Executive Board to investigate any activity within its Terms of Reference. The EGI.eu Council and the EGI.eu Executive Board are the governing bodies of the Group.

# Composition

## Membership

*<<MANDATORY - List of member. For each person, indicate:*

* *name and surname*
* *the organization they are affiliated to*
* *if they have the right to vote*
* *if they are elected or appointed or ex officio (i.e., member in virtue of holding another office). If elected, indicate the eligibility of members and how voting will be conducted. Terms of office should be clearly stated*
* *the term of office (refers to the length of time the person will hold the group membership)*

*Specify if the members of the group are treated as individual experts who do not formally represent any constituency or if their actions imply automatic approval by their organisation>>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **Voting** | **Type of Appointment** | **Term of Office** |
| Mark Lewis | AAA | yes | Appointed | 30 April 2014 |
| **Ann Smith (Chair)** | ACME | no | Ex officio | No limit |
|  |  | yes |  |  |

*<< OPTIONAL - Each voting member will be entitled to nominate a deputy.>>*

## Chair

*<<MANDATORY - State how the Chair will be appointed (e.g., election, appointment, ex officio). If elected, indicate the eligibility for election as Chair and who is eligible to vote for the Chair and how voting will be conducted. Include a statement of expected duties to be performed by the Chair, together with term of office.>>*

*<< OPTIONAL Each Chair will be entitled to nominate a Vice Chair.>>*

### Duties

*<< examples:*

*The duties of the Chair include:*

* *Scheduling meetings and polling group members for agenda items*
* *Running the Group meetings according to the agenda and time available and ensuring that minutes are taken and published*
* *Ensuring all discussion items end with a decision, action or definite outcome*
* *Review and approve the draft minutes before distribution*
* *Inviting specialists to attend meetings when required by the Group*
* *Act as general point of contact for the Group*
* *Ensuring that the produced documents are presented for approval and adoption and that once approved these are published and made available in the document repository*
* *Ensuring that the Group meets the various demands placed on it to produce and maintain … policy and advice. This will include negotiation with EGI management, members of the Group and other stakeholders to agree priorities and timelines commensurate with the effort available to the Group*
* *Participation in appropriate international standards bodies, e.g. …, to encourage the definition of standards-based frameworks, best practice and to encourage the adoption of common policies and/or standards*
* *Reporting to the EGI Policy Development task leader (and others?) as required*

*>>*

### Term of Office

*<< The term of office is unlimited.>>*

### Method of Appointment

## Secretary

*<<The EGI.eu Policy Development Team will provide a technical secretary. >>*

### Duties

*<<e.g.:*

*Duties of the Secretary include:*

* *Assisting with the logistical details of meetings (be they face to face or phone/video)*
* *Support agenda preparation*
* *Taking and distributing minutes at the Group meetings*
* *Preparation and development of policy paper*
* *Assisting with the provision of, management and maintenance of document repositories and SCG web(s) and wiki(s)*

*>>*

### Term of Office

There is no limit.

### Method of Appointment

*<<e.g.:*

*The Secretary is nominated by the EGI.eu Policy Development Manager upon request by the Group chair.>>*

# Operating Procedures

## Communications and Meetings

* All the members of the Group must subscribe to the XXX mailing list and should use it as primary written communication channel
* The Group deliberations happen by face-to-face meetings, phone/video conferences or via the Group mailing list
* A quorum of members must be present before a meeting can proceed. At least <<insert number>>% members must be present for the meeting to proceed.
* The Group will meet <timing and frequency of meetings>.
* <<Amend as appropriate>> Where practicable, the agenda together with reports and documents that relate to the Group will be forwarded to members in sufficient time to enable consideration prior to meetings
* <<Amend as appropriate>> Accurate minutes will be kept of each meeting of the Group. The minutes of a meeting shall be submitted to group members for ratification at the next subsequent meeting of the Group.
* The group’s wiki page is https://wiki.egi.eu/wiki/<<name of the group>>. The Chair/Secretary should make sure that all the updates concerning the group’s dates, agenda and minutes are posted on group’s Wiki page.

## Decision Making

* Wherever possible, the Group will arrive at proposed draft recommendations documents and/or advice by clear consensus, as determined by the Chair
* A voting process will only start if consensus cannot be reached in a reasonable time or if at least one third of voting members of the Group call for a vote
* A decision is adopted if more than 50% of the voting members cast their vote for the proposed decision
* If the Group’s recommendations are adopted by majority vote, minority positions will be recorded and reported
* The Group may by majority decision refer matters for decision to the Director on issues where a consensus cannot be achieved.

## Reports

*<<If appropriate, indicate the nature and timing of reports the Group is to receive and provide. If none, state ‘None’.>>*

*XXXXXXXXXXXXX*

# Evaluation

*<<Describe the process for annual evaluation of the performance of the Group; e.g.*

*The Group will produce an annual report to the Governing Body, in line with best practice that will be defined, which sets out how the Group has met its Terms of Reference during the preceding year.*

*The minutes if the group will be formally recorded and available to the Governing Body.*

*>>*

# Related Material

*<<OPTIONAL – insert details of related material such as Statutes, Regulations, Policies or Procedures that directly relate to this Group’s composition or operations>>*

|  |  |  |
| --- | --- | --- |
| **Name** | **Location** | **Document Type** |
| XXXXXXXXXX |  |  |

# Amendment

These Terms of Reference can be amended by mutual agreement of the Group Members through consultation and consensus. The amendments must be approved by the Governing Body.

The Group will review its Terms of Reference on an annual basis as a minimum.

The present Terms of Reference enters into force with immediate effect.

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EGI.eu Director