Policy ID:EGI-P.X

Full Group Name (Acronym) -
Terms Of Reference

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| --- |
| Purpose of this DocumentThe purpose of this document is to set out the Terms of Reference, composition and operating arrangements of the GROUP NAME (GROUP ACRONYM). <If the group was previously known under another name, provide a brief description of the change and when the change occurred. For example “The group was previously known as the XXXX. At its meeting on [DATE], the Executive Board agreed that the group be renamed the New Name Group.”> |

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**Document Log**

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| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1.0 |  |  | <Enter a statement summarising any revisions to the previous version including any Terms of Reference, policies or procedures rescinded or replaced by this version> |
| 2.0 |  |  |  |
| 3.0 |  |  |  |
| 4.0 |  |  |  |

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# Terms of Reference

## 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 … >.

## Governing Body

This Group reports to the EGI-InSPIRE Executive Board.

## Composition

### Membership

<MANDATORY - List of members. Indicate if they are elected or appointed or ex officio. If elected, indicate the eligibility of members and how voting will be conducted. Terms of office should be clearly stated.>

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of Appointment** | **Term of Office** |
|  |  |  |

### 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.

e.g.:

The duties of the Chair include:

* 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
* Running the Group meetings and ensuring that minutes are taken and published
* Ensuring that editorial sub-groups are created for particular policy topics and that these make good progress
* 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
* 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
* Scheduling meetings and notifying group members;
* Inviting specialists to attend meetings when required by the committee
* Guiding the meeting according to the agenda and time available
* Ensuring all discussion items end with a decision, action or definite outcome
* Review and approve the draft minutes before distribution

#### Duties

XXXXXXXXXX

#### Term of Office

 XXXXXXXXXX

#### Method of Appointment

 XXXXXXXXXX

### Secretary

< Delete this section if not applicable. If applicable, state how the Secretary will be appointed (eg, election, appointment, ex officio). If elected, indicate the eligibility for election as Secretary and who is eligible to vote for the Secretary and how voting will be conducted. Include a statement of expected duties to be performed by the Secretary, together with term of office.>

#### Duties

Duties of the Secretary include:

* Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
* Distributing the Agenda X days prior to the meeting
* Taking notes of proceedings and preparing minutes of meeting
* Distributing the minutes to all committee members one week after the meeting and be made available to all staff
* The minutes shall be checked by the chairperson and accepted by group members as a true and accurate record at the commencement of the next meeting
* Assisting with the logistical details of meetings (be they face to face or phone/video)
* Assisting with the provision of, management and maintenance of document repositories and Group web(s) and wiki(s)

#### Term of Office

 XXXXXXXXXX

#### Method of Appointment

 XXXXXXXXXX

## Operating Procedures

The Group deliberations happen by face to face meetings, phone/video conferences or via the Group mailing list.

### Quorum

<Indicate the number of members required for decision-making.>

XXXXXXXXXXXXXXXXX

### 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 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.

### Reports

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

XXXXXXXXXXXXXXXXX

### 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.