

**Agenda Item 5: EuroGOOS integrated strategy**

**Document 5.1: EuroGOOS Guidelines for Developing Terms of Reference**

## About this document

This document outlines the requirements and structure for developing terms of reference for EuroGOOS activities, i.e. working groups, task teams, workshops, etc. It can also serve as a template for the terms of reference. The term ‘working group’ is used to describe the activity, as an example.

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## 1. Background, Rationale, and Link with EuroGOOS Strategic Priorities

- Describe the background and rationale for this working group - 1-2 paragraphs
- With the view of the EuroGOOS Strategic Agenda 2020 and the short-term priority areas (EuroGOOS General Assembly 2016), how does this activity underpin those strategies? Demonstrate the alignment and usefulness of the working group for the implementation of the EuroGOOS strategy (short and long term) – 1-2 paragraphs

## 2. Target Audience and Expected Impact

- Describe the target audience of the activity, being as specific as possible
- Identify key messages to address to the targets
- Determine desired impact of the activity on the target audience

## 3. Aim and Objectives

- Based on the above, formulate the aim of the working group and develop a set of objectives – 1-2 paragraphs
- Develop a set of tangible outputs of the working group (e.g. meetings and reports, strategic workshops, publications – guidelines, awareness raising materials, etc) – 1 paragraph

## 4. Composition and Operation

The working group is composed of a chair, with potentially a co-chair or a vice-chair, and members. Chair is supported by a dedicated officer at the EuroGOOS office.

### 4.1 Chair's nomination process, mandate, responsibilities

Chair must be a representative of a EuroGOOS member organization<sup>1</sup>. A chair can be supported by a vice-chair. In this case, the mandate and role and responsibilities are the same as for the chair. Vice-chair takes on the role of chair if the chair is unable to act. The chair is nominated by the EuroGOOS Executive Directors Board and approved by the EuroGOOS General Assembly. The chair's mandate is for three years, renewable once, upon re-election for a two-year term.

Chair is responsible for:

- Oversight of the working group;
- Alignment of the working group's work with its terms of reference and with the EuroGOOS strategy;
- Developing the working group yearly implementation plan in line with the above;
- Reporting to the EuroGOOS General Assembly and EuroGOOS Executive Directors Board (including both at physical meetings and in writing);
- Regularly reviewing the membership of the working group (e.g. once a year);

<sup>1</sup> <http://eurogoos.eu/about-eurogoos/members>

- Regularly liaise with the EuroGOOS office to follow up on the working group's alignment with the other EuroGOOS activities (at least monthly);
- Represent the working group at external meetings.

## 4.2 Members nomination and selection process, mandates, responsibilities

Members are selected based on a call for nominations to the EuroGOOS members. If there is not enough expertise within the EuroGOOS member organizations, working group members can be selected through an external call for expression of interest.

Members are selected based from the pool of nominations by the chair and the EuroGOOS office, keeping in mind the spread and representativeness in expertise, geographical representation and the gender balance on the group.

Members do not have an established mandate unless the activity is terminated. However, membership is reviewed by the chair and the EuroGOOS office on a regular basis and can be terminated if the member does not fulfil the below responsibilities.

Members' responsibilities are to:

- Participate in the working group activities;
- Deliver outputs as required, orally or in writing, in a timely manner;
- Represent the activity at external meetings, upon agreement with the chair and the EuroGOOS office;
- Attend working group meetings;
- Follow-up on the developments related to the working group's activity, to ensure the working group's work is timely and topical.

## 5. Mode of Operation

The terms of reference for the working group are developed by the EuroGOOS office in liaison with the chair, and submitted first to the EuroGOOS Directors Board and then to the EuroGOOS General Assembly for approval.

Once approved at the EuroGOOS General Assembly, the working group chair and the EuroGOOS office launch a call for member nominations (see item 3.2).

When the membership of the working group is established, the working group is regarded as operational. In most cases, a physical kick-off meeting will be organized to agree the terms of reference with all the members and develop the first annual implementation plan. EuroGOOS office oversees the communication related to the working group activities. To this end, the working group implementation plan should be cognisant of the EuroGOOS communication strategy.

The group operates based on its terms of reference and annual implementation plans. Its activities are reviewed at the EuroGOOS Executive Directors Board meetings (three times a year) and the EuroGOOS General Assembly (annually).

## 6. Deliverables

The working group may have a role as a forum, providing a platform for exchange of expertise and generation of strategic advice in the area of the working group's consideration. It can also be of a more operational nature, organizing regular meetings, establishing interfaces with communities outside of those of the working group, delivering strategic publications and reports. A list of envisaged deliverables is prepared at the working group kick-off meeting and is updated as the activity develops.

## 7. Indicative Timetable (Gantt chart)

The below template is indicative. It will be prepared based on the above guidelines and the implementation plan.

	M/Yr	M/Yr	M/Yr	M/Yr	M/Yr	M/Yr	M/Yr	M/Yr
<b>Terms of Reference</b>								
<b>Selection of Chair / co-Chair</b>								
<b>Approval by Exec. Board</b>								
<b>Approval by General Assembly</b>								
<b>Call for member nominations</b>								
<b>Kick-off meeting</b>								
<b>Activity 1</b>								
<b>Activity 2</b>								
<b>Activity 3</b>								
<b>Activity 4</b>								
...								
...								