



## Working Group Guidelines

---

### Proposals

For a working group to proceed the Commission will approve a Terms of Reference/ proposal. This should contain the following:

- Outline – what the working group is for
- Objectives – in point form
- A work plan including deliverables/ products covering at least the first two years
- Finances- sources and budget (can be potential and actual sources)
- Schedule – this should indicate the expected lifetime of the working group
- Governance - how the group will operate - e.g size and composition of management committee, proposed meeting schedule, expected members, etc.
- Communication plan
- Reporting schedule. Reporting can take various forms but a first priority for reporting should be to contribute to the GEM news and website.

### General Working Group Conditions

Generally, working groups should:

- Be financially self-supporting,
- Have a management committee that has a geographical diversity in employment or research area

### Reports

Working groups have an obligation to provide a report to the annual GEM meeting. This report should contain:

- A financial statement listing expenditures, sources of funding, and a budget for the next year
- A list of deliverables/ publications
- A work plan for the following year
- Comments and an assessment of the time required to attain long-term objectives

### Review

Each working group is subject to review every year, and may be continued, postponed, or suspended, depending on the input of its members and whether it meets reporting requirements.