



## **ECFS Working Group**

### **Terms of reference**

#### **Establishment**

ECFS Constitution extract:

2-01-03: The ECFS may form special project or working groups for any purpose related to the objective of the society. Such sub-groups will be appointed and approved by the ECFS Board and their members are expected to be ECFS members. While special projects are not subject to a pre-defined term of existence, working groups will be supported for 1 year and up to a maximum of 3 years. Annual reports from these sub-groups will be presented at the summer Board meeting and at the Annual General Meeting (AGM).

Any active member of the Society may consider the establishment of a working group supporting a specialist area related to CF.

#### **Terms of Reference**

Definition: A working group is a group formed for a limited time period with aim to examine or solve a particular topic or problem.

- a. The existence of each working group is limited to three years.
- b. Structure: A working group is to have at least one Coordinator who is responsible for the overall activities of the group. The mandate of the Coordinator will be of 3 years duration.
- c. A business plan with specific goals and defined outcomes, year by year, for 3 years is to be established.
- d. Members of a working group should be ECFS members.
- e. Each working group will be subject to an annual evaluation.
- f. The Coordinator, or their representative, will provide the ECFS Board with a report at the summer Board Meeting and to the Annual General Assembly. The annual report should also be prepared in a written format for publication on the ECFS website.
- g. Working groups are encouraged to use the annual conference as an opportunity to conduct a meeting of its members.

#### **ECFS Funding Support**

- a. The Society will provide funding support of up to Euro 10,000 per annum for three years.



b. The funds are primarily to assist with the logistical preparations and conduct of meetings required by the working group for coordination purposes.

c. ECFS funds will not be granted for research, consumables or personnel.

d. ECFS funds are not to be used for travel of Working Group Members

e. Individual budgets, per working group, will be held and maintained at the ECFS Office.

For the funding to be sustainable, there will normally be a maximum of 5 working groups at any one time.

### **ECFS Website Support**

a. Each working group will have one dedicated page on the ECFS website. The page will contain the aims and objectives of the project, the group's structure, notification of forthcoming meetings, etc.

b. Additionally, there will be a generic page with the annual reports from each working group.

c. If required, working groups may use the ECFS collaborative tool to upload and share documents of general interest, or restricted viewing of documents to special interest sub-groups. This area is subject to a login and can be entirely restricted to members of the working group.

d. If warranted, a discussion forum for the working group can be established. It is, however, imperative that the working group nominates a member to monitor and maintain the content. The ECFS office will not be responsible for the content included in such a forum. Access is subject to a login and may only be provided to ECFS members and can be entirely restricted to members of the working group.