



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 with aim to examine or solve a particular topic or problem.

An application for the establishment of a Working Group (or renewal of an existing Working Group) is to be made in writing, using the Application Form template. This form is to include details about the aims, objectives and structure of the proposed Working Group.

Applications will be evaluated twice a year by the ECFS Board. The deadlines for applications to be submitted to the ECFS office are end of August and end of February.

- a. The existence of each working group is set to three years, renewable.
- 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, renewable once. For an established working group, the handover to a new coordinator should be a transparent process worked out and agreed on by the members of the working group. An individual cannot be part of the leadership of different Working Groups at the same time.
- c. A business plan with specific goals and defined outcomes, year by year, for 3 years is to be established. When meetings are part of the business plan, a mitigation plan is to be provided should in person meetings not be feasible.
- 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 for the June Board Meeting to be presented at the Annual General Assembly. The annual report should also be prepared in a written format for publication on the ECFS website. The deadline for submission of the annual report to the ECFS office is May 1.
- g. Working groups are encouraged to use the annual conference as an opportunity to conduct a meeting of its members.
- h. Each working group requesting renewal will submit an application using the Application Form Template together with a scientific and financial report on the past 3 years. Should the balance of the working group accounts be positive, a carry-over of the funds will only be possible if the need is clearly justified. The carry-over is limited to a maximum of one year budget and the positive balance in excess of this will be returned to ECFS.



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. Examples of how funding may be used, but not limited to, can be found below:
 - Travel awards to encourage individuals to submit an abstract at a conference
 - Innovation awards to encourage individuals to share their projects and ideas within the group
 - Administrative support (creation of or translation of educational materials, database management costs, graphic design, etc)
 - Payment for external speakers or instructors involved in activities organised by the Working group (Speaker fees, travel costs)
- c. ECFS funds will not be granted for research, consumables, registration or travel costs of the working group's members to attend conferences.
- d. Individual budgets, per working group, will be held and maintained at the ECFS Office.
- e. In case of the Working Group conducting a meeting during the annual conference, only room rental (including audio visual equipment) will be paid from the ECFS Conference budget.

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.