

TFFPN Working Groups Terms of Reference

Purpose of the Working Groups

The project objectives will be stated and agreed by the working group members

The working groups will be designed to bring together members possessing the relevant knowledge and skills who will act either individually or collectively to undertake assigned tasks and activities in order to achieve the project's objectives within the agreed timeframe

The Network will provide secretariat services to working groups

Membership

The Working Groups will elect a Chair, and membership will be sought through a number of channels:

- Nominations sought from member organizations or individuals
- The Network may seek nominations through its newsletter or website
- Individuals with expertise may be co-opted to join a working group from the membership or outside the membership

Terms of Reference

The functions of the working groups will include the following:

- Work jointly with the Convenor and other members of the working group to define the objectives, tasks, activities, process, timeline and resources for the achievement of the objectives
- Undertake allocated tasks within the prescribed timeframe
- Keep the working group informed of progress towards accomplishment of assigned tasks by consistent attendance at working group meetings.
- Bring any unforeseen risk or innovations to the attention of the working group as the project proceeds
- Serve as a conduit and be a champion of the project through which information about the project is communicated to colleagues and peers
- Contribute to the project's Communication Plan and actively seek ways to communicate the projects progress/outcome eg briefings, demonstrations.

Working Group Meetings

- The working group will meet as often as is required by the project timeline and the decision of the group.
- An agenda will be forwarded to working group members at least 2 days prior to any meeting date.
- The meeting will include monitoring progress achievement of project objectives, any problems or issues and good practice that has occurred.
- Members will be invited to contribute items to the agenda if they wish
- Minutes/action List of each meeting, including action points and owners, will be circulated as soon as possible following each meeting.
- The Convenor will be responsible for circulating agendas and minutes , unless otherwise agreed.

Reporting

- The Convenor will report the progress of any working group to the TFFPN Board , at its regular Board Meeting

