

Guidelines for Setting NITAG Working Groups

Audience

NITAG Executive Secretary, NITAG members and
NITAG working group (WG) members

Purpose

To guide NITAG executive secretariat in considering
the need for establishing a WG to gather and
summarize data for the NITAG meetings

For more details

<http://www.nitag-resource.org/en/training/rapid-briefing.php>

Step 1

Make the decision on the need of a WG

NITAG Executive Secretariat and Chair decide to set a working group if:

- The executive secretariat nor NITAG members do not have sufficient time to prepare the background documents
- The topic is too complex and requires specific expertise outside the NITAG executive secretariat and members

It is advisable to set up a WG on specific topic as soon as the annual workplan is defined so that the group has time to provide sufficient information for meaningful future discussions

Step 2

Establish the WG

NITAG executive secretary and Chair should elaborate the terms of reference for WG. They select a WG Chair and a WG secretary, and send them an appointment letter that :

- Include the terms of reference (expertise needed, objectives etc...)
 - List the questions to be addressed
 - Detailed timelines
- WG Chair and Secretary **MUST** be NITAG core members and **SHOULD** hold a specific expertise linked to the matter to be considered by the WG

Step 3

Select WG members

Each WG Chair should select relevant independent experts in the field of interest in collaboration with NITAG executive secretary.

WG membership consists, in most cases, of:

- At least one NITAG core member
- Non-core members (ex-officio or liaison members)
- External experts: professional societies, consultants

All WG members should declare any real or potential conflicts of interest by filling conflict of interest forms

Step 4

Follow up on the WG's activities

- NITAG executive secretary and WG Chair should meet on a defined regular basis to track progress made by the WG
- WG Chair shares evidence gathered with NITAG executive secretary in advance of scheduled meeting
- NITAG executive secretary shares background documents to NITAG members before the meeting

The WG chair presents findings during the NITAG plenary session and facilitates NITAG discussions on the topic.