



APPENDIX I

IAPB WORK GROUP – TEMPLATE TERMS OF REFERENCE

PURPOSE

The primary role of the Work Group is to facilitate shared learning and exchange of good practices on topic X.

ACTIVITIES

The Work Group will:

- Form and foster partnership and collaboration between NGOs who are active around topic X;
- Monitor key events and policy processes relevant to topic X;
- Develop an advocacy strategy to influence key stakeholders around topic X;
- Collate and disseminate knowledge and information and encourage research about topic X;
- Prepare policy papers, position statements and other external communications around topic X for the IAPB Board consideration;
- Act as a forum for information exchange, learning and debate regarding topic X;
- Share relevant information and analysis with the wider IAPB membership, other IAPB work groups, and the IAPB Board;
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STRUCTURE

CHAIR

The Chair is elected by the Work Group. The minimum terms office are X years after which the position is open to the work group members; re-election is possible.

The Chair's Role is to

1. Chair the Work Group meetings;
2. Represent the Work Group at internal and external meetings;
3. Oversee the work of the Work Group and ensure the work of the group is carried out.
4.

GROUP MEMBERSHIP

Membership of the group is open to all IAPB members actively engaged in topic X.

All work group members are expected to actively contribute their particular expertise and knowledge to ensure the group meets its stated objectives.

MEETINGS

The Work Group will meet either face to face or by teleconference at least X times a year. Opportunities for face-to-face meetings will be sought around other events that may already see the attendance of the work group members.



Decisions at a meeting of the Work Group must be determined by a resolution passed by a majority of votes of those present and voting. The quorum for a meeting shall be not less than X members. The Chair will not have a casting vote.

Responsibility for minute-taking will be on rotation.

ACCOUNTABILITY

The Work Group will regularly report on its activities to the IAPB Board of Trustees. The Work Group, through its Chair, will seek the approval of the IAPB Board for any new position statement it wishes to be formally approved as an IAPB position. The Board will periodically review the activities of the work group and make any relevant decision on its focus and continuity.

Date Terms of Reference created: MM/YYYY. Date for next review: MM/YYYY