



# iBOL Europe Working Groups Terms of Reference

Kasia Fantoni (Naturalis)

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*This document describes iBOL Europe Working Groups' Terms of Reference (ToRs). Having ToRS in place will ensure that WGs' participants fully understand their objectives and obligations.*

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## Definition

An iBOL Europe Working Group (WG) is a diverse, multi-stakeholder group of experts that is brought together to collectively deliver on a priority area of work as identified in the iBOL Europe functions survey that was run in 2023<sup>1</sup>.

## Roles and Responsibilities

- Develop collective guidance, tools and/or recommendations on the iBOL Europe priority topics identified in the survey (previously called "functions").
- Present regular updates, reports and/or recommendations to iBOL Europe's Coordination Team and the broad iBOL Europe community.

## Internal Organisation

- The only requirement to join the Working Group is to be a member of iBOL Europe.<sup>2</sup>
- Working Groups are set up with the agreement of the Coordination Team to deliver on the functions identified in the survey.

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<sup>1</sup> An overview of the results of the Functions Survey is available [here](#).

<sup>2</sup> Anyone can become a member by filling this [form](#). Membership is free of charge.





- For the time being, no financial contribution is available for the Working Groups. Participation in a Working Group is based on a voluntary basis. Members will be welcome to initiate and lead working groups in collaboration with the coordination team and indicate any additional topics to work on.
- Each Working Group should specify its objectives, activities, deliverables and lead partners, which will be approved by the iBOL Europe Coordination Team. Working Groups are encouraged to consider short-term “quick wins” and longer-term deliverables.
- Working Group membership will be open to all iBOL Europe members. The overall size of a Working Group should ideally be between 5 and 15 members, with five members being the minimum number of members to start any Working Group.
- Each Working Group respects everyone and embraces diversity of age, gender, sexuality, race, origin, religion, ancestry and culture, social and economic status, and physical and mental ability.
- Each Working Group respects nature by practising and promoting sustainable use of natural resources and minimising disturbance to natural environments.
- Each Working Group conducts scientific investigations with honesty and transparency of evidence, data, knowledge, know-how and/or ideas.
- Working Groups should consider how best to engage other stakeholders in specific activities or deliverables as appropriate for an inclusive approach and effective dissemination of the group's work.
- Online Working Group meetings should take place regularly. Ideally, a Working Group should meet every 4/6 weeks. The iBOL Europe Secretariat will facilitate Working Group meetings as needed.
- Coordination across iBOL Europe priority functions will be actively pursued with support from the iBOL Europe Coordination Team.
- Working Groups are expected to liaise with the iBOL Europe Coordination Team regarding progress and any issues arising during the implementation.
- The lifespan of each Working Group will be determined by the topics and goals set by and for the WG, with a proposed average duration of twelve months.

