



iBOL Europe Working Groups Terms of Reference

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Version 1.1	January 2025	Updated the ToRs according to the Scope of Work document.

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.

Definition

An iBOL Europe Working Group (WG) is a diverse group of experts, iBOL Europe members, that is brought together to collectively deliver on a priority area of work as identified in the iBOL Europe functions survey ran in 2023¹.

Objectives²

- 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

- An iBOL Europe membership is required to start or join a WG.³

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

² More information on the Working Groups's scope of work can be found [here](#).

³ Anyone can become a member by filling this [form](#). Membership is free of charge.





- Working Groups are set up with the agreement of the iBOL Europe Coordination Team to deliver on the functions identified in the Scope of Work.
- Working Group membership will be open to all iBOL Europe members. The overall size of a Working Group should ideally be between five and fifteen members, with five members being the minimum number of members needed to start any working group.
- Each Working Group should have at least two co-chairs who are responsible for the overall performance of the Group (more details are available in the [Scope of Work](#) document).
- No financial contribution is available for the Working Groups. Participation in a Working Group is voluntary.
- 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 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 by the Chairs with support from the iBOL Europe Coordination Team and the iBOL Europe Secretariat.
- Chairs of the Working Groups are expected to liaise regularly 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.

