



GIBA Network+ Working Groups – Terms of Reference

Purpose of the Working Groups

The working groups are designed to support the development of effective collaborations to advance GIBA research. Each working group will set their own goals, but activities may include short research presentations, methodological discussions, preparation of joint position and/or review papers, as well as facilitation of new collaborative grant applications.

Specific Responsibilities

All working group members have a responsibility to:

- Attend and actively participate in monthly virtual working group meetings
- Make every effort to attend in-person meetings, of which two are anticipated per year – one internal to each working group, and another across the whole GIBA Network+.
- Lead on relevant initiatives and actions
- Contribute to a yearly impact report on the activities of the working group and its measurable outputs

Working group leads have a responsibility to:

- Organise virtual and in-person working group meetings, in liaison with the GIBA Network+ Manager. Minutes should be kept and an agenda should be circulated five working days ahead of each meeting. Where possible, virtual meetings should be recorded to be available to view for absent working group members
- Chair working group meetings in an inclusive and collegiate fashion
- Set working group priorities in consultation with the membership
- Lead on the generation of a yearly Working Group Impact Report



Confidentiality Agreement and Conflict of Interest

Some discussions and/or materials shared within a working group may be required to be kept confidential. In this case, this will be clearly indicated by the person who is sharing this information, and working group members will respect the confidentiality of these materials.

Relevant conflicts of interest in relation to discussions/materials being shared must be declared to the working group as soon as they arise.

Membership

Only GIBA Network+ members can join a working group. Membership, including working group leadership, is for a one-year term. A one-year extension may be sought on a case-by-case basis, if appropriate.

Frequency of Meetings and Time Commitment

Working groups are expected to meet once a month virtually and twice a year in person.

Working group leads and members will also require additional time for working group tasks and activities (ca. 1-2 hours a month for members and 2-4h a month for leads).