

# Governance of Working Groups and Steering Groups

*Endorsed by the ELIA Representative Board on 4 April 2019*

## A. Working Groups

### What is an ELIA Working Group?

Following the ELIA Strategic Focus, ELIA develops several activities addressing topics relevant to its members, which are in large part developed thanks to the work done by ELIA's working groups. To guarantee the development of such activities arising generally from the Strategic Focus and to involve ELIA's members in content development and knowledge sharing, ELIA supports several working groups.

Working groups are either initiated by individual members, or by the Executive Group. These are the governing rules for working groups.

#### 1. Appointment

- a) Members who have an idea for a working group on a specific topic may approach the Executive Group with a proposal for appointment of a working group.
- b) The Executive Group appoints the specific working group, appoints a chair of the working group and formulates a mandate for the working group.
- c) The mandate consists of the main aims of the working group and a tentative time frame for the group, which may exist for a limited or an unlimited amount of time.
- d) ELIA Members may approach the ELIA team with an expression of interest to participate. The chair of the working group is responsible for proposing potential members of the working group to the Executive Group.
- e) The Executive Group appoints the members of the working group.
- f) Working groups are only open to ELIA members.

#### 2. Chair

- a) Usually and preferably, only members of the Representative Board act as working group chairs.
- b) The chair proposes potential members for the working group to the Executive Group.
- c) The chair calls, organises and documents the meetings of the working group.
- d) The chair communicates with the ELIA office about the activities of the working group and produces content for information distribution (website, social media, etc.).
- e) The chair reports in the Representative Board meetings on the activities of the working group.

#### 3. Working Group Members

- a) Only persons associated with ELIA member organisations may become members of a working group.
- b) Working groups aim for geographical and gender balance in their composition, to reflect the diverse and dynamic character of the ELIA network.
- c) Ideally, each member of a working group is affiliated to a different institution and a different country, to mirror the diversity of the network.

- d) Members attend meetings and contribute to the activities of the working group. By taking part in a Working Group, members understand and agree that their participation and contribution is voluntary and unremunerated and that any intellectual property created as part of the Working Group shall be owned by ELIA (but that a contributing member shall have the right to use such intellectual property for his / her own research and teaching purposes).
- e) The Working Group may not incur any costs unless it has received the prior approval of the ELIA Executive Group for such expenditure.
- f) Member travel and accommodation costs are covered member institutions.

#### 4. Meetings

- a) Working groups meet at least once a year, usually twice a year.
- b) Working groups are expected to organise workshop events during the ELIA Biennial Conference and at other events, if necessary.

#### 5. Working Group Outputs

- a) The outputs of working groups are submitted to the ELIA Executive Group for approval prior to publication / disclosure. Any intellectual property created by an ELIA Working Group shall be owned by ELIA and ELIA shall have the right to publish this.

#### 6. Platform

- a) ELIA Working Groups should also initiate a “Platform” adjunct to the working group, which is open to all members who are interested.
- b) The “Platform” may be a digital space (e.g. consisting of a newsletter), and may also materialize in events.
- c) Platform events are organised by the working group under the lead of the chair and with the aid of the ELIA office.
- d) Platforms offer content on the topic of the working group to all ELIA members.

#### 7. ELIA Office

- a) Each working group will have a staff member of the ELIA Office as liaison.
- b) The ELIA Office liaison serves primarily to provide liaison to other groups and the Representative Board. It is not considered secretarial support for the working group.

## B. Steering Groups

### What is an ELIA Steering Group?

ELIA Steering Groups are groups put together for the purpose of steering an event or project within the ELIA activity framework. They are part of the governance structure of ELIA which guarantees a significant involvement of the membership in ELIA's activities.

#### 1. Appointment

- a) The ELIA Biennial, the ELIA Academy and the ELIA Leadership Symposium are steered by a Steering Group.
- b) If the Executive Group decides, also other events or projects may be steered by a Steering Group.
- c) Steering groups are appointed for the time necessary to organise the event or project.
- d) Steering groups are debriefed in an evaluation meeting which takes place several weeks after the event.
- e) Steering Groups are appointed by the Executive Group and consist of an uneven number of members, usually 5.
- f) The composition of the group is as follows (in the case of 5 voting members): 2 members are nominated by the host institution(s), usually the institutions' leaders; 3 members are nominated by the Executive Group and are usually members of the Representative Board.
- g) In addition, other (non-voting) members might be co-opted by the Executive Group.
- h) The ELIA Executive Director (CEO) and the ELIA Conference Manager are also (non-voting) members of the steering group.

#### 2. Chair

- a) The Executive Group appoints one Steering Group member as chair.
- b) Preferably, the chair is part of the Executive Group.
- c) Usually, the Chair does not also represent the host unless the Executive Group explicitly approves this.
- d) The Chair chairs the meetings which are prepared and organised by the ELIA Conference Manager.
- e) The Chair sees to it that the crucial decisions are taken in a timely manner by the steering group.

#### 3. Role of CEO (ELIA Executive Director)

- a) The CEO is an ex officio member of every steering group and is primarily responsible for providing liaison with other groups and the Representative Board.
- b) The CEO will bring the resources of the organization to support the steering group as is reasonable and practical but is ultimately responsible for any decisions involving fiscal matters.
- c) The CEO will provide advice and guidance but is not a voting member.

4. Meetings and Responsibilities

- a) Meetings take place as often as the Steering Group deems necessary.
- b) The Steering Group endorses work plans of the event/project.
- c) The Steering Group endorses the budget of the event/project.
- d) The Steering Group steers monitors and evaluates the event/project.
- e) The Steering Group reports to the Executive Group.