

## G-I-N Policy Working Groups and Regional Communities

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### Background

At April 2018, the Guidelines International Network (G-I-N) has fourteen Working Groups (WGs) and seven Regional Communities (RCs) established. Prior to approving any additional groups, the G-I-N Board has a responsibility to ensure that there is sufficient interest, motivation and commitment for its establishment.

It is expected that prior to a request for a new WG or RC to be established, exploratory meetings will have taken place during annual conferences in order to gauge the appetite and motivation of members to contribute in the area.

### Aims and goals of a G-I-N Regional Community

- To promote the network locally in order to encourage the recruitment of organisations and individuals, including those in disciplines not already involved in G-I-N
- To provide focus on topics that are relevant to the guideline community in the region
- To provide networking opportunities for participants from G-I-N member organisations
- Improve and harmonise guideline methodologies in the region, whilst minimising duplication of effort
- To provide relevant regional training and/or networking opportunities for G-I-N members outside of the annual G-I-N conference

### Aims and goals of a G-I-N Working Group

- To promote networking and collaboration amongst members with a common interest
- Where the motivation and need exists, to collaborate on a publication, position paper or educational toolkit

### Requirements to establish a G-I-N Working Group or Regional Community

1. A formal proposal should be presented for board approval, by a member appointed as board liaison. The proposed chair or interim chair of the steering group should be identified, along with the key members. Chairs must be either organisational or individual members of G-I-N. The Chair of a Regional Community would normally be an organisational member.

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2. Once approved, a steering group, made up of G-I-N members should be formed. Additionally, a member from a partner organisation may be on the steering group, subject to board approval. All Steering Group members must complete a Declaration of Interest. The Chair's (and where appointed, that of the Vice Chair) will be reviewed by the Board of Trustees, the Steering Groups' will be reviewed by the Chair. Associate members are not eligible to be on a steering group.
3. Terms of Reference (ToR) should be written and sent to the board for approval
4. Information should be drafted for the website and sent to the Secretariat along with pictures of the steering group and any relevant documents. These will be used to advertise and market the group to other G-I-N members.
5.
  - a. Participation in a Working Group is a member benefit, which is open to all categories of membership.
  - b. Participants in a Regional Community need not initially be G-I-N members, but Steering Groups are required to provide a list of participants to the secretariat. Participation may continue for up to one year; at the beginning of the following membership year, participants, who are not yet G-I-N members will be invited to join.
6. Any potential external funding requests must be brought to the G-I-N board in advance of the application for approval in principal and must be come to the Executive for signing before submission.

## Terms

Chairs, and where deemed necessary, vice-chairs are appointed for a period of one or two years, renewable up to twice. The nominated individuals must be approved by the G-I-N Board. If a Steering Committee is appointed, the ToR should provide clear terms for a rotational model of its members. There is no time restriction on participation of ordinary members.

## Contents of the proposal

### a) Regional Community

The initial proposal should document the background to the community and the justification for establishing a community in the proposed region, in particular referring to the gaps that G-I-N is unable to fill and the organisations that are calling for a community to be established. It should cover the aims and objectives, as well as the proposed deliverables. Additionally, methods of attracting and incentivising potential G-I-N members to join the group should be covered.

The proposed chair of the steering group should be identified, along with the additional members. An indication of the approximate number of members should be given, in order

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to determine if the establishment of a regional community is justified.

b) Working Group

The initial proposal should document and provide the justification for establishing a working group. It should cover the aims and objectives, as well as the proposed deliverables, providing evidence of a wider need for the group or its planned product. The proposed chair should be identified, plus the members of the steering group, if required.

Responsibilities and duties of the G-I-N Board

- To review and approve/reject the initial proposal
- To appoint a board liaison, whose role it is to provide two-way communication between the group and the board
- To provide guidance via the board liaison when the community is being set up
- To provide guidance via the board liaison regarding the management of conflicts of interest
- To approve the Terms of Reference
- To approve the chair (and vice-chair) of the group
- To approve the Steering Group members when the group is initially established
- To review the Declaration of Interest for the Chair, Vice Chair if appointed and Steering Group members when the group or community is first established and manage any perceived conflicts in line with G-I-N policy
- To review any budget requests
- To review the ongoing requirement for the group or community with the clear ability to disband a group which has outlived its purpose. This should come in the form of a proposal from the Board Liaison to the Board, after the group has been given the opportunity to consider its future objectives.

Responsibilities of the Working Group/Regional Community Chair

- To chair and lead the Steering Group
- To review the DOIs from the Steering Group as members change and raise any issues, firstly with the Board Liaison, then with the G-I-N Board of Trustees where necessary
- To ensure all listed authors on any G-I-N publication complete a DOI; those DOIs to be reviewed as above
- To approve new members of the Steering Group on an ongoing basis, after Board approves initial membership
- To liaise with the G-I-N Secretariat to facilitate the setting up of meetings
- To regularly update the board, through the board liaison, on the planned activities and achievements throughout the year
- To ensure that any advertising is sent to the Secretariat for approval, prior to release

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- To ensure that the group/community is properly organised and provide the meeting minutes und updates, as well as resources for the G-I-N website

#### Responsibilities and duties of the Steering Group

- To lead and develop the group or community in keeping with G-I-N policies
- To ensure that the G-I-N Conflict of Interest policy is implemented and followed
- To develop an annual work plan, with aims, objectives, deliverables and timescales
- To elect a chair for the group
- To ensure that any products produced by the group e.g. papers or webinars are open to the wider G-I-N network and have the approval of the G-I- N board at the planning stage (see G-I-N policy on publications for further detail)
- To provide the participants with information on G-I-N’s priorities and objectives, as well as relevant information from board meetings
- To liaise with other communities and working groups as required
- For Regional Communities: to check that any non G-I-N members who participate in the group are in line with G-I-N’s membership criteria and encourage and support membership applications. All participant names to be provided to the Secretariat

#### Support from the G-I-N secretariat

- G-I-N will provide the teleconferencing facilities and set up the calls for the group
- Templates are provided for the ToR, agendas, minutes etc.
- Space will be created on the G-I-N website for the group to communicate with their members and post documents
- Completed DOIs for Steering Group to be posted on website
- G-I-N communications staff support the group by updating the website
- Management of mailing lists and sending communications on behalf of the chair
- Branding and advertising
- Access to and help with survey software
- A discussion board can be included on the web area for G-I-N members and partners
- Draft documents for the website can be proofed/edited as required for non-native English speakers
- A call for interest/members can be put on the project board to market the new group
- Emails can be sent on the community’s behalf to target all organisational and individual members in the region

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During the annual conference, space and facilities will be provided as required or a regional community or working group meeting

### Budget

There is no automatic budgetary provision for regional communities and they are therefore not included in budget requests in the same way as the working groups, which produce products in G-I-N's name. However, if there is a specific requirement for funding e.g. marketing at the time of start-up, a request should be sent to the Executive Committee, along with the business case to justify the request.

Grants are available to both Working Groups and Regional communities, in accordance with the Grants Policy.

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