

Policy for the establishment and governance of IGS Working Groups, Pilot Projects and Committees

Purpose

This policy provides a guide to the establishment, operation and adjournment of IGS Working Groups, Pilot Projects and Committees.

Scope

This policy applies to all existing and future Working Groups, Pilot Projects and Committees.

General Policy and Definitions

An IGS Working Group (WG) may be established to address a specific technical issue or work on a particular topic related to the IGS mission.

An IGS Pilot Project (PP) may be established to investigate or develop new IGS products. The establishment of a PP implies that a more definitive, operational phase will follow the pilot phase if the PP is successful in the establishment of a new operational product.

An IGS Committee is established to oversee and continuously develop operational IGS products or core components and provide governance and support to IGS Data, Products and Services.

The Governing Board (GB) establishes and adjourns WGs, PPs and Committees, and appoints the Chairs. Chairs of WGs are observers on the GB and as such are non-voting members. PP and Committee Chairs are ex-officio members of the GB and have voting rights.

Policy and Procedures

Establishment

A WG, PP or Committee may be proposed by any Associate Member (AM) or by the Governing Board (GB). A proposal can be made at any time, but to ensure there is time for consideration, proposals must be provided at least two weeks prior to a GB meeting.

WGs and PPs may be transitioned into a Committee should the GB agree to the need for an ongoing operational product or service. If such, the process defined in this policy for proposing and approving a Committee should be followed.

A proposal should consist of:

- a charter clearly specifying the need, goals, topics to be addressed, and structure
- PP and WG shall include a draft work plan including schedule, milestones and the anticipated end state
- Committees shall include a plan to sustain and enhance operational products and services
- a strategy for recruiting members, including a draft call for participation and/or initial memberlist
- a plan to transition solutions or products into an operational IGS project (if transitioning to a Committee)
- a candidate for Chair and Vice-Chair

WGs, PPs and Committees are established by the GB through a simple majority vote at a regular meeting (voting is in alignment with the IGS Terms of Reference). Once approved the WG, PP or Committee will work with the Central Bureau (CB) to notify the community and put out a call for membership.

Membership

Membership of WG, PP and Committee will be open to all AMs. Observers (non AMs) may be invited to meetings at the discretion of the Chair and Vice-Chair.

Holders of specific roles within the IGS will be invited and expected to participate in the relevant Committee (e.g. Product Coordinates or Component Representatives).

Roles and Responsibilities

The different roles within the WG, PP and Committee will be defined in the Charter, but should at a minimum include:

- A Chair - who will provide leadership of the WG or PP and ensure that meetings are planned effectively and objectives are being progressed. The Chair will also represent the WG or PP at the GB meetings (as an observer).
- A Vice-Chair - who will support the Chair and stand-in for the Chair as required.

It is recommended the Chair and Vice-Chair be appointed for four-year terms with unlimited renewals, pending GB approval.

Elections

The Chair and Vice-Chair will be nominated by the members of the WG, PP or Committee and confirmed by the GB.

The IGS Standing Election Committee (SEC) will support the nomination of candidates as required.

Governance

The WG, PP and Committee will report to the GB.

Each WG, PP or Committee will have a Charter that is initially approved by the GB and reviewed every two years every two years.

The WG, PP or Committee will be represented at GB meetings by the Chair (or Vice-Chair) and will be expected to report on the activities, issues and/or risks.

Reporting

Each WG, PP or Committee will be required to:

- present on the activities at the end-of-year open AM meeting
- contribute to the annual technical report
- host a session at the IGS workshop
- record accurate meeting minutes (including attendee list)

Administrative Support

The CB will provide administrative support to the WG, PP or Committee, through the hosting of web content, distribution of meeting minutes, and provision of a virtual meeting platform (if required).

Duration (Term)

WGs will have an initial period of no longer than four-years. Renewal will be subject to review and approval by the GB.

PPs will have a finite life-span and will be reviewed by the GB every two years. PPs may be adjourned by the GB once a new product is integrated into an operational service (Committee).

Committees will be ongoing, but will be subject to review by the GB every two years.

Should a WG, PP or Committee not progress in meeting its objectives or become inactive the GB

may adjourn it before the approved period or objectives are met.

Adjournment

WG and PP will be adjourned by the GB and their achievements celebrated once the objectives are complete (i.e. innovations integrated into an operational product or service) or when the objectives are no longer deemed relevant.

Adjournment by the GB will be by a simple majority vote at a regular meeting (voting is in alignment with the IGS Terms of Reference).