

ICEDIS Working Groups: Terms of Reference

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This document should be understood in the context of the Terms of Reference for ICEDIS.

1. ICEDIS Working Groups are established by ICEDIS to undertake specific Work Items; ICEDIS shall have no “standing” sub-committees.
2. Membership of an ICEDIS Working Group is open to any member of EDItEUR; and members may (at their discretion) belong to multiple Working Groups at the same time; members may appoint any individual or individuals to represent them in an ICEDIS Working Group.
3. Appointed representatives should, so far as is possible, remain the same for the duration of the Working Group to ensure continuity of representation; members of a Working Group will be expected to contribute actively and effectively to achieving the mandate of the Working Group, and members may be asked by EDItEUR to withdraw a representative which is not fulfilling this requirement.
4. Working Groups will normally meet by telephone conference and otherwise communicate by email; Working Groups may agree to meet face-to-face at their own discretion.
5. Working Groups shall be established by ICEDIS with a specific mandate covering the scope of their work and their timetable; once the mandate has been achieved, the Working Group shall be dissolved.
6. ICEDIS may establish and may vary the mandate of an individual Working Group at its sole discretion. This includes appointing the Chair of the Working Group.
7. Members of staff of EDItEUR and consultants to EDItEUR shall attend Working Group meetings and one will normally both act as Chair of the Working Group and provide the necessary impetus to enable the Working Group to fulfil its mandate.
8. ICEDIS Working Groups shall make decisions on the basis of consensus (defined by ISO as “lack of sustained opposition”); if in the opinion of the Working Group Chair consensus is not possible, the decision shall be passed to ICEDIS.
9. In other respects, Working Groups shall be free to establish their own working practices, meeting schedules and meeting process, subject only to their Mandate.
10. The responsibility of each ICEDIS Working Group shall be established in its mandate, and approved by ICEDIS. These include:
 - a. Proposing new standards for publication
 - b. Proposing revisions to existing standards for publication
 - c. Developing best practice guidelines
 - d. Other activities consistent with ICEDIS’ defined responsibilities
11. Approval of the outputs of any ICEDIS Working Group is the responsibility of ICEDIS not of the Working Group itself.