

# Terms of Reference (ToR) - EBSA Working Group

Working group: **Information and Communication Working Group (ICWG)**

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## Background and aim

To service EBSA's mission to advance biosafety and biosecurity in Europe, and to assist with implementation of the EBSA Strategy, the Information and Communication Working Group's (ICWG) role is to ensure that EBSA's message is communicated effectively both internally within the Association and externally to various stakeholders, within Europe and globally.

## Objectives

The main objectives of the ICWG are:

1. Internal information and communication:
  - a. Facilitate constructive dialogue between the members and EBSA's Council, focal points, liaisons and EBSA working groups including developing content in the EBSA web site
  - b. Enhance communication of events and benefits of membership
2. External information and communication
  - a. Develop a social media strategy for platforms such as X, LinkedIn, Facebook and other relevant media
  - b. Identify and foster productive relationships with appropriate media such as newspapers and popular science magazines and professional publications such as relevant peer-reviewed journals, etc
  - c. Assist EBSA Council in fostering relationships with partner organisations and relevant external bodies
  - d. Identify and assist EBSA Council in fostering relationships with external bodies and associations who may benefit from EBSA's information and training programmes.

## Members

The ICWG is composed of a group of biosafety professionals with expertise in a variety of areas and should also represent the diversity of EBSA Members. Experience with communications is highly desirable.

The ICWG should consist of 5 to 7 Members, including the ICWG Chair. Any EBSA Member can volunteer to join the ICWG as standing member. ICWG evaluates requests based on criteria such as competence, previous experience and lack of conflicts of interest of the candidate. Candidates are then presented to EBSA Council for approval.

The term of ICWG Members is for a period of 3 years and can be renewed at the end of this period. As an organisation, EBSA highly values continuity and experience in the working groups but at the same time it is important to regularly make room for other EBSA members to join the working groups.

Within ICWG a Chair is elected by the ICWG members for a term of 3 years, re-election is possible.

One of the members of the ICWG, preferably the Chair, takes on the role of liaison to the EBSA Council.

## Operations

The ICWG meets regularly through a combination of conference calls e-mail communication and face-to-face meetings, Meetings are called by the Chair. The meeting location (physical, online) is decided based on what is most convenient for all participants and least expensive for EBSA.

Decisions are made by simple majority, while the Chair should strive as much as possible for unanimity. Whenever disputes cannot be resolved by the ICWG members, EBSA Council will be contacted.

As required, ICWG Members may be charged with particular tasks, and they report on progress to the Chair.

ICWG together with the EBSA Office establish and update on a regular basis Operational Guidelines, which cover all procedures and indicates timing and persons responsible for different tasks.

Documents produced by ICWG are centrally stored and are accessible to ICWG Members and the EBSA Office. EBSA Council can access documents on-demand.

## Reporting and evaluation

The EBSA Council liaison of ICWG is invited to the EBSA Council meetings where the status of the work and the results achieved are discussed. The ICWG Chair reports to EBSA Members during the Annual General Assembly about the work and results achieved in the past year.

The ICWG's performance is evaluated annually by the EBSA Council.