

Working Group Procedures¹

1. All BSAC member organisations are eligible to participate in BSAC Working Groups (WGs).
2. The BSAC Secretariat will assist the WG chair in organising the WG meetings. An invitation to a WG, including a draft agenda, will be sent to BSAC members and placed on the BSAC website no less than one month in advance. While allowing for exceptional circumstances, updated agendas and documents will be submitted at least two weeks before the meeting to allow for internal discussions within member organisations.
3. All BSAC members may propose topics for WG discussion and circulate relevant documents through the Secretariat. Working Group agendas are to be set after agreement between the WG Chair and the Secretariat.
4. Member organisations who do not participate in a particular WG may give another member organisation the authority to represent their interests.
5. In cooperation with the Secretariat, the WG Chair can invite experts to WG meetings or can organise preliminary meetings to support the preparation of relevant documents.
6. The WG chair will facilitate discussion and seek compromise if necessary. WG Members are responsible for the content of the documents. The WG Chair is responsible for the timely submission of drafted documents to the participants or Ex Com, where appropriate.
7. Working group minutes from its own meetings, which are not official BSAC positions and do not require ExCom approval, are approved by those participating at the WG meeting.
8. All documents not yet approved will be marked as draft.
9. While allowing for exceptional circumstances, failure to comment by set deadlines will be regarded as assent.

¹ This document was approved by the Executive Committee meeting at its meeting on 15th November 2016

Development of BSAC advice

10. To facilitate effective work at the WG, which is expected to present draft positions to Ex Com, a drafting group can be formed to develop a basic draft to help WG participants find consensus and compromise positions. The rapporteur should always be part of drafting groups.

11. Additional comments and modifications will be discussed and added during the WG recognising minority positions as noted in WG procedure #12. The WG Chair and participants will set a reasonable deadline during the WG meeting for producing the final WG document, distribution to the WG members and receiving comments and minority positions. This will be coordinated between the rapporteur, WG Chair and the Secretariat.

12. WG participants are encouraged to seek consensus when possible. Where there is no consensus on the text, or objections to part or all of the text, BSAC members holding minority positions will be mentioned explicitly along with the majority position in the body of the text. A detailed description explaining the difference in position may be made in an annex.

13. When a document / advice requires approval by the ExCom, the WG chair will present the draft document to the Ex Com. The Ex Com may adopt, adjust or reject the WG draft, entirely or in part. If the draft from the WG is rejected, an explanation should be provided in writing by the Secretariat. Approval of the document by Ex Com is necessary before it is published or sent out.

14. The BSAC Secretariat is responsible for submitting the final text to the relevant recipients and for placing it on the BSAC website. All BSAC member organisations will receive copies of the approved document.

Responsibilities of the Working Group members attending the meetings

- (a) Have clear authority to speak on behalf of their organization.
- (b) Be knowledgeable about the WG subject, willing to look at it from different perspectives and have the authority to agree to a compromise position on behalf of their member organization.
- (c) Be responsible for all communication concerning the advisory process within their own organisation.

Responsibilities of the Working Group (WG) Chair

- (a) In cooperation with the Secretariat, ensure timely preparation and distribution of working documents for the meetings of the WG.
- (b) Moderate WG meetings and develop output which is inclusive of all views, without bias, and in good faith for fair and just stakeholder representation.
- (c) Encourage contributions from every WG participant, regardless of language barriers or other reasons that may prevent contribution.
- (d) Turn stakeholder conflicts into constructive and informative debate.
- (e) Delegate document tasks to the rapporteur, in coordination with the Secretariat, and support the activities of the rapporteur as needed.

Responsibilities of the rapporteur

- (a) Draft reports of WG meetings.
- (b) When required, draft relevant documents in cooperation with the WG Chair and other participating members, in drafting groups prior to a WG.
- (c) Update the draft documents during a WG and, together with the WG chair, ensure that the documents reflect the views and discussions of the WG.
- (d) Support the activities of the WG chair as needed.
- (e) In cooperation with the Secretariat, finalise the documents through circulation among WG members by integrating comments and changes to the text as needed and by agreed deadlines.

Responsibilities of the secretary

- (a) Announce the meetings and distribute the documents.
- (b) Make sure the drafts and final texts are issued and distributed accordingly.
- (c) Coordinate with the WG chair any other activities essential for the smooth conduct of the WG.