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ENFSI

FORMAL PROJECT GROUPS; TERMS OF REFERENCE				
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1. Introduction

To realise specific tasks, connected with different areas of ENFSI activities, formal project groups can be created.

2. Scope

Formal project groups may be established to address strategic level issues. These would generally be created at Board level or by Standing Committees. Not in the scope of this document are the scientific type projects of the Working Groups.

3. Establishment

The ENFSI Board or Standing Committees will define the extent and period of its activities, appoints a project leader, define its composition, name and its goals. All of these should be set out in a short document together with any financial commitment that may be required. This document will be proposed for approval by the members of ENFSI.

Experts from outside of ENFSI can be invited to the project group, but the number of external experts cannot exceed 40% of group members.

4. Period

Project groups are established for the period necessary to realise the planned actions up to 3 years. In justified situations this period may be prolonged for a further 3-years period.

5. Responsibilities

Activities of the project groups will be constantly monitored by the entities which established the groups.

6. Report

The leader of the project group will present a report from the annual activity of the group to the Board or Standing Committee at the latest two months before an ENFSI Annual Meeting. Reports of the annual activity of project groups will be presented during ENFSI Annual Meetings.

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