



Drugs Working Group

## TERMS OF REFERENCE

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### 1. Aims and objectives

The Drugs Working Group (DWG) supports the aims and objectives of the European Network of Forensic Science Institutes (ENFSI) in the area of forensic drug investigation. The main activity areas of DWG include, but are not limited to:

- quality assurance and accreditation
- professionalism in the field of drug analysis
- information exchange
- education and training
- research and development

### 2. Membership

DWG has three types of membership: Members, Associate Members and Guests.

Membership of the Drugs WG is open to all member laboratories of ENFSI such that each laboratory can designate one person thus being a Full Member. The Drugs WG encourages laboratories to nominate heads of the drugs section or leading drug chemists as their representatives. Second representatives of any ENFSI laboratory may be appointed only for special reasons. In these cases their role is an accompanying delegate to their laboratory lead delegate.

Other forensic laboratories than ENFSI laboratories may be represented by one person through Associate Membership. The number is limited to 30 %. An additional value for the Working Group is expected. The steering committee considers a letter of inquiry and if found positive the candidate will be invited as a guest. Associate Membership will then be considered and suggested at an annual business meeting for voting. Associate Membership is subject to reconsideration after three years.

Associate Members have to pay a financial contribution according to the Board's guidance document "Framework for Finances (latest version)".

In accordance with its aims ENFSI continues to extend its contacts with relevant organisations all over the world including the medical forensic community.

Organisations can be nominated as Guests by the steering committee. Information exchange or cooperation must have an additional value for the Working Group. This type of Membership is unlimited.

Temporary representatives of other than ENFSI laboratories attending single meetings are also appointed Guests. They are invited by the Chairperson after consultation with the Steering Committee members.

### **3. Voting**

Decisions made through voting process are being made for a simple majority. In cases the votes are equally divided, the vote of the chairperson is decisive. Only Members and Associate Members have a vote (one vote per institute). Occasional replacements of members must be addressed in writing to the Steering Committee before the annual meeting. Voting on individuals is always a secret vote.

### **4. Steering Committee, Treasurer and Subcommittees**

The WG Steering Committee is composed of 4 - 7 members, one being the chairperson, one being the deputy chair, one being the treasurer, one being responsible for Research & Development, one being responsible for Quality Assurance and one being responsible for Education & Training chosen of the Steering Committee. Each Steering Committee member shall be elected for a three years term. Re-election is possible at the annual business meeting. ENFSI member laboratory representatives (Full Members) and Associate Members can be chosen for the Steering Committee. The latter member only after written permission of the ENFSI-Board. Chairmanship is limited to two terms and the chairman is normally a representative of an ENFSI member laboratory, but an Associated Member can be elected chairman as an exception, after approval by the Board.

DWG distributes its development activities between Subcommittees dedicated for each topic. Subcommittees have 3 – 5 members - one being a chairperson - selected by the Steering Committee.

### **5. Meetings**

Meetings will be held on a yearly basis. A host organises the meeting in close co-operation with the Steering Committee and Program Subcommittee. For practical reasons the Host may limit the number of Participants. In that case Members have the first priority over Associate Members and Guests. However, other criteria may be considered after closing time of registration.

The annual meeting is divided in business meeting and scientific meeting. Attendance to the business meeting is limited to one representative per organisation.

The Chair shall prepare the agenda for the Business Meeting in close co-operation with the Steering Committee. The agenda shall be distributed to all Members no later than four weeks before the Business Meeting. The business meeting will be recorded by written minutes which will be distributed to the participants. The minutes will not be considered confidential and will not be binding for anyone. The business meeting may not exceed one day.

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The scientific meeting programme will be composed by the Programme Subcommittee, taking into consideration the objectives and aims of the WG. Presentations of the scientific meeting will be distributed to the participants in electronic format, if possible. Participation of other experts of DWG member laboratories in the scientific meeting has no limitations other than those given by the Host.