

TERMS OF REFERENCE OF FORENSIC SPEECH AND AUDIO ANALYSIS WORKING GROUP (FSAAWG)			
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1. Aims and objective

- 1.1. The Forensic Speech and Audio Analysis (FSAAWG) is an Expert Working Group of the European Network of Forensic Science Institutes (ENFSI) and supports the aims and objectives of ENFSI in different areas of Forensic Speech and Audio Analysis (Forensic Speaker Identification, Forensic Authentication, Forensic Audio Enhancement etc.).
- 1.2. The activities of FSAAWG will be directed towards:
 - a) Exchange of information and expertise,
 - b) Support on technical issues,
 - c) Promoting quality assurance, best practice guidelines, proficiency testing, collaborative exercises and training workshops,
 - d) Harmonisation of examination procedures and techniques,
 - e) Cooperation in research and development activities
- 1.3. The Business Meeting decides upon a detailed list of Aims and Objectivities, which will be updated periodically.

2. Membership

There are three types of membership: Member, Associate Member and Guest.

2.1. Member

Membership of FSAAWG is open to representatives from all ENFSI member institutes. Members have to be active in the areas of forensic speech and audio analysis. The director of the ENFSI institute may nominate one representative to apply for membership (one representative per institute). FSAAWG Members have voting rights (see section 3.3).

2.2. Associate Member

- 2.2.1. Representatives from non-ENFSI members who are active in the field of forensic speech and audio analysis examinations can apply for associate membership (one representative per institute). Acceptance as Associate Member, in accordance with the aims and objectives of the Working Group, will be decided by a simple secret majority vote amongst Members.
- 2.2.2. Applications for Associate Membership shall be dealt with at the next Business Meeting.
- 2.2.3. Associate members have no voting rights.

2.3. Guests

- 2.3.1. Guests may be admitted to FSAAWG meetings based on an invitation from Steering Committee or Chairperson, on meeting by meeting basis.
- 2.3.2. Guest members have no voting rights.

3. **Meetings**

The language at all meetings and in correspondence is English.

3.1. Business Meetings

- 3.1.1. The FSAAWG Business Meetings are open to Members, Associate Members and Guests.
- 3.1.2. The Business Meetings are held once per year.
- 3.1.3. FSAAWG Business Meetings will be organised by FSAAWG Chairperson, Steering Committee and the organizers of the meeting.
- 3.1.4. The Business Meetings will cover matters identified by ENFSI, like quality assurance, proficiency testing, best practice, training and communication.
- 3.1.5. The programme is prepared and approved by the FSAAWG Steering Committee.
- 3.1.6. Financial costs of the FSAAWG meetings are covered by registration fees of participants and subsidies.
- 3.1.7. All Members and Associate members will be notified of the place, date and time of the FSAAWG Business Meeting at least three months prior to the meeting.

3.2. Steering Committee Meetings

- 3.2.1. Ideally the FSAAWG Steering Committee meetings will be arranged to coincide with Business Meetings.
- 3.2.2. In special cases the FSAAWG Steering Committee meetings can be arranged by the Chairperson.

- 3.2.3. The Steering Committee Meetings Agenda will cover all aspects of the work of FSAAWG, including the management of specific projects or work areas, such as quality assurance, proficiency testing, best practice, training and communication. Standing items on the Agenda to include:
- a) The Steering Committee has responsibility for organising the scientific aspect of FSAAWG Business Meetings.
 - b) The FSAAWG Chairperson, following discussion with both the members of the Steering Committee and other FSAAWG Members, shall prepare the Agenda for the Steering Committee Meeting.
 - c) The Agenda shall be distributed to all FSAAWG Steering Committee members no later than one week prior to the Steering Committee Meeting.
 - d) Specific Agenda items proposed by FSAAWG Members must be sent to the Chairperson four weeks prior to the Steering Committee Meeting.

3.3. Voting procedures

3.3.1. The following decisions must be ratified by a vote at an FSAAWG Business Meeting:

- a) Proposals on the adoption of new aims and objectives.
- b) Changes to the organisational structure of the Working Group (proposals must be sent to the Chairperson within one month prior to the Business Meeting).
- c) Election of the Steering Committee members.
- d) Miscellaneous, such as the approval of new actions arising from the activities plan of FSAAWG.

3.3.2. Only FSAAWG Members have voting rights. For the election of the Steering Committee each Member has one vote for each vacancy.

3.3.3. A simple majority shall decide all voting.

3.3.4. Elections for the Steering Committee are held every two years.

3.3.5. The voting for the Steering Committee shall be conducted by two FSAAWG Members who are not standing for election to the Steering Committee.

3.3.6. New candidates for the position of Steering Committee member should present themselves at the beginning of the Business Meeting.

3.3.7. The election of the Chairperson will be by secret vote by the members. Each Member shall be allowed one vote.

3.3.8. The FSAAWG Chairperson shall only serve two consecutive terms as Chairperson, one term being two years.

3.4. Minutes

3.4.1. Minutes of each Business Meeting will be taken and agreed by the Steering Committee.

3.4.2. A copy of the minutes will be sent to the ENFSI Board.

4. FSAAWG Steering Committee

4.1. The FSAAWG Steering Committee is composed of:

- 1) Chairperson,
- 2) Vice-chairperson,
- 3) Quality Assurance Manager,
- 4) Research and Development Manager,
- 5) Training Manager.

4.2. The FSAAWG Steering Committee Meeting is open to members of the FSAAWG Steering Committee and other Members, Associate Members or Guests, individuals invited on a meeting by meeting basis, and whose presence is for a specific purpose. If a member wishes to attend a Steering Committee meeting for a specific purpose they must make a request to the Chairperson in advance.

4.3. Members of the Steering Committee should have at least four years experience of Forensic Speech and Audio examinations and a reasonable understanding of English.