

	<b>FEDERATION EUROPEENNE DES GEOLOGUES</b> <b>EUROPEAN FEDERATION OF GEOLOGISTS</b> <b>FEDERACION EUROPEA DE GEOLOGOS</b>	Number: N3 Issue: Ver 5 Date: June 2010
	<b>REGULATIONS</b>	Approval Authority
	<b>Working Groups and Panels of Experts</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that Working Groups and Panels of Experts are established by the European Federation of Geologists and that they operate in a professional manner.

## 2 SCOPE

This Regulation covers the establishment of Working Groups and Panels of Experts by Council and the operation of these Working Groups and Panels of Experts for the proper conduct of the business of the EFG.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

Regulation G3: Publications and Communications

Regulation N6: Financial Management

## 4 DEFINITIONS AND CRITERIA

### 4.1 Working Groups

Working Groups are appointed by Council with defined terms of reference to examine and report to Council on any specific matter, scientific or otherwise, relating to the objects and concerns of the EFG. Members of Working Groups must be members of Council or Officials of EFG. EFG staff may be asked to support the Working Groups.

Council may subsequently dissolve such Working Groups.

### 4.2 Panels of Experts

Panels of Experts are groups of specialists with particular expertise and experience in a subject relevant to the objects and concerns of the EFG. The Panels are available to respond rapidly to issues identified by Council.

Panel of Experts are established by Council with defined terms of reference. Council may invite members of a Panel of Experts to prepare and present Advisory Documents to European Commission and EU Parliament, organise or participate in workshop meetings on geological topics, participate in public hearings, conferences and meetings. Council may disband Panels of Experts at any time.

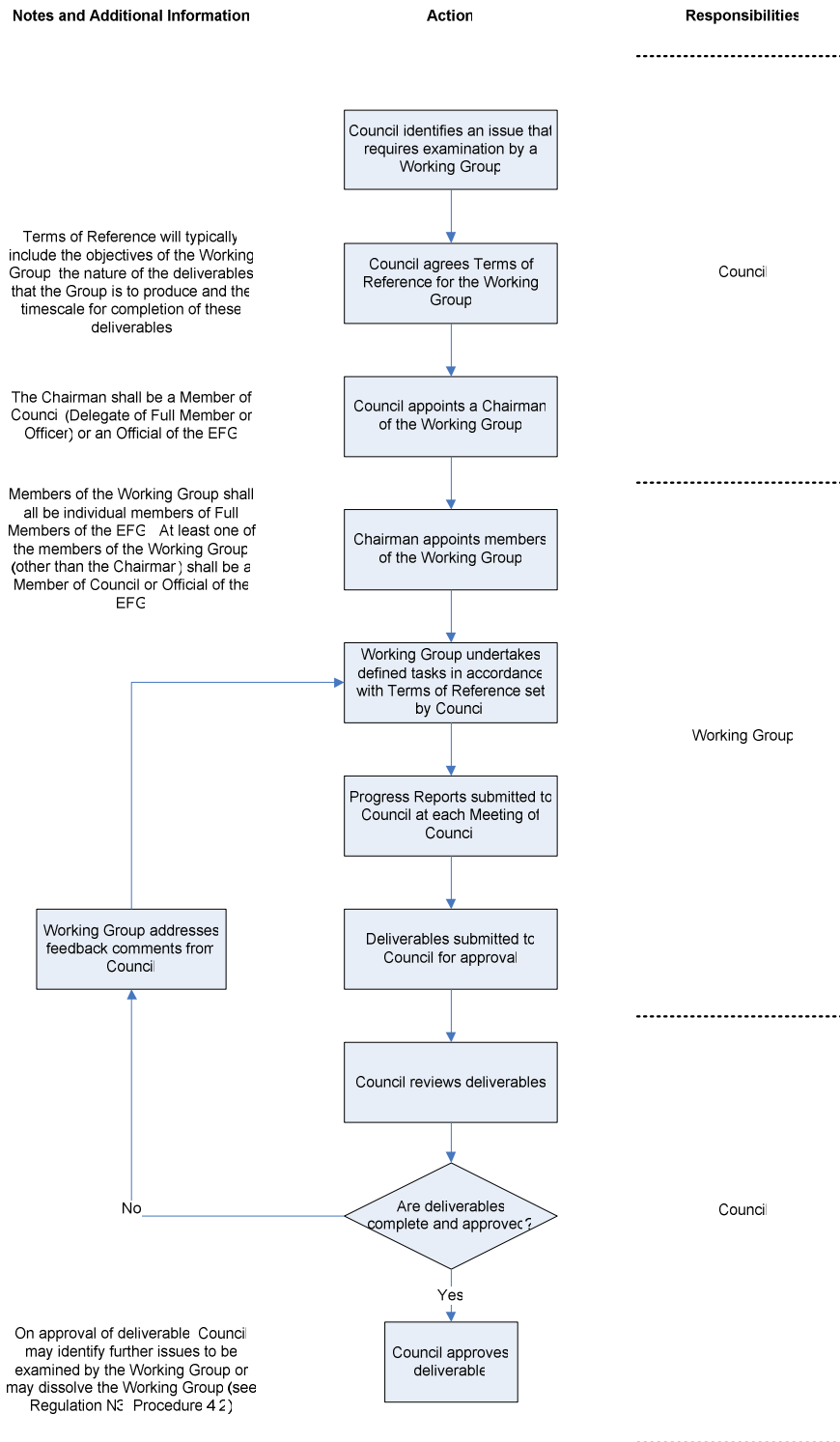
Members of Panels of Experts are responsible for ensuring that:

- (i) activities are reported to the Board as and when requested, and that this shall be no less than annually;
- (ii) any presentation of information in their capacity as a Member of an EFG Panel of Experts represents the agreed view of the EFG;
- (iii) all written documents that are prepared by a Panel of Experts on behalf of the EFG are submitted to the EFG Council for consultation, review and approval before the document is submitted. The Board will manage the approval process; and

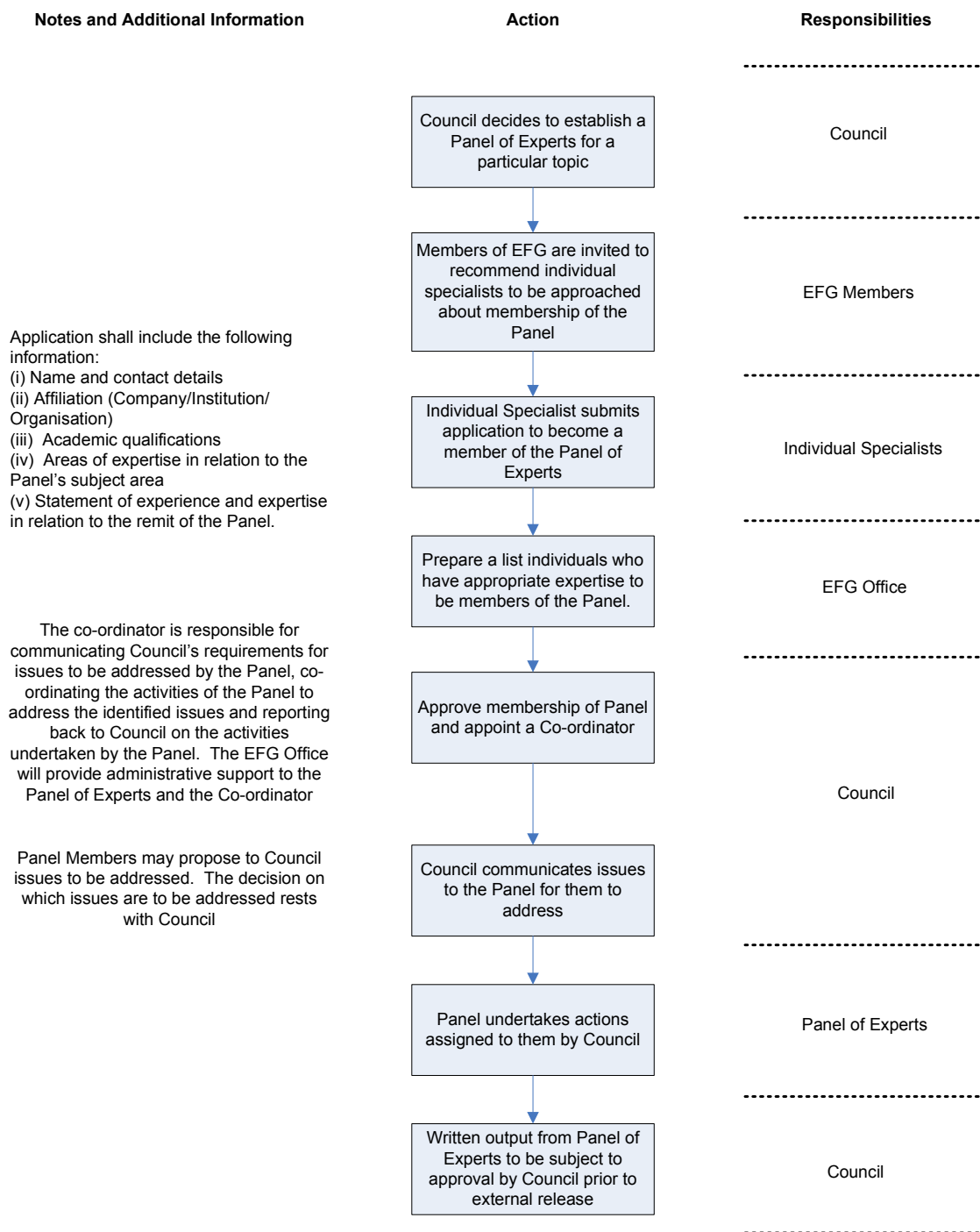
- (iv) where members of an EFG Panel of Experts are representing the views of their own organisation or employer (rather than the views of the EFG) they must clearly identify that the views they are expressing do not represent the views of the EFG.

## 5 PROCEDURES

### 5.1 Appointment of a Working Group



## 5.2 Establishing a Panel of Experts



The day-to-day administration of the Panels of Experts should be undertaken by the EFG Office. Council may not delegate the approval of written documents that have been prepared by a Panel of Experts and which are to be issued externally as representing the views of the EFG and its Members.

### **5.3 Reporting to Council**

The EFG Office is responsible for preparing quarterly reports on the activities being undertaken by Working Groups and Panels of Experts and for submitting these to Council and the Board.

## **6 RECORDS**

The EFG Office is responsible for maintaining the following records:

- Terms of Reference of Working Groups and Panels of Experts;
- Names, qualifications, experience and contact details of Chairman/Co-ordinator and members of Working Groups and Panels of Experts;
- Progress Reports from Working Groups and Panels of Experts including details of all activities undertaken by the Working Groups and Panels of Experts;
- Deliverables (written documents) received by Council from Working Groups and Panels of Experts; and
- Statements of reviews carried out by Council on deliverables received from Working Groups and Panels of Experts.