



## Working Group Terms of Reference (TOR)

<b>Working Group Name</b>	Click or tap here to enter the working group's name.
<b>Lead Team Name</b>	Click or tap here to enter the team name that the working group falls under.
<b>Original TOR Approval Date</b>	Click or tap to select the date that the lead team approved the working group's TOR.
<b>TOR Revision Date</b>	Click or tap to select the latest revision date.
<b>TOR Review Date</b>	Click or tap to select the next TOR review date.

<b>Working Group Mandate</b>	Click or tap here to define the working group mandate.
<b>Working Group Duties</b>	Click or tap here to list working group duties.
<b>Meeting Frequency</b>	Click or tap here to enter meeting frequency.
<b>Minutes and Retention</b>	Click or tap here to enter minute-taking requirements, including who takes minutes, and how long and where to retain copies.

<b>Working Group Member Term Length</b>	Click or tap here to enter the working group member term length. Also, note if there is an option to renew for a second term.
<b>Working Group Member Names</b>	Click or tap here to enter working group member names, including their join and finish dates.
<b>Working Group Leadership</b>	Click or tap here to enter the current working group chair/leader name(s), and any other leadership names and roles.