**GNA-G Leadership Team**

**Managing Working Groups**

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Author: GNA-G Leadership Team

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**Introduction**

The work of the Global Network Advancement Group (GNA-G) is taking place in Working Groups (WGs). Over time, WGs are created, work to fulfill a mission, and if the mission is completed, are wound up. The GNA-G Leadership Team (LT) manages the WGs. This document provides guidance to the GNA-G Community on the functioning of the WGs, and the roles of the WG Chairs and LT.

The GNA-G endeavors to be an active and lively community. We expect WGs to be created and wound up regularly, to reflect the dynamic and fast-moving nature of the environment we work in.

**The Creation of a GNA-G WG**

A WG under the GNA-G can be created when there is a specific task to be fulfilled to the advancement of the Global Research and Education Network (GREN). The prerequisites for a WG to be considered under the GNA-G are:

* A filled-out Charter, using the then-current GNA-G Charter Template, stating at least a purpose, a workplan, a timeline, and an initial set of deliverables for the WG. The Charter and its deliverables and timelines can be updated as needed to match the mission and the evolving needs of the R&E community.
* At least one proposed Chair for the WG, who is able and willing to serve the purpose of the WG. For continuity reasons, at least one and preferably two Vice-Chairs are advised.

Any member of the GNA-G community can submit an idea for a WG by writing up a Charter and propose themselves as a WG Chair or Vice-Chair, and indeed are encouraged to do so.

The charter and names of the Chair and the Vice-Chair(s) of the proposed WG should be submitted to the LT for approval. If the WG is accepted, it will be added to the GNA-G Website. If the WG is rejected, the reason(s) will be made known to the Chair and co-chair(s), and they can decide to resubmit for acceptance after clearing the reasons for rejection.

Good WG ideas advance the mission of the GNA-G, and are innovative, original, relevant and provide broad impact to a range of beneficiaries. Conversely, a WG idea may be rejected if the proposed WG duplicates an existing activity, diverges too far from the purpose of the GNA-G, or has insufficient support. The LT will assist the submitter where possible to modify the charter, find supporters, redirect to another forum, etc.

**WG Chair and Vice-Chair(s) selection and governance**

A working group should have a minimum of one, up to a suggested maximum of three Vice-Chairs.

The primary selection criteria are enthusiasm and willingness to make things happen! However, a Chair and a Vice-Chair should also have the explicit support of their organization to provide the time and travel (if relevant) to actively manage the WG activity. Diversity of participants is encouraged, as for all GNA-G activities. No maximum term is applied to WG Chairs or Vice-Chairs, since typically a WG activity is driven by particular individuals, and benefits from the continuity.

**The Running of a GNA-G WG**

A WG under the GNA-G will execute its workplan according to the timeline proposed. The WG will have an obligation to deliver on its deliverables, in time and with sufficient quality. WG results may be published on the GNA-G Website.

A good deliverable results in a positive change to the GREN. Other less operational deliverables such as discussion papers, design documents, testbed prototypes, or recommendations are all positive, however the aim of the GNA-G is to identify and implement improvements to the GREN.

Every quarter, the WG Chair is required to submit a one-pager to the LT, with the status of the deliverables, flagging them “on track” (green), “delayed” (orange), or “problem” (red), or “evolved” or “updated” (blue) where appropriate and justified. For orange, red and blue items, the WG (co-)chair(s) should include an explanation and a set of possible measures to correct this.

The WG (co-)chairs needs to operate the WG openly and transparently through mailing-lists, regular video or in-person meetings, and document sharing. The WG (co-)chairs should provide regular opportunity for new participants, and to continuously encourage cooperation among the WG members.

**The Winding Up of a GNA-G WG**

There are three reasons for a WG to wind up:

1. The WG has fulfilled its role, and all deliverables are delivered.
2. The WG decides that the original aims are no longer relevant and winds up the WG.
3. The LT decides that there is insufficient progress of the WG, and closes down the WG. The LT will not do so, without a dialogue with the WG (co-)chair(s) and without giving the WG (co-)chair(s) ample opportunity to correct delays or issues and/or to adjust the WG mission and deliverables as expressed in the Charter.

**The Role of the WG Chair and Vice-Chair(s)**

The Chair and Vice-Chairs steer the WG, i.e., making sure there is sufficient progress in the WG along the lines as defined in the WG Charter.

As appropriate,

* they encourage participants to join the WG,
* engage with relevant partner organisations,
* keep up to date with similar activities in other groups, so as to collaborate and avoid duplication,
* provide updates to the LT.

In case of issues or delays, the WG Chair and Vice-Chair(s) will try to remedy and ensure that the WG gets back on track. In case that this does not work, the WG Chair and co-chair(s) will proactively notify and involve the LT, and jointly with LT Members, try to remedy and get the WG back on track or close down the WG.

**The Role of the LT**

The LT will, at least once a quarter and based on the input received from the WG Chair and Vice-chairs, discuss the progress in each of the WGs. For each WG one of the GNA-G LT members will act as a Liaison Person (LP), with whom the WG Chair and co-chair(s) can discuss any issues in running the WG. The LP will, from time to time, participate in the WG meetings as a observer.

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