



WFPHA Working Group Guidelines

1.0 Purpose

- 1.1 Working Groups (WGs) are created to work on theme-related program elements serving to fulfill parts of the Federation's mission.
- 1.2 WFPHA WGs will be considered by the Governing Council (GC) if they meet specified criteria and "add value" to the WFPHA. Proposed WGs should:
 - Relate to the WFPHA strategic plan
 - Relate to the results of WFPHA membership surveys
 - Relate to WFPHA Resolutions and/or Declarations
 - Relate to an emerging public health priority not already addressed by the WFPHA.
- 1.3 WGs cannot formally oblige WFPHA as an organization to take a position or action on an issue until such time as proposals from WGs are formally approved by the GC and when required by the General Assembly. WGs cannot speak, publish and act on behalf of WFPHA before the formal approval has been given.
- 1.4 Proponents of WGs should provide the following to the GC:
 - An evidence-based rationale for the subject of the proposed WG
 - Its positioning within the Strategic Plan of WFPHA
 - Proposed membership including at least representation of 2 WFPHA Full Member PHAs
 - Proposed Chairperson (the initial Chair should be the initiator/proposer) and Vice-Chair
 - Terms of Reference for the WG
 - Action plan with defined outcomes and outputs, plus a realistic budget and proposal for how the WG will sustain its efforts. WGS should also provide a funding plan (sources of funding, funding support implementation). WGs are responsible for their own funding support.
- 1.5 Requests to form a WG should be made to the WFPHA Geneva Secretariat. WGs must be approved by the GC and General Assembly. In exceptional cases at the GC's discretion (e.g., a short-term ad hoc WG), approval can be given by the GC and the GA informed later.
- 1.6 The GC can with cause disband a WG. Any Working Group which fails to submit a work plan, which does not produce results or which had less than three active members for an extended period can be considered inactive and may be dissolved by the GC.
- 1.7 Depending on the situation (e.g., the need for a short term WG to carry out a specific task), other terms (Task Force, Study Group, Action Group, etc.) may be used.

2.0 WG Chair and Vice-Chair(s)

- 2.1 The President, after consultation with the GC, appoints the WG Chair. The term of office for a WG Chair is for three years, renewable for up to two additional consecutive terms.
- 2.2 An individual who proposes the creation of a WG will usually be its first Chairperson. The Council may accept exceptions.
- 2.3 The Chair should be an expert in the field and able to allocate at least 2 days per month in support of the WG. The Chair should be a member of a WFPHA member organization.
- 2.4 The Chair should coordinate the WG in agreement with its members and promote the activities and goals of the WG. The Chair will be responsible for any fundraising activities that support the WG's activities. Fund raising should be



coordinated with the WFPHA's Finance Committee and using the principles of the WFPHA Funding, Donation and Sponsorship.

- 2.5 A WG may, if it so desires, elect a Vice-Chair(s). The Vice-Chair(s) would represent the WG and perform specific tasks as delegated by the Chair and may replace the Chair in his/her absence. A Vice-Chair is not mandatory and will be determined as required by the WG.
- 2.6 Nominations for Chair should be sent to the WFPHA secretariat, and include a bio-note and nomination letter. The Chair's home PHA/organization should endorse the Chair's participation in the WG through a communication with the WFPHA.
- 2.7 Once appointed, the new Chair should define, in consultation with WG members, a 3-year work plan with budget and funding support plan, to be submitted to and approved by the GC.
- 2.8 A Chair can remain a WG member after his/her term has ended.

3.0 Membership criteria

- 3.1 Each WG should have at least three (3) members (not including the Chair) before it is considered for approval by the GC and General Assembly.
- 3.2 As a rule members of WGs are recruited from the membership of WFPHA member associations of all categories of membership but recruitment of external people with relevant knowledge about the issue is also possible. External nominees must be approved by the GC. The usual term of office of Working Group members is three years, renewable for two consecutive terms. Appointment is by the GC on the recommendation by the WG Chair.
- 3.3 Members of each WG are expected to work satisfactorily toward completing assignments; participate in meetings and/or scheduled conference call. Members with three or more years membership on the WG are expected to mentor and otherwise assist new WG members. There are no term limits for WG members.
- 3.4 The WG members' PHA/organization should second their participation in the WG through a communication with the WFPHA.

4.0 WG Meetings and Reporting

- 4.1 WGs should work independently and be self-sustainable. They should organize their own meetings and manage their own means of communication among WG members.
- 4.2 A work plan with budget should be submitted for review and approval by the Governing Council every two years.
- 4.3 WGs report to the GC twice a year, with a written report submitted prior to the WFPHA's Annual General Assembly meeting.

5.0 Budget and Fundraising

- 5.1 The GC may allocate an amount each year to support WG activities, including travel by WG members to key WG topic-related events. If these funds are not used during the calendar year, a formal request to transfer these funds to the next year can be addressed to the GC and the Finance Committee before December 1st of each year. Only one carryover can be obtained over a three year period. This reallocation does not require the GA's approval.



World Federation of Public Health Associations
Fédération mondiale des associations de santé publique
Federación mundial de las asociaciones de salud pública

- 5.2 The WGs are subject to the terms and conditions of the WFPHA's Funding, Donation and Sponsorship Policy (approved May 2010). All proposed WG fundraising activities must be coordinated and approved beforehand by the WFPHA Finance Committee.
- 5.3 The WG Chair is to include in the WG report how funds were used in support of the WG's activities.

6. Partnerships and Use of WFPHA Logo and Taglines

- 6.1 A WG can propose a partnership with other WG topic-related organizations. Requests should be addressed to the WFPHA secretariat and to the Chair of the Policy Committee at least 1 month before the partnership application deadline. Partnership proposals must be approved by the GC.
- 6.2 WGs may post materials related to their work using the WFPHA Logo and Tagline. They can be directly linked to the WFPHA website.
- 6.3 The WFPHA logo can be posted on other websites/newsletters/other materials (i.e. for conferences & congress) only after approval by the GC.

Approved by the GC – *Date to be added*