**Terms of Reference for the <Title of the document>**

**DD.MM.YYYY**

**Background**

* Provide an overview of the history behind the proposed document.
* List here all background information on why this document is needed. For example, suggest why this area is important, and/or will become even more in the future, what are the challenges to be met and what issues may arise. Mention whether there is already some clear path which will be followed on the issue.
* Comment on how the topic is seen by the e-IRG delegates or other groups (ESFRI, EC, MS, etc).

**Objectives**

* List the objectives of the document in preparation (propose policy recommendations or measures for the future, etc).
* Identify related stakeholders for the document.

**Responsibility and Ownership**

* Provide an overview of the required resources.
* List the e-IRG delegates who will participate in the effort.
* Note Chair of the assigned Working Group or Task Force.
* [Add and adjust (if needed) the following paragraph:]

All participants in this Working Group/Task Force commit their time to achieve the objectives set. This involves more than attendance at meetings. All delegates are expected to actively participate and share the workload.

**Communication work plan**

* Suggest methodology for communication. Plan, as detailed as possible, the frequency and modes of work and communication (email - which can be set up specifically for this group, conference calls, face to face meetings, etc).
* Suggest specific dates for teleconference or face to face communications (preferably at the side of e-IRG meetings or workshops)

**Duration and Deadlines**

* Clearly set the timeline and suggest specific timeline with planned start date, first draft date, and end date.

**Reporting**

* [Add and adjust (if needed) the following paragraph:]

The Working Group/Task Force Chair will report the status of this activity at the e-IRG Delegates Meeting, which will be held under the ... (country) ... Presidency of the Council of the European Union in ... (date) ... and report about the outcome in the delegates meeting in ... (date) ... under the ... (country) ... Presidency of the Council of the European Union.

**Conflict of Interest**  
The e-IRG Delegates participating in the Working Group/Task Force producing the aforementioned document agreed with and signed the e-IRG Conflict of Interest Policy that will be kept electronically within the e-IRG secretariat. The e-IRG Non-conflict of Interest Policy will be published as annex of the document. In addition, in each e-IRG publication a section describing the participating members and a summary of the publication process and non-CoI will be included. [Remark: The authors of this document have agreed with and signed the [e-IRG Non-Conflict of Interest policy](http://e-irg.eu/coi#noncoipolicy)]

**Support**  
The e-IRG support programme facilitates the logistics and the contents of this activity in their capacity.

* Members of this Working Group/Task Force and will be listed here:

**References**  
List of external references related to the document:

* ….

This list will be added as an annex to the final document.