

GUIDELINES FOR PARTICIPATION IN WORKING GROUPS

1. COORDINATORS:

- a. Coordinators of working groups (WGs) are normally the people who actively initiated the WG and led its work, or sometimes were invited / incentivized to be responsible to make sure that it is active
- b. There should be one coordinator who is on the board and ideally two who need not be board members. For some groups, which have multiple ongoing active projects / activities, it may be necessary to have further coordinators to share work, one of whom should be on the board.
- c. The coordinators should normally be those who take de facto responsibility for guaranteeing that the work of a particular activity is done and provide substantial contributions. Responsibilities include:
 - i. Pro-actively taking the WG work forward;
 - ii. Managing incoming invitations to conferences, meetings, etc. and forward within the group;
 - iii. Making substantial contributions to the work of the WG and ensure coherence;
 - iv. Liaising closely with the Execom (and sometimes Board) whenever policy issues are engaged;
 - v. Ensuring statements, letters and participation in external conferences or projects are communicated to members and sent to be put on the website and social media of the ECBA;
 - vi. Updating at the ECBA conferences as appropriate.
 - vii. Attracting prospective interested members to the WG.
- d. A person should only commit to coordinating one working group at any one time, to ensure that person is able to focus fully on that working group.
- e. The coordinators are responsible for ensuring regular meetings of the working groups at least once a quarter, with items standing on the agenda including:
 - i. Update;
 - ii. Website (it is the coordinators' responsibility to ensure the website pages of the WG is updated);
 - iii. Future activities.

2. MEMBERS:

- a. Joining a meeting at least once a quarter;
- b. Participating actively in one or more of WG activities (participation may be more active at some times, and less at others, but there should be participation);
- c. Replying from time to time to questionnaires on relevant matters of the WG (depending on availability);
- d. Members may be invited to participate in projects or speak at conferences on the topic (they could do this in advance, or also when receiving an invitation by the coordinators).
- e. In relation to policy matters there should always be a close connection with the coordinators and the Execom (and sometimes the Board).
- f. Disseminating WG activities and indicating prospective new members to the WG.

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