

Executive Committee of the HTAi Interest Sub-group on Information Resources (IRG)

Terms of Reference

September 2010

Composition

The IRG Executive Committee is composed of IRG Chair, Chair-Elect, past immediate Chair and two members of IRG.

The two IRG members are recruited through the IRG mailing list. If more than two members express their interest in sitting in the Committee, an election among the members of the IRG mailing list will be held by using an online survey tool. IRG members who already are or have been members of the Committee are entitled to express their interest in continuing their work in the Committee for another term and stand for election. They can serve as a member of the Committee for up to two terms.

The past immediate Chair has an advisory role only in the work of the Committee.

Chair

The Committee will be chaired by the current Chair of IRG. If the Chair is unable to fill this role, the Committee will be chaired by the Chair-Elect.

Term of Appointment

The first Executive Committee of IRG (instituted at the IRG Business Meeting in Dublin on June 8th 2010) will serve for a one year period. From 2011 on the Committee will serve for a two year period (concurrently with the two year period of Chair and Chair-Elect).

Committee Mandate

The mandate of the Committee is to direct activities of working groups and project groups within the Information Resources Interest Sub-group. Issues within the scope of the Committee's mandate include:

- Review proposals for new groups
- Approve the creation of new groups
- Discuss and approve project descriptions
- Supervise group operations through progress reports
- Give general advice to the groups

The Committee's mandate and Terms of Reference should be reviewed and updated every two years (at the beginning of a new two year period).

Form and Frequency of Communication

Work will be carried out by email contact and by using an online document editor (e.g. Google Docs). Processing of proposals for new groups and group project descriptions will take place as often as needed, at the call of the Chair. Progress reports will be reviewed at least twice a year, also at the call of the Chair. All correspondence between the Committee and the working groups / project groups goes through the Chair.