

## British-Romanian Chamber of Commerce

### **Terms of Reference for establishment of a special Working Group**

**Task:** Review and propose how governance and ways of working may improve the outcome, visibility, reputation and attractiveness of the Chamber's initiatives

**Who may participate:** The works of the WG may be attended by all member companies which are willing to designate/mandate one or more persons that fulfill below conditions while also adhering to the following proposed ways of working:

- a) Person(s) representing the member companies should be specifically nominated to attend and contribute to the works and aim of the WG.
- b) Person(s) nominated by member company should have full power of attorney/mandate to contribute to the works.
- c) Person(s) should be available to attend ideally all, but no less than 75% of the meetings organized.
- d) Attendants should act at all times in good faith and show personal commitment in terms of time and ideas and be ready to dedicate as much as mutually agreed in order to bring the works to the intended end.

**Proposed frequency/place/duration:** At least once per month and as often as WG members will mutually agree. Length, venue and communication options to be also mutually agreed by WG members during the first session to be called once the WG has been set up after closing date of expression of intent to be part of.

Deadline or extension of WG functioning will be agreed in consultation with BRCC Board, once these Terms of Reference have been endorsed by BRCC Board and prior to the go-live of the WG and its membership set up.

**Working Group way of working:** In order to streamline the outcome of the WG meetings, it is proposed that:

- a) Ideally, decisions on ideas to be tabled and endorsed should be taken by consensus; whenever this is not possible, simple majority of those present should apply.
- b) Each meeting should be minuted by a designated, ad-hoc Secretary of the meeting, who will also integrate feedbacks/adjustments received as per below point.
- c) Minute shall be circulated within 48 working hours of the meeting with a maximum 48 working hours for amendments/adjustments. If no comments are registered within this deadline, the minute is considered adopted by the WG. After the lapsing of the 48 working hours for amendments/adjustments, the Secretary will circulate the final version incorporating the feedbacks received.
- d) Intermediate and final work document to be submitted to the Board shall be put together by a designated team, ideally of no more than three people; this document will be circulated by final check to all WG members.

**Intended outcome:**

The end result is to provide BRCC Board and, at a later stage, to all members, concrete suggestions of improvements in the governance and ways-of-working that would ultimately enhance both the visibility & reputation and the effectiveness of the projects carried out by the Chamber and its attractiveness to current and potential new members.