



GENERAL TERMS OF REFERENCES FOR IUHPE GLOBAL WORKING GROUPS

Background

The International Union for Health Promotion and Education (IUHPE) is a membership-based organization. One of its objective is to facilitate networking among health promotion professionals across the world, therefore contributing to develop the health promotion field.

IUHPE Global Working Groups, Interest Groups, and Networks gather professionals around common interests, expertise or profiles. They provide IUHPE members with an unique opportunity to be involved in the IUHPE life and in the health promotion field, at a global level.

A Global Working Group is a nominated group of experts in a particular area. Global Working Groups align their work plans with the IUHPE organisational objectives and commit to some key deliverables which actively contribute to the development of the IUHPE scientific agenda.

An Interest Group is a gathering of members around a common area of interest. It is an exchange platform to discuss or debate. Interest groups might work in collaboration with Global Working Groups on specific issues of their work plan.

A network is a group of members with a common profile (professional, geographical, linguistic, etc.). Networks contribute to the completion of the IUHPE integrated work plan.

Establishment

The creation of a new Global Working Group can be suggested following a resolution from the IUHPE General Assembly, decision taken by the Board of Trustees or interest from members of the Organisation. The initiator should send a written proposition describing the GWG's background and rationale to the Vice-President for Scientific Affairs. The Vice-President for Scientific Affairs will consider the proposition which should be in line and contribute to the IUHPE priorities areas and Scientific Affairs portfolio. The GWG Chair(s) will the develop, in collaboration with the Vice-President for Scientific Affairs, the GWG membership, terms of reference and a 3 years work plan to be endorsed by the Board of Trustees or Executive Committee.

General Structure

The Global Working Groups are chaired by one or two individuals –and members of the IUHPE- who will be responsible for:

- Coordinating the overall development and implementation of the GWG work plan
- Actively participate in the preparation of the scientific programme of the IUHPE World Conferences (and regional conferences) through participation in the GWGs liaison sub-committee
- Liaising with other GWG's chairs in order to ensure synergies and mutual support were appropriate
- Liaise with the relevant interest group facilitator for the dissemination of resources, best practices and tools and to facilitate the engagement of the IUHPE membership
- Report to the IUHPE Vice President for Scientific Affairs, on a regular basis and formally bi annually (IUHPE Board of Trustees and Executive Committee)
- Be the focal point for the organization on issues it focuses on



Membership

The Global Working Groups are composed of a relatively small group of experts (approximately 5 to 10) invited by the GWG Chairs and the IUHPE Vice President for Scientific Affairs.

The invited experts can either be members of the IUHPE or non IUHPE members that contribute to specific expertise for the implementation of the work plan and linkages with external initiatives and stakeholders.

Members of a Global Working Group are responsible for:

- Identifying areas of leadership, contribution and interest in the GWG work plan
- Taking leadership with respect to the development of specific activities detailed in the work plan
- Participating in email exchanges, occasional teleconferences, and face-to-face meetings when possible to advance the work of the GWG
- Signaling opportunities for pursuing additional resources to support the work plan of the GWG
- Ensuring efforts to connect with other relevant groups or organisations from their networks with which the GWG should be linking up for greater impact and reach.

Contributions

Global Working Groups make strategic contribution to the IUHPE areas of work priorities through their work plans and deliverables.

Scientific agenda

Global Working Groups contribute to the scientific agenda of the IUHPE and thereby to the development of the knowledge base and better practice in health promotion and to the wide dissemination of knowledge to policy makers and practitioners.

Their work plan is oriented towards the development of concrete deliverables and outputs that will contribute to the advancement of the health promotion knowledge and debate on particular issues (and in line with the IUHPE areas of work).

Publications

Global Working Groups are requested to report through the IUHPE official publication *Global Health Promotion* and through other IUHPE family of journals as opportunities arise. They are also considered as an important resource in terms of input to other scientific publications that the IUHPE is engaged in or coordinates.

IUHPE Conferences

Global Working Groups make active contributions to the scientific programme of IUHPE World and Regional Conferences. The Global Working Group Sub-Committee sits on the Global Scientific Committee of the IUHPE World Conferences ensuring that Global Working Groups contribute to the definition of the themes of the scientific programme to the identification of key note speakers and to the development of sub-plenaries. They are also encouraged to develop parallel sessions (symposium, poster, workshops, and satellite events) as appropriate.



Support

Global Working Groups work in close collaboration with the IUHPE Scientific projects and publications Coordinator at headquarters, who will facilitate the exchange with other Global Working Groups (mainly through the IUHPE GWG sub-committee) and the participation in IUHPE specific research and collaborative programme. When GWGs resources does not allow for, depending on its capacities, the headquarters will support the development of the core activities of that particular GWG.

The IUHPE Communications Officer at headquarters will also support the development of a dedicated webpage and of other communication tools.

*****Further details on the support / services provided to Global Working Groups (such as on online space for discussions, and a shared files system) will be provided once the new IUHPE online platform will be put in place*****

Template of Terms of References

The Terms of References of each Global Working Group should include the following:

- Background and rationale
- Mission (including the topic covered and the main objectives of the Global Working Groups)
- Objectives
- Membership/composition
- Chairs and members responsibilities
- Work plan (including objectives, deliverables, and timeline)
- Expected support from headquarters