

# Modus Operandi of Task Forces and Secretariat

This document describes the way of working of BIP Task Forces, building on the description of Task Forces and their modus operandi as described in Section 3.3 of the BIP Work Programme.

## Launching Task Forces (TFs)

Following the creation of a new Task Force, as a first step the Governing Board confirms the list of selected members and appoints its co-chairs. At a second step, the co-chairs get together, and invite all Task Force members to discuss and agree upon the suggested deliverables as included in the BIP Work Programme, their timelines and the creation of subgroups to each work on one deliverable.

The co-chairs of a Task Force then call for their members to contribute to the work of the relevant subgroups. At the Task Force kick-off meeting co-chairs present the draft list of deliverables and their timelines to the full group and confirm the membership of subgroups including their leaders and rapporteurs. The leader and rapporteur per subgroup can be the same person. Co-chairs are responsible for organising all the work of the Task Force in cooperation with the subgroup leaders and rapporteurs.

Upon request from the Task Force co-chairs or the subgroup leaders, the BIP secretariat may provide support in planning and running their meetings, as well as in preparing draft meeting minutes. The secretariat should always be informed of planned actions to ensure proper coordination between the Task Forces.

All meeting minutes, (draft) deliverables, background documentation and other documents will be stored and made available for all TF members via a cloud-based document sharing facility that has been created by the BIP secretariat or the Task Force co-chairs.

In case new applications for membership to a Task Force are made after the Task Force has been launched, the Task Force co-chairs are responsible to review the application and take a decision on proposing to the Governing Board to either include the applicant to the membership list of the Task Force or reject the application. In case of a positive decision of the Governing Board, they are responsible to communicate the decision to the applicant and agree with the applicant on the scope of his specific contribution to the Task Force. If a proposal is rejected by the board, the decision and the reasons for it can be communicated to the applicant either by the co-chairs or the BIP secretariat.

In case a new Task Force is to be launched, applications to the Task Force are to be reviewed by the secretariat and the European Commission and they will take a decision to proposing to the Governing Board to either include the applicant to the membership list of the Task Force or reject the application.

Once a quarter the Governing Board will review all applicants to the Task Forces. Applicants to existing Task Forces which have a positive indication by the co-chairs, can, pending on

the decision of the Governing Board already join in the meetings of the Task Force as aspirant member.

## **Process of preparing and adopting deliverables**

BIP deliverables are to be written in a clear and concise manner with a brief Executive Summary and presented based on the BIP visual identity.

Deliverables preferably consist of a brief report of up to 15–20 pages, with the possibility to add technical annexes. Deliverables should be well referenced to statements, reports or other scientific materials used, in such a way that all the lines of reasoning can be traced back to data and insights.

For each deliverable, a brief “Scope of work document” has to be prepared by the subgroup leader together with the subgroup rapporteur. The Scope of work document outlines the goal, scope and approach of each activity and specifies the resulting deliverable to be in line with the requirements of the BIP Work Programme. In the process of preparation of this very first draft, the subgroup leader is responsible for carrying out an initial brainstorming and collection of ideas from the members of the group of the Task Force that will be taken into account in the preparation of the first draft of the document. The draft Scope of work document is then presented to the Task Force co-chairs for initial approval.

The co-chairs-approved versions of each Scope of Work document shall be discussed in the full Task Force meeting before being finalised and finally approved by the Task Force co-chairs and sent for information to the Governing Board, the other Task Forces’ co-chairs and their members.

Following that notification, the other Task Forces’ co-chairs or their members can provide comments or raise any issues on the scope or content of the Scope of Work document.

The Governing Board members are not requested to approve the Scope of Work document/s at this stage but through this step of notification they have the opportunity to raise issues, ask clarification questions or provide comments that can guide the Task Force co-chairs and subgroup leaders in further improving or fine-tuning the Scope of work documents in line with the already defined deliverables in the BIP work programme. In case of major issues, for example when the Scope of work document is not in line with the set deliverable in the BIP work programme or with the strategic planning of that year (or work plan), identified by Governing Board members, the issue can be brought to the attention of all the Governing Board members for a written opinion and discussed at the next Governing Board meeting. In such cases, the Governing Board will have to provide written guidance to the Task Force co-chairs concerned on how to further proceed with the Scope of Work document. If no comments on the Scope of work document have been received in the set period by the co-chairs (which cannot be less than 14 days), the Scope of work document is considered adopted.

Following the adoption of the Scope of Work document the work may start. At this stage, the subgroup leader, with the support of the subgroup rapporteur, is responsible for gathering

all needed data from the mapped data sources in the Scope of work document as well as for organising all necessary meetings or exchanges with external experts or experts representing the Task Force members or BIP members.

In the preparatory work of the deliverables, consultation could be carried ensuring adequate consideration of all perspectives involved. This could take form in an online webinar or online workshop led by the Task Force co-chairs and publicly advertised on BIP communication channels involving all interested stakeholders and other Task Forces co-chairs, collecting all relevant views and clarify the exact perimeter of the deliverable.

Each draft deliverable should be put for consultation in at least three rounds:

- First, a full review by the Subgroup following which the group rapporteur can finalise the draft and present it to the subgroup leader.
- Second, the draft is circulated by the Task Force co-chairs for a review to all the Task Force members. At this stage, the representatives of the Commission will make sure that the draft deliverables are circulated for internal consultation in the Commission services and that all comments collected are addressed by the responsible co-chairs.
- Third, the draft is circulated by the Task Force co-chairs to all other Task Forces and all BIP members and potentially external experts. Coordination and consultation with other relevant Task Forces should however take place as early as possible and well before this final consultation round.

Following the three rounds of consultation and if the Task Force co-chairs unanimously agree the draft deliverable can be submitted to the Governing Board for final approval. In case no unanimous decision can be taken, the co-chairs can decide either to run another round of consultation or to put the draft for a vote by the full membership of the Task Force. In case of a vote, the decision will be taken with qualified majority of 66% of the Task Force members.