

**EUROPEANA NETWORK ASSOCIATION - WORKING GROUP TERMS OF REFERENCE**

**What are Europeana Network Association Working Groups?**

These groups are created to address key issues of on-going relevance to the Europeana Network. Therefor unlike [Task Forces](http://pro.europeana.eu/files/Europeana_Professional/Europeana_Network/task-force-registration-form-tor.docx)  they are not related to a Business Plans’ outcome. Working Groups are led by one of the Members Council (MC), membership is by invite only, all members must be Europeana Network members.

**How can a working group be formed?**

For a Working Group to be formed, a MC member must submit a proposal for consideration [using this form](http://pro.europeana.eu/files/Europeana_Professional/Europeana_Network/working-group-registration-form.docx) at one of the monthly Management Board (MB) meetings.

**Is there a limited timeframe for Working Groups?**

No, Working Groups can remain in existence whilst there is a need for them.

**Is there a budget for Working Groups?**

There is no structural budget available for Working Groups, however Working Groups can make requests to the MB. Such requests need to contain an explanation why the budget is needed, and why the activities to be covered cannot be paid from other sources (Task Force or from project budgets). Since there is no structural allocation of budget for Working Groups, there is no guarantee that such requests can be honoured by the MB.