

## Terms of Reference

# Best Practice Working Groups

Approved: March 2025

## Purpose and duties of the Best Practice Working Groups

The Working Groups are small project teams which help COUNTER Metrics develop solutions for specific challenges, such as syndicated usage reporting. The role of the Working Groups is to develop draft best practice guidance on a specific topic, and to revise that draft guidance following review by the Code Team and the full membership, ready for ratification by the Executive Committee. The Working Groups help deliver on our strategic objective to maintain, develop and extend the COUNTER Code of Practice as a foundation for normalised, community-defined usage metrics.

Any member of any committee may propose a Working Group. Groups will be established if there is sufficient interest among the COUNTER community to make up a viable group, and if the Executive Committee ratifies creation of the group.

## Composition of the Best Practice Working Groups

- Working Groups consist of between five and ten individuals drawn from the COUNTER membership, with a specific interest in the topic at hand and representing the breadth of the COUNTER community;
- Members serve for the duration of the project, usually six to nine months.

## Chairs of the Best Practice Working Groups

- Each Working Group will have one or two Chairs to help the Working Group deliver its draft guidance;
- The Chair is responsible for ensuring meetings are conducted in an atmosphere conducive to constructive and open dialogue;
- The Chair will be nominated from within the membership of the Working Group;
- The Chair will serve for the duration of the project;
- The Chair will ensure the Advisory Committee and the Executive Committee are kept abreast of progress.

## Working methods and communication

- The Working Group will agree a meeting schedule that will permit them to develop draft best practice guidance within a reasonable time frame;
- Meetings of the Working Group will usually be held online;
- The Working Group agenda will be set by the Chair advised by the Executive Director;

- The Executive Director will prepare any supporting papers in consultation with the Chair and will circulate these at least three working days before a meeting;
- The Executive Director will retain digital copies of the Working Group papers for a minimum of three years and ensure these are available to Working Group members on request.
- The Executive Director shall maintain an email list which facilitates easy communication by Working Group members.