

## ***Ways of Working in Survey and Routine Data TWG (and sub-groups)***

The following provide brief points of discussion about the ways of working, and expectations of members of the Survey & Routine Data TWGs.

### **1. Participation/attendance:**

- Regular attendance is expected
- Apologies are expected in writing (email) if you are unable to attend
- Substitute participants is discouraged
- The sub-groups are technical working groups, and less a platform for advocacy

### **2. Expectations of work:**

- It is a “working” group, not advisory
- Peer reviewing and volunteering for tasks (e.g. writing Terms of Reference, leading discussion groups, identifying researchers, etc) are expected by all members
- There is not expectation that members become involved in administrative or budgeting issues

### **4. Decision-making & leadership:**

- It is a diverse group and consensus on all issues is not always possible
- The chair leads the group and seeks decisions, not all may agree on every decision but decisions are taken and we move ahead
- Decisions are decisions of the group even if all do not agree
- No room for ‘up-picking’ decisions even if a member misses a meeting
- Sub-groups may be allocated tasks but are not decision-takers

### **5. Confidentiality:**

- Members need to be sensitive to confidentiality of all information
- No circulation of data or draft information is allowed until explicitly stated by the Chair
- Breaking confidentiality may lead to re-consideration of membership
- Outputs are outputs of Government who give the final approval on all minutes and discussions are confidential