

## STEERING GROUP AND TASK AND FINISH GROUPS ToR

The RAP Steering Group will:

- be composed of six members of the RAP Champions network
- meet monthly
- receive agenda items from any RAP champion
- publish meeting minutes on the GSS website and seek feedback from all champions via #rap\_collaboration and RAP meetups
- start up and recruit for task and finish groups
- monitor the progress of active task and finish groups
- organise the network peer review
- organise the network mentoring
- maintain the RAP champions list
- be supported by a secretary from the GSS Good Practice Team
- aim to be at full strength at each meeting
- be chosen from champions interested in taking part by random draw

Task & Finish Groups will:

- be tasked with a single objective
- be composed of an appropriate number of members to achieve the objective
- be recruited from civil servants and/or contractors
- report progress to every steering group meeting
- report their findings and outputs to the steering group
- share their work with and seek feedback from the wider RAP community when appropriate
- disband after their objective is complete