Terms of Reference of the Chair of the ECPGR Documentation and Information Working Group

Endorsed by ECPGR Steering Committee - April 2021

1. Develop a Workplan for each new Phase in line with the relevant ECPGR objectives, in concertation with members of the WG (for Phase X, see Objective 2: To provide passport and phenotypic information of actively conserved European PGRFA diversity ex situ and in situ through the EURISCO catalogue).

2. Orchestrate the know-how available among the Doc&Info WG members to resolve specific technical issues that might arise as part of the operation of the WG.

3. Initiate, support and coordinate the preparation of project ideas and proposals for funding from the competitive ECPGR funding scheme and/or from other sources. The WG Chair will also be responsible for the timely submission of the proposals to the ExCo.

4. Coordinate ECPGR-related activities that fall under the responsibility of the respective WG.

5. Contribute to the relevant sections of the ECPGR annual reports and reports to the Steering Committee with the support of WG members when prompted by the Secretariat, providing accounts on progress made, including an assessment of what has and has not been achieved, identifying the constraints in reaching the planned objectives.

6. Provide information to the WG members on ECPGR events and mode of operation on a need or request basis.

7. As far as possible, provide information on potential European projects dealing with GR's documentation that could interest the WG members.

8. Provide advice to other WGs upon request or on a need basis on Doc&Info WG-related aspects that are also of interest or importance to other WGs.