

Evaluating a Working Group Checklist

|  |  |  |
| --- | --- | --- |
| № | **ACT IVIT IE S** |  |
| 1 | **Review of Purpose and Goals**   * Confirm that the group's purpose and goals are still relevant and aligned with the organization's objectives |  |
| 2 | **Membership Evaluation**   * Assess whether the current membership composition adequately represents diverse perspectives and skills needed for the group's activities |  |
| 3 | **Roles and Responsibilities Review**   * Review and update roles and responsibilities of members to ensure clarity and alignment with the group's objectives |  |
| 4 | **Communication Plan Check**   * Evaluate the effectiveness of the current communication channels and protocols used by the group, as well as assess the responsiveness of members |  |
| 5 | **Resource Allocation**   * Review resource allocation (financial, human, technological) to support the group's activities and ensure adequacy |  |
| 6 | **Meeting Effectiveness**   * Evaluate the efficiency and effectiveness of group meetings, including frequency, agenda relevance, and engagement levels |  |
| 7 | **Documentation and Reporting**   * Ensure that documentation of meetings, decisions, and action items is being maintained and shared appropriately |  |
| 8 | **Adherence to Protocols and Code of Conduct**   * Ensure that the established protocols, code of conduct, and decision-making processes are being followed consistently |  |
| 9 | **Feedback and Improvement Mechanisms**   * Establish or review feedback mechanisms to gather input from members and stakeholders for continuous improvement |  |
| 10 | **Succession Planning and Future Strategy**   * Identify, develop, and prepare potential successors to ensure a smooth transition of leadership roles and members within the working group * Discuss future plans, strategies, or initiatives that the group aims to undertake to achieve its long-term goals |  |