

Terms of Reference for the I3N Technical Working Group

The I3N Technical Working Group (I3N TWG) is established to support the development of I3N. The TWG will serve in an advisory role to the Coordinating Institution (CI) on particular technical aspects, assisting the CI and responding to CI requests. Its functions may include:

- Evaluating and recommending tools and standards for consideration by the CI.
- Identifying common issues of data providers and I3N leads.
- Identifying ways in which I3N can link to other Thematic Networks (TN).
- Identifying best practices and standards in such areas as content, metadata, cataloging, digital preservation, and user interface design.
- Determining how to promote adoption of new technologies.
- Facilitating understanding of and commitment to the network's goals.
- Recommending criteria for evaluating proposals submitted to the Organization of American States for I3N grants and contracts.

In addition to participating in the above-mentioned group tasks, each member is also expected to:

- Keep the Focal Point and I3N Lead of her or his country, as well as other relevant experts and institutions, informed and to obtain their input when appropriate.
- Identify new project ideas and priorities, and bring those to the attention of the TWG and CI.
- Remain informed about IABIN and invasive species activities within her or his country and abroad.

Composition of the TWG:

- The TWG shall consist of no more than 10 volunteer members (excluding *ex officio* members) with interest and expertise in IAS. Members must be able to understand written and spoken English, though English speaking ability is not required.
- TWG members must be associated with an IABIN participant.
- The CI will select and invite new members each year. TWG members will be selected based on interest, commitment, and technical experience. An attempt will be made to have a subregional balance in representation.
- The I3N Manager, the Data Content Manager and the TN Coordinator of the IABIN Secretariat shall be *ex officio* members of the TWG.
- The I3N Manager shall be the Chair.
- Each member will serve for a term of 1 year; members may be invited to serve additional terms.

Meetings:

- The TWG will meet at least semi-annually and more frequently if needed.
- Most meetings will be by electronic means or by teleconference. When possible, meetings will be held in person. An attempt will be made to hold in-person meetings in conjunction with IABIN Council or IEC meetings.
- Members are expected to bear the cost of participating in meetings (including travel and teleconference costs) whenever IABIN funding is not available.