GMG

WORKING GROUP STEERING COMMITTEE ROLE OVERVIEW

The Working Group Steering Committees are the council and leadership for GMG Working Groups. They make sure that Working Groups empower the industry by defining a strategy, launching projects, setting priorities, monitoring progress, ensuring high quality outputs, and motivating and educating participants.

CORE RESPONSIBILITIES

STRATEGIZE	MONITOR	REVIEW AND APPROVE	MOTIVATING AND EDUCATING
• Confirm and maintain the Working Group's strategy to reflect member and industry priorities • With support from GMG staff, develop and maintain the Working Group roadmap • Advise on project pipeline	• Monitor quality, timelines, and potential risks for activities • Provide guidance and assistance for projects where needed • Address any disputes arising from differences in opinion	• Review and approve drafts of project proposals and vote on project launches • Approve guidelines for vote • Approve Project Committee members • Vote on the closure of the Working Group	• Ensure the Working Group empowers the industry • Act as an ambassador and advocate for the Working Group's efforts • Guide the focus areas for education initiatives
DRIVE THE OVERALL GOVERNANCE OF THE WORKING GROUP[1]			

Note: The Working Group Steering Committee is in an advisory and oversight position. GMG staff will provide support such as coordinating activities, drafting documentation, producing reports, conducting research, and communicating updates.

KEY INFORMATION

WHO CAN BE INVOLVED	WHY PARTICIPATE	TIME COMMITMENT
• Up to 12 representatives approved by the Executive Council • Must be from a member company, but sits on the committee as a subject matter expert • Typically consist of senior management, directors, and subject matter experts	• Share your expertise and knowledge • Take part in the decision-making on the projects that are carried out • Drive industry innovation • Build relationships with other subject matter experts	• Meetings at least twice a year • Additional meetings and virtual collaboration may be needed to cover reviews and approvals and to support Working Group activities • Seats are 2-year renewable terms

RELATED ROLES

VICE-CHAIR WORKING GROUPS	WORKING GROUP LEADER(S)	WORKING GROUP COORDINATION COMMITTEE	PROJECT STEERING COMMITTEES
Member of the Executive Council to whom the Working Group Steering Committees report.	Chair of the Steering Committee and represents the Working Group on Working Group Coordination Committee. Appointed by the Executive Council.	Committee of GMG Working Group Leaders and chaired by the Vice- Chair Working Groups. Ensures alignment between the groups.	Provides strategic oversight, leadership, and guidance for GMG projects.

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[1] See the **Governance Manual,** Section 5 for further information on Working Group Governance.

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ROLE IN WORKING GROUP PROCESSES

Formation and Launch

The Working Group Steering Committee is not yet formed at this stage, but those interested in joining are encouraged to participate in the development of the proposal, to provide input, and vote on its launch. See the Governance Manual for more information on the processes of forming a Working Group.

Strategy

Once a Working Group is launched, its strategy needs to be developed, and the Steering Committee plays a key role in that. This strategy is revisited yearly, or as needed. Steering Committee Responsibilities include:

DEFINITION	• Confirm and adjust (if needed) the purpose, intent, and scope of the Working Group based on the proposal and industry input • Guide GMG staff in coordinating Working Group definition workshops or calls
ROADMAP	• Based on industry input and with support from GMG staff, develop a clear roadmap of planned activities and project pipeline that considers dependencies and priorities and prevents duplication of effort
LANDSCAPE	• With support from GMG staff, maintain the landscape of related activities (developed at formation) to identify partnership or support opportunities and to prevent duplication

Project Lifecycle

While projects are managed independently within the Working Group, the Working Group Steering committee still plays a role in monitoring and approvals throughout the project lifecycle. Key responsibilities include:

PRE-LAUNCH	• With support from GMG staff, conduct industry landscape to understand related work • With support from GMG staff, consult with GMG members to gauge interest and needs • Identifies if further research is required to determine the industry need, and support GMG staff in completing it • *For guideline revisions:* Based on comments collected from the Working Group, approve the level of revision required
LAUNCH	• Advise GMG staff on stakeholder requirements and make recommendations for the formation of the Project Steering Committee (e.g., types of roles, companies to target) • Approve Project Steering Committee members and select project leaders, ensuring balanced stakeholder representation, considering type (strong on mining company representation), expertise, and geographical location
CONTENT GENERATION	• Monitor project reports and provide guidance and assistance as needed to mitigate potential risks (this is a responsibility throughout the project lifecycle, but this stage is the longest and most dynamic)
TECHNICAL EDITING, LAYOUT, AND FINAL REVIEW	• Monitor project reports as per above • Provide input if the Project Steering Committee believes a second review may be necessary based on changes
VOTE AND PUBLICATION	• Approves final guideline to go to vote (or, with many non-guideline outputs, approves them for publication)
POST-PUBLICATION	• Considers post-publication activities (e.g., courses, related projects) within broader Working Group strategy • Assists with and approves materials related to projects after they are finished if required • Reviews ongoing feedback on the output and considers future versions in the roadmap

Education and Awareness

EDUCATION	• Guide the focus areas of education initiatives to meet the common needs and interests of working group members • Assist with the development of case study libraries and other Working Group resources
AWARENESS AND EVENTS	Steering Committee members may be asked to assist with but are not required to: • Speak about the Working Group and share information at industry events • Present or recommend presenters to cover the topic at GMG events, webinars, panels • Interview for articles and press releases related to the Working Group

Closure of Working Groups

The Working Group Steering Committee is consulted and votes on the closure or retirement of the Working Group if requested.