

TEMPLATE

## TERMS OF REFERENCE FOR WORKING GROUPS

### BARNAHUS NETWORK WORKING GROUPS

The Barnahus Network Working Groups are set up to facilitate exchange and progress on a specific theme related to the establishment and operation of Barnahus.

The working groups join network members in promoting exchange of information, development of good, scientifically based practice, organizing mapping/surveys, facilitating conversation in its focus area between network members and providing input and guidance to network activities in its area of expertise.

The working group consists of *at least five* network members involved in founding the working group.

In addition, at least one member should be an academic researcher. If this requirement cannot be fulfilled, the working group must involve, consult and/or contract academic researchers in the work that the group carries out, in particular research, surveys, mapping, development of practical tools, guidance, recommendations and state-of-the-art papers.

Recommendations and other guiding texts will be sent out for comments/reviews by internationally renowned scientific experts in the field in question.

Members of the network may propose that a working group is set up on a specific theme and invite others to join the group. Proposals for new working groups should be submitted, in the form of a draft terms of reference following the outline in this template, to the Steering Group for its approval.

### PURPOSE

The [Name of Working Group] is a Promise Barnahus Network Working Group with a focus on [topic]/[children's rights to ..., as set out in the UN Convention on the Rights of the Child].<sup>1</sup>

The overall purpose of the [Name of Working Group] is to promote [...].

---

<sup>1</sup>Footnote referring to rights, guidance and/or other supporting document.

## GUIDING PRINCIPLES & APPROACHES

The [Name of Working Group] promotes and endorses:

- The UN Convention on the Rights of the Child, in particular Article [...]
- The General Comment No. [...]
- The Barnahus Quality Standards, in particular [...]
- [Other]

The [Name of Working Group] is fully committed to keeping children safe in all its work and in coherence with the Promise Child Safeguarding Policy.

## MEMBERS OF [NAME OF WORKING GROUP]

- The [Name of Working Group] is an adult group consisting of professionals from the Promise Barnahus Network members, including, but not limited to professionals working in Barnahus, child participation experts, researchers, child safeguarding professionals and Promise Experts.
- The [Name of Working Group] is set up as a working group of the Barnahus network and consists of the network members involved in founding the [Name of Working Group]: [Names of Organisations].
- The [Name of Working Group] will involve and engage with Barnahus network members and experts, external experts and services as relevant and appropriate.
- [Optional - The group aims to move progressively towards involving children]

## ROLE OF THE [NAME OF WORKING GROUP]

The role of the [Name of Working Group] is to promote [...] through exchange, dialogue, research, capacity-building and development of policy and tools.

- Exchange information and experience by use of different tools such as Teams and other online platforms
- Advising the Network on the standing needs and emerging trends in this area
- Development of good practice guidance
- Mapping and data collection on good practice and tools
- [Optional] Supporting the implementation of [specific project]: [work package]
- Supporting a conversation of learning among professionals in the Promise network members
- Providing input, guidance and support to network activities in the [area of ...]
- Support the development and delivery of customized consultations and interventions upon the request of member countries
- [Optional: evaluate evidence-based and practice-based training opportunities related to this thematic area]
- [Optional: arrange thematic/professional specific events in conjunction with the Barnahus Forum or other relevant international conferences and meetings]
- [Other]

## ROLE OF THE GROUP MEMBERS

- Attend working group meetings, providing consistent agency representation wherever possible
- Contribute to the development, engagement and participation of the working group
- Support implementation and delivery of the key objectives of the working group
- Undertake delegated tasks and feedback to their own agency on actions and outcomes
- Promote the work of the group within agencies between meetings
- Feedback within own agency on the work of the group and practice development
- Ensure that a video link or a summary from the meetings is accessed if participation in the meeting is not possible
- Support communication efforts about the discussions, activities, and outcomes of the group

## MEETINGS

- Meetings are to be held [e.g. monthly and at no more than six weekly intervals]
- Meetings can take place online or face to face
- The meetings are convened and chaired by the Barnahus network secretariat

## REVISIONS

The group members should have an ongoing review of the Terms of reference set out in this document.

## ANNEXES

- [Optional]

## **ANNEX [OPTIONAL]**

Can e.g. include references, extracts from law, policy, guidance, or other relevant documents