



# Status Implementation Working Group (SIWG) Terms of Reference 2023/24

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and  
Information Management Profession

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## DOCUMENT CONTROL

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|         |           |              |                                               |          |

## AMENDMENT, MODIFICATION OR VARIATION

- (a) This Terms of Reference is effective from 10/7/2023 and is to be reviewed every two years.

## 1 PURPOSE

This document identifies the objectives, responsibilities, and operation of the Status Implementation Working Group (SIWG) for RIMPA Global.

## 2 PURPOSE OF THE WORKING GROUP

The working group is established to:

- Assess the resource requirements for the Status Upgrade Review Working Group (SURWG) recommendation report presented and endorsed by the Board in May 2023.
- Develop an action plan for all 21 recommendations of the report.
- Provide budget estimates for the implementation of the 21 recommendations.
- Provide a resource plan for the implementation of the provided actions plan.

## 3 TERM OF THE WORKING GROUP

The term of the SIWG working group is from August 2023 – December 2023.

## 4 RESPONSILBE PORTFOLIO

Member Engagement

## 5 OBJECTIVES

The committee will:

- provide an action plan and schedule for the SURWG recommendation report.
- Provide budget estimates for the draft schedule.
- Provide a resource plan for the implementation of the action plan.

## 6 AUTHORITY

The CEO authorises the working group within the scope of its responsibilities, to:

- perform activities to undertake the purpose of the working group.
- seek information from:
  - RIMPA Global employees
  - RIMPA Global Status Upgrade Committee
  - SURWG Working Group members.

The working group can report and recommend on the objectives but does not have any final decision-making power.

## 7 ORGANISATION

### 7.1 Membership

The working group will be agreed upon by the Portfolio Lead/s.

The working group consists of at least four and no more than six members.

Minimum membership is:

- CEO
- Status Upgrade Committee Chair
- At least one professional member
- A maximum of three non-status members

The Portfolio Lead may participate as a member of the working group.

**Note:** that SURWG members will be provided with first option to participate in the SIWG to provide consistency and background knowledge to the SIWG.

Working Group members should have:

- strong understanding of information and data management practice
- good communication skills
- ability to understand the perspectives and experiences of others
- ability to apply analytical thinking.
- Understanding of budgeting and resource planning

### 7.2 Structure

The working group is required to have a Chair and Secretariat as decided by working group members at the first meeting.



### 7.3 Appointment and resignations

Working Group members may be appointed at any time through a majority vote of the working group.

Working Group members may resign by notice to the Portfolio Lead or CEO at any time.

Where a member resigns and they have recognised responsibilities, the Portfolio Lead or CEO can reassign to another member.

## 7.4 Meeting and assessment protocol

Meetings to be held as required.

A quorum for any meeting or assessment is the Chair and one member.

## 7.5 Voting procedures

A proposal raised during a meeting is considered successful when it is supported by a majority of members present at the meeting.

Where a proposal is not supported by majority vote, it is considered unsuccessful.

# 8 ROLES AND RESPONSIBILITIES

## 8.1 Portfolio lead

Is responsible for:

- overseeing working group governance
- appointment of working group members.

## 8.2 CEO

Is responsible for:

- managing budget requirements where applicable
- participating as working group member.
- providing the escalation point for all matters.

## 8.3 Working Group Chair

Is responsible for:

- scheduling meetings
- facilitating the meetings
- driving the objectives in the specified timeframe of the working group
- reporting to the CEO on recommendations.

## 8.4 Secretariat

Is responsible for:

- Documenting actions and recommendations of each meeting
- Meeting agendas and invites.

## 8.5 Committee members

Are responsible for:

- Attending meetings
- Utilising knowledge and skills to achieve objectives.
- Contribute openly to discussions.
- Undertake required tasks to achieve objectives.
- Prepare required documentation.