

# Roles and Responsibilities – Coordinator, Members, SAREP

## 1. Working Group Lead/Coordinator - Roles and Responsibilities

A working group lead is an institution that will anchor the working group and is committed to supporting the activities of the working group from the time of selection through May 2026.

The lead/anchor institution is responsible for the following:

- Designate one of their staff for leading the working group.
- Collecting names of the working group members.
- Conducting one meeting in each quarter of working group by sending invites, agenda and minutes of previous meeting to members.
- In the quarterly meeting working group may like to discuss
  - Activities each member group are performing.
  - Coordination and synergy
  - Avoidance of overlaps and duplication
  - Collective issues to be discussed with stakeholders such as Government of India or institutions.
- Represent the working group in development partner meet that will be organized every six months.
- Collective dissemination and outreach of the issues of common interest.
- If Coordinator is unable to join a WG meeting, he/she can nominate his/her representative on his/her behalf.

## 2. Working Group Members - Roles and Responsibilities

The members are responsible for the following:

- Foster dialogue, new ideas, proposals that can support in combining forces of development partners and lead to a better work product/ solution in areas pertaining to technical assistance, regulatory and policy, capacity building, and political guidance.
- Contribute to workgroup efforts for adequate functioning of the working group with an attempt to reach consensus whenever possible.
- Follow established workgroup agreements.
- Complete assigned tasks between meetings and be prepared to participate in upcoming meetings.
- Promote collaboration and partnerships with other working groups.

## 3. SAREP Support

- In case there are difficulties in conducting Working Group meetings in the Coordinator/ Member office, SAREP will arrange the venue and necessary infrastructure.
- SAREP will support in drafting the agenda of the WG meeting(s) and Meeting minutes. These are to be issued by the coordinator.
- SAREP will support in drafting invitations for the meetings. These are to be issued by the coordinator.