

# **PRAMP Technical Working Group (TWG)**

## **Outline: Terms of Reference**

### **1. Introduction**

- Brief overview of PRAMP and the purpose of the TWG.
- Statement on the TWG's advisory role to the PRAMP BoD.

### **2. Objectives**

- Outline the TWG's primary goal to support and advise the PRAMP BoD on technical matters related to air quality monitoring.
- Highlight key areas of focus: data quality, regulatory compliance, stakeholder engagement, and technological advancements.

### **3. Principles and Approach**

- Emphasize principles of consensus (and fall-back), collaboration, transparency, and stakeholder representation.
- Describe the TWG's approach to advising the BoD, including flexibility to adapt to new information and conditions.

### **4. Membership**

- Define the composition of the TWG, focusing on diversity of expertise and stakeholder representation.
- Include core and resource members but leave room for adjustments based on evolving needs.

### **5. Roles and Responsibilities**

- General responsibilities applicable to all members, emphasizing advisory, participatory, and evaluative roles.
- Specific roles (e.g., Chair, Technical Program Manager) described in broad terms to allow for flexibility in operations.
- Members are responsible for advising on air quality monitoring strategies, including the strategic siting of portable and permanent monitoring stations, in accordance with stakeholder needs and regulatory requirements (Reference to Policy 3.13, 3.14).

### **6. Meetings and Communication**

- Outline the expected frequency and format of meetings.
- Describe the communication flow between the TWG and the BoD, as well as with other stakeholders.

### **7. Reporting and Evaluation**

- Highlight the process for reporting to the BoD, including types of reports (e.g., recommendations, assessments) and frequency.
- Mention an evaluation process for the TWG's work and its impact on PRAMP's objectives.

### **8. Review and Adaptation**

- State the process for reviewing and updating the ToR to ensure continued relevance and effectiveness.
- Emphasize the TWG's role in responding to changes in regulatory requirements, technological advancements, and stakeholder needs.