

## ECI Working Group Guidelines

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### Welcome to ECI Working Groups

Thank you for volunteering for an ECI Working Group. Working Groups are convened by ECI to study various topics that are important to the ethics & compliance (E&C) industry and workplaces worldwide.

Working Groups are powered by you, an ECI volunteer. Your commitment and participation in the group are key to its success. ECI hopes to provide you with a rewarding opportunity to grow as an E&C professional, to extend your network and to collaborate with your peers around the world.

### Overview

Working Groups are typically comprised of 20-25 members who meet virtually once per month. Groups can last from six months to one year depending on the topic being studied. Within this timeframe, you and your fellow Working Group members will:

- Study a problem or issue facing the E&C industry;
- Conduct research and compile key data points through literature, news articles, surveys, etc.; and
- Develop a 4-8 page report to be shared with the ECI community.

Published reports are provided free to ECI members and are an invaluable resource to CECO's and other E&C professionals. Some Working Groups will also present their results via an ECI webinar. You will have a hand in elevating the conversation and quality of research available to your industry peers who are seeking to improve the strength and success of their E&C programs.

### ECI Resources

ECI supports Working Groups by providing:

- A dedicated ECI staff liaison for each Working Group;
- ECI online conferencing resources to host group meetings;
- Access to ECI resources and research related to Working Group topics;
- Use of ECI's online polling and survey capabilities;
- Dedicated space on ECI Connects to host a discussion forum and to share meeting materials, scheduled meeting times and the group membership roster; and
- Editorial, marketing and production support for the Working Group paper and webinar, if applicable.

## Roles and Responsibilities

Working Groups provide a forum for open discussion. A roster of Working Group members with contact information will be provided to group members, but should not be distributed outside of the group.

### Antitrust Policy and Compliance Guidelines

- Groups are permitted to invite external parties to speak as subject-matter experts; in these instances, the chair of the Working Group will first seek approval from the ECI staff liaison.
- Group members must review ECI's *Antitrust Policy and Compliance Guidelines* prior to the commencement of their Working Group. Antitrust issues typically include:
  - (1) Ensuring that group members do not engage in discussions, on conference calls or within Connects, about their own operations that violate antitrust laws or regulations; and
  - (2) Ensuring that group members never engage in discussions about vendors, suppliers, or other parties in violation of antitrust laws or regulations.

### Volunteer Responsibilities

The success of Working Groups depends on your participation. Participants are asked to:

- Attend Working Group meetings (usually one per month)
- Actively engage in the process by contributing to discussions and efforts to create the necessary research and information for the final deliverable(s)
- Commit to meeting deadlines

### Chairperson(s) Responsibilities

Working Group are co-chaired by two members of the ECI community. Co-chairs are responsible for:

- Creating an agenda for each meeting;
- Leading each meeting;
- Creating an action plan for the group to conduct its work; and
- Drafting the group's final report, including a two-paragraph executive summary

### ECI Staff Liaison Responsibilities

The ECI staff liaison will attend virtual meetings to provide administrative support and is responsible for:

- Notifying group members of meeting logistics and updates;
- Reviewing, finalizing, and distributing meeting agendas upon receipt from group co-chairs;
- Drafting and distributing meeting minutes; and
- Administering surveys through ECI's data collection software, as needed.

Upon delivery of a final report draft from the Working Group, the ECI staff liaison will work with other ECI staff to copyedit and prepare the design/layout of the report for final publication. The ECI staff liaison will also work with group co-chairs and the appropriate ECI staff on a marketing/distribution plan for the final report and, when applicable, organizing and hosting a webinar.

**For more information on ECI Working Groups, contact ECI at [WorkingGroups@ethics.org](mailto:WorkingGroups@ethics.org)**