



## Terms of Reference (ToR) of WAVE Thematic Working Groups (WG)

### Background

The Thematic Working Group meetings are carried out regularly via online meetings (every 2-4 months) and **in frame of the WAVE bi-annual Advisory Board Meetings**, in order to plan and implement WG activities, which aim to address important issues facing specialist women's support services throughout Europe. The Working Groups will **develop synergies with other WAVE activities**, such as trainings as well as the yearly conference and campaigns, to ensure sustainability as well as **engagement with the broader membership**.

### Establishing a WG

At the annual WAVE Advisory Board Meeting in the Spring, the key contacts and themes of a respective Working Group are presented and chosen. The WG key contacts are 2 WAVE members who volunteered to take up these positions. WAVE office member(s) also volunteer in order to support the group with organizational tasks as well as content and expertise.

After the WG key contacts and themes are established, the WAVE office member should first have a meeting (usually online) with the WG key contacts in order to establish the:

- Aims of the Working Group
- Expectations of Working Group participants
- Outputs and activities of the Working Group
- Next steps to be taken, including a meeting schedule for at least the next 6 months

### Timeline

All activities and outputs of the WAVE Thematic Working Groups are to be carried out between 2018-2021. In order to comply with the EC funding agreement, each individual Working Group needs to consider the timeline of all other Working Groups so that there is no overlap of major activities or outputs. This is something the WAVE office member of each WG will assist in coordinating.

### WG Members

After the initial ZOOM meeting, an e-mail should **be sent out to ALL WAVE members** in order to establish the level of interest. Any interested and passionate Member who is committed to dedicating time, to the best of their abilities, according to their resources and skill is invited to join the working group. Working groups should be as inclusive as possible, so it is encouraged to include organizations with different perspectives. This way, different WAVE organizations can work together and challenge each other.

It is recommended to have **no more than 15 members** take part in the WG as any more could dilute the work and lead to disorganization.



## Expectations of WG Members

- Individual members of a WG represent their organization as WAVE members
- 5-15 committed individuals should be part of the Working Group
- 2 face-to-face meetings are recommended per year (during WAVE Advisory Board meetings and depending on available funding)
- 4 online ZOOM meetings are required per year (usually via ZOOM)
- Regular e-mail communication
- 1 study visit to a relevant organization working (successfully) on the theme, depending on the available budget
- 1 workshop about the theme per WAVE conference

## Activities and Outputs of WGs

### Handbook on European Standards

It is important to note that the **Handbook on European Standards** is published by WAVE every two years and is developed in order to **support the thematic topics of the working groups**. Two topics will be selected based on their relevance in each respective year. Based on the selected topics, the handbooks will focus on principles and standards that will provide guidance towards good practise for women's support services, professionals working in the sector, as well as policymakers and other stakeholders.

### Training Institute

A training event will occur once a year aiming to unite women's organisations to provide support services to survivors that are part of the WAVE Network, and to build their capacity to provide empowering, human rights-based support to women survivors. WAVE will invite European experts on the themes of the individual working group.

### Step Up! Campaign

The Working Groups should also consider how their output may be **synergized with the Step Up! campaign** promoting the rights of women survivors of violence and their children to access support and protection. ([Blueprint](#))

### Study Visits

**At least one study visit per year** will take place from between 2018-2021, with each of the WAVE Working Groups getting the chance to go on at least one study visit during these four years. Each study visit will last for 2-3 days with up to 15 Working Group members maximum depending on available funding, to visit a selected WAVE Member organization and other relevant organisations in a particular country. The aim of such a study visit is to share information and good and promising practices between Members, and to learn about various operational and thematic issues relevant to the Working Group theme.

### Webinar

With the goal of building the capacities of WAVE Members, WAVE is also aiming to facilitate **at least one webinar** on the theme of at least one individual working group per year.



## WOMEN AGAINST VIOLENCE EUROPE

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### Registration agreement

I would like to join (continue my membership in<sup>1</sup>) the following WAVE Thematic Working Group (please check one):

- Legal** Working Group (key contact: Anca Ciupa, WAVE Office)
- The **Strength-Based, Needs-Led Approach** as a Tool of Empowerment in Women's Specialist Services Supporting Survivors of Domestic Abuse (Katarina Višnar, WAVE Office)
- Protecting Women's Specialist Services from **Gender Neutral Policy** and Practice (Lina Piskernik & Elizabeth Spouse, WAVE Office)
- Sexualized Violence** (Kelly Blank & Maria Knaub, WAVE Office)

Please note that in case the Working Group is full, you will be notified and placed on a waiting list until a spot opens up.

Name:	
Organization:	
Country:	

I have read and agree to the Terms of Reference (ToR) of WAVE Thematic Working Groups (WG):

.....  
Date

.....  
Signature

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<sup>1</sup> For WG members already involved in one WAVE Thematic Group.