Working Group
Terms of Reference

Background

The JORC is undertaking a detailed review of the JORC Code provisions and procedures. A series of Working Groups have been formed to address key issues identified during the review process to date. The aim of this engagement is to provide an inclusive, collaborative, and constructive forum to receive feedback from a diverse group of stakeholders, in order to improve, maintain and satisfy professional standards and governance requirements of the JORC Code.

Roles and Responsibilities

The JORC will provide strategic direction and leadership to ensure stakeholders are given the opportunity to provide feedback and be actively engaged in the development of the JORC Code review process.

The Working Group (WG) will have the following roles and responsibilities:

- provide input into the development of the JORC Code review
- provide thoughts, options, and assistance in the review of the Code, specifically around the key area
- always maintaining the focus of the agreed scope and outputs

The role of the individual members of the WG will include:

- attending regular meetings as required and participating in the group's work
- representing the interests of all stakeholders, as appropriate
- demonstrating a genuine interest in the key area and the outcomes being pursued
- being committed to, and actively involved in, the WG outcomes

Membership

The WG will comprise:

- Name, Title, JORC (WG Chair)
- Name, Title, JORC
- Name, Title, Organisation
- Name, Title, Organisation
- Name, Title, Organisation

Chair

All meetings will be chaired by a WG JORC member.

Agenda, Minutes and Meeting papers

The agenda, with attached meeting papers, will be distributed by the Project Manager at least five working days prior to the next scheduled meeting. Meetings will be recorded, and minutes taken by the Project Manager.

Frequencies of Meetings

Meetings will be held monthly during July – November, via online Teams meeting link.
If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Proxies to Meetings

Members of the WG will nominate a proxy to attend a meeting if the member is unable to attend. The Project Manager will be informed of the substitution at least five working days to the scheduled nominated meeting. The nominated proxy will provide relevant comments/feedback about the attended meeting to the WG member they are representing.

Quorum requirement

A meeting quorum will be four members of the WG. Decisions made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice). If not possible, WG Chair makes final decision.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by JORC / WG members.