



ONBOARDING STEPS FOR WORKING GROUP MEMBERS

To ensure smooth integration and active participation, the Chairperson should complete the steps below:

Step 1: Formal Welcome and Induction

- Send a welcome message outlining the Working Group's mandate, expectations, and current priorities.
- Share key documents: Framework, past reports, meeting minutes, and governance protocols. For example: Annual Conference summary, Minutes for the last three meetings, WG Charter, Principles for WG Membership Selection and the link to all publicly available documents and communications.

Step 2: Orientation Session

- Organize a virtual or in-person onboarding session before the new member's first official meeting.
- Include introductions, overview of roles, and Q&A with existing members.

Step 3: Peer Support (informal optional)

- Pair new members with experienced ones to guide them through processes and culture.
- Encourage informal check-ins during the first year.

Step 4: Role Clarification and Facilitate Participation

- Clarify expectations for participation (e.g., conference planning, reporting committee, etc.).
- Encourage and help match new members with roles where they can contribute.

Step 5: Feedback and Integration

- After six months, conduct a feedback session to assess onboarding experience.
- Use insights to refine future onboarding processes.