

Working Group Purpose:

A WSBC working group consists of WSBC members collaborating to solve a collective sustainability challenge. These groups aim to foster collaboration, drive innovation in sustainability practices, and address industry-specific challenges. Members meet periodically to share best practices, learn from each other, tackle challenges, and brainstorm new ideas.

Working Group Goals:

At the formation of the group, members will collectively set goals, which will be reviewed annually.

Meeting frequency:

The group will decide on the meeting frequency, with a recommendation for quarterly meetings.

Group Agreements:

 Each group will agree to:

- **Antitrust Compliance:** Avoid discussing competitively sensitive information like strategic plans, pricing, and contract terms.
- **Confidentiality:** Do not share company-specific information discussed within the group ([Chatham House Rules](#)).
- **Step Up/Step Back:** Ensure that all participants have an opportunity to contribute.
- **Recording:** Presentations will be recorded, but discussions will not. Recordings will be stored in the MemberClicks platform.

Group Facilitation:

A WSBC member, alongside WSBC, will facilitate the initial meetings until a Chairperson either volunteers or is nominated. The Working Group Chair will be responsible for:

- Scheduling meetings
- Ensuring meetings are effective, timely, and inclusive
- Setting the agenda in advance
- Holding the group accountable to the executive sponsor

Group Communication:

A communication “circle” will be created in the MemberClicks platform for ongoing discussions between meetings. Within the platform, members can ask questions, share files, and collaborate.