

CCUK Industry Developments and Operations

Sub-Group

Terms of Reference

1. **Introductory matters**

- 1.1. The CCUK Council set up the industry developments and operations working groups in 2005 to engage with the wider membership and provide updates on ongoing CCUK and industry regulatory and policy activity.
- 1.2. Over time, due to the overlap in objectives and work programmes, the two working groups merged into one overall group with one Industry Developments Chair and one Operations Chair.

2. **Overall Objectives of the Industry Developments and Operations Sub-Group**

- 2.1. To inform CCUK members and receive input on CCUK's regulatory and policy programme generally.
- 2.2. To engage with relevant stakeholders at Ofcom, Government departments and industry forums to represent the views of the industry and the CCUK membership. This is done through collaboration on consultation responses and the active lobbying of officials and parliamentarians.
- 2.3. To provide guidance to the wider membership on the implications of new regulations and policies to the industry.
- 2.4. To collaborate on solving industry problems and developing briefing guidance to keep the membership and industry in line with best practice standards.
- 2.5. To deal with technical issues such as communications data retention, emergency location issues, and consultations around new industry standards.

3. **Budget**

- 3.1. The Fraud Sub-Group may spend CCUK resources in pursuit of its Objectives, with approval of the Council.

4. **Declaration of Interests**

- 4.1. All members of the Industry Developments and Operations Sub-Group must declare relevant pecuniary interests (or other conflicts they reasonably believe should be made public) to the Industry and Developments Sub-Group.
- 4.2. A register shall be maintained for recording such interests.

5. **Meetings**

- 5.1. Meetings of the Industry Developments and Operations Sub-Group will take place virtually every quarter, led by the Sub-Group Co-Chairs.
- 5.2. The CCUK Secretariat shall agree dates and times for the meetings with the Industry Development and Operations Co-Chairs.

- 5.3. The CCUK Secretariat shall provide co-ordination and general secretariat support for the Industry Developments and Operations Sub-Group.
- 5.4. Meetings shall be minuted with sufficient detail for a non-attendee to understand the main talking points, conclusions and actions. Such minutes shall be available to all members of CCUK on request.
- 5.5. Meetings shall be video recorded and uploaded to the members' Wiki.

6. Accountability

- 6.1. Members of the Industry Developments and Operations Sub-Group shall provide feedback to the Council upon reasonable request from time to time. The Industry Developments and Operations Sub-Group shall take feedback from the Council and CCUK members.
- 6.2. As a Sub-Group of Council, the Industry Developments and Operations Sub-Group cannot do or cause to be done anything which the Council cannot do under the CCUK Articles of Association.

7. Membership and Voting

- 7.1. All employees, consultants, and contractors of CCUK members may join the Industry Developments and Operations Sub-Group, and there shall be no limit on the number of attendees from a CCUK member, nor on the overall membership of the Industry Developments and Operations Sub-Group.
- 7.2. Members may resign from the Sub-Group. Members can be removed from the Industry Developments and Operations Sub-Group for poor behaviour, with the consensus of the remaining members.

8. Term

- 8.1. The Industry Developments and Operations Sub-Group shall exist until such time as its Objectives are complete, or until disbanded by the Council.

9. Commencement and Variation of the Terms of Reference

- 9.1. These terms of reference were agreed by **XX**, and were ratified by the Council at a meeting on **XX**
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