

Terms of reference

Purpose

1. The TSA Supply Chain Sub-Group will convene a select number of providers and vendors active in the UK Telecoms Security Act community to address specific issues within the supply chain.
2. The Sub-Group will initially identify the key issues facing the sector and challenges we are collectively facing.
3. The Sub-Group will also outline potential opportunities, solutions and recommendations for consideration by the wider TSA Industry Session community, government, NCSC and Ofcom as appropriate.

Objectives:

1. The Sub-Group has agreed to initially produce a discussion paper (format, length to be confirmed).
2. Further objectives and actions may be determined and agreed by the Sub-Group.

Responsibilities

4. Members of the Sub-Group are expected to act in accordance with techUK's Values, as techUK has been appointed as Secretariat and host of this industry group.
5. Members of the Sub-Group will be expected to engage in debate, discussion and deliver outputs as agreed. Members should be ready and willing to openly discuss issues with stakeholders and other members in every Sub-Group meeting, and collectively, hold responsibility for updating the wider TSA Industry Session Community.
6. Key responsibilities include:
 - Providing written input to the Sub-Group deliverables as required: in the first instance this will be the discussion paper.
 - Attending meetings (either in person or online) as required.
 - Sharing insight and information on a non-commercial basis to help feed into the Sub-Group's objectives.
6. Additional responsibilities include:

- Updating the TSA Industry Session Community:
- To foster and maintain an open, transparent and collaborative spirit, members agree to regularly update the Community on activities carried out by the Sub-Group, as appropriate. Updates may also be added to a specific page on the techUK website as to be determined.

Membership

7. Typically, techUK Membership Groups aim to reflect the range of companies, both in terms of sectors and size that are interested in each work programme. They also strive to reflect diversity in all its forms and, in particular, from underrepresented groups across the tech sector. However, it is important to note that: the Sub-Group includes some non-members, and membership of the Sub-Group is by invitation only. This is an exceptional arrangement.
8. If appropriate and agreed by members of the group, stakeholders can be invited to attend meetings.
9. techUK will Chair and host this Sub-Group, unless otherwise directed by industry members.
10. Members will participate in the Sub-Group for a minimum of 12 months.
11. If an individual Sub-Group representative leaves their company then they may remain on the Sub-Group (if members agree), or nominate a colleague from their company to take their place.
12. The Sub-Group will operate a 'Strike' attendance policy. If a member is not present (even with apologies sent) at two or more compulsory meetings during a calendar year that representative will be ejected from the Sub-Group. The Secretariat will have discretion in making a final decision.
13. The Sub-Group shall have the power to create working groups to address strategic issues which require a more detailed input. These working groups will be led by Sub-Group members and comprised – where required – of other invited individuals from the TSA Industry Session Community. The chair of these working groups shall report back to the Sub-Group when requested.
14. All members elected to the board will abide by techUK's Confidentiality and Competition Statement (Annex 1) and techUK's Code of Practice (Annex 2).

Meetings

15. The Sub-Group will meet at least 4 times a year, with further meetings to be scheduled as required/agreed by the membership.
16. Meeting will be minuted by the Secretariat unless a private session is requested and agreed to by the Chair

Secretariat

17. The techUK Secretariat will manage and resource the work of the Sub-Group.
18. The Secretariat comprises of:

Sophie Greaves, Head of Telecoms and Spectrum Policy, Sophie.Greaves@techUK.org
Matthew Wild, Programme Assistant, Matthew.Wild@techUK.org

Annex 1: techUK Confidentiality and Competition Statement

techUK prides itself on running meetings that respect all delegates and speakers' confidentiality where requested.

techUK will always run meetings that are compliant with UK law, especially relating to the prevention of any discussions which may breach competition/ anti-competitive practice and legislation.

Meeting Confidentiality

techUK meetings/ events are run under 3 levels of confidentiality:

1) Open Meetings

No confidential information is to be shared. Participants are free to pass on information and attributed comments from the meeting/ event to any third-party source.

2) Chatham House Rule Meetings

When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use/ pass on information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

3) Confidential Meetings

Where a meeting, or part thereof, is stated as confidential, participants must not pass on any information disclosed without the prior permission of both the Chairperson and the person who provided the confidential information in the meeting.

It is understood that participants may wish to share meeting/ event feedback with colleagues within their own organisations. Participants may wish to report the tenor of the discussion or general principles underlying decisions made, as well as the decisions themselves. However, when reporting back, the specific views of individuals should not be identified.

It is incumbent on participants to ensure that, should feedback be shared within their own organisation, the confidentiality of that information is maintained and those receiving the information have been made aware of the ongoing confidentiality requirements.

It is the responsibility of the meeting Chairperson and/or Secretariat to state under which level of confidentiality a meeting is to be run at the start of any meeting or event. Meeting content/ agendas may be split in terms of the required confidentiality (e.g. part Open, part Confidential).

It is a condition of attendance that all participants abide by the rules of the meeting and respect the confidentiality level requested.

Should any participant feel that they are unable to abide by the confidentiality level requested then they must state this to the Chairperson at the start of the meeting. The Chair will then exercise discretion as to whether to ask the participant(s) to exclude themselves from all/ part of the meeting.

Competition Compliance

All meetings require that all participants abide by the requirements to avoid any activity that may breach competition compliance requirements. Under no circumstances should discussions:

- Include any consensus discussion of individual corporate strategy, market behaviour or pricing policy.
- Extend to any kind of volume or price data (e.g. price levels, discounts, policies, or margins) or customer specific information or other commercially sensitive information such as may enable any of us or our employees to adjust their competitive behaviour.
- Reveal the commercial circumstances or contractual relationship between customers and suppliers.

It is the responsibility of the Chairperson to intervene and halt any discussion that contravenes or may contravene these competition compliance requirements.

General Rules

The notes/ minutes of all meetings should record that this guidance was shared and agreed at the start of the meeting.

Any participants found breaking confidentiality and competition rules may be excluded from future techUK meetings/ events at the discretion of the techUK Membership Committee.

Annex 2: techUK Code of Practice

techUK members including their representatives agree to comply with the following code of conduct. Any attendees at techUK meetings or events, visiting our premises or representing techUK in any capacity, they will uphold techUK's values of:

- **Respect:** for each other, our work and our stakeholders
- **Courage:** when embracing change and transformation
- **Integrity:** honest and genuine through our approach
- **Generosity:** in sharing time and knowledge and celebrating great work
- **Pride:** in our industry and how we represent it

In addition, members and attendees of techUK events agree to:

Conduct business ethically

- Provide clear and precise agreements for the supply of products and services and honour them.
- Honestly represent the functionality of their products and employees' and contractors' skills, experience and status.
- Offer to customers only those people, products and services for which they have appropriate rights and capabilities.

Respect confidential information

- The normal business of techUK will not be based on confidential information but in the event that it is appropriate for confidential information to be needed or useful for such business then members must respect such confidentiality.

Represent techUK transparently

- Act in the interest of the whole membership that is represented, not seeking individual advantage when interacting with stakeholders on behalf of techUK.
- Engage with the wider membership through techUK staff ahead of planned meetings with stakeholders and communicate the outcomes back to the wider membership through techUK-managed member engagement channels.

Be good corporate citizens

- Promote the effective use of technology as an instrument for better outcomes for people, society, the economy and the planet.

- Always act in a proper and respectful manner when working with customers, employees, other companies, techUK staff and the public.
- Avoid disparaging customers, employees, other companies including their products or services, techUK staff and the public.

Respect others

- Ensure that your organisation and employees act in a professional and appropriate manner while participating in all techUK activities. Behaviour or communications in verbal, written or physical form that techUK determines is inappropriate is unacceptable. techUK will expect that the member company or stakeholder organisation addresses it directly with the individual and techUK reserves the right to refuse to allow the individual concerned to take part in future techUK activities or to revoke the company's membership if we do not believe appropriate action has been taken to address it.

Comply with the Code

- Ensure that employees and contractors comply with the Code, behave professionally and provide a high standard of service to customers.
- In accordance with the articles, continued compliance with this is a condition of attending techUK events or offices and the company remaining a member or affiliate of techUK. Members whose staff are found to be in breach of the Code of Practice may have their membership suspended or terminated.

This code can also be found [on the techUK website](#).