Digital Twins Steering Board: Terms of Reference

To be approved by the newly elected Steering Board at the first meeting

Purpose

The role of the Digital Twins Steering Board is to provide strategic direction for techUK's activity on digital twins, ensuring the programme accurately reflects members' priorities.

The Steering Board will identify key opportunities and challenges for acceleration digital twins development in the UK, help to develop techUK's policy priorities, and steer the development of thought leadership activity to promote best practice.

It will support techUK's dialogue with relevant policymakers, civil society organisations, and academic institutions, and represent the wider membership by providing oversight for the work of the digital twins programme.

Responsibilities

All members of the Steering Board are expected to act in accordance with techUK's values (Respect, Courage, Integrity, Generosity, Pride), engage in debate and discussion, and be ready and willing to openly discuss issues with stakeholders and other members in every Board meeting.

The Steering Board will:

1. Steer techUK's digital twins programme and agree priority issues for action around connected digital twins and convergences with new and emerging technologies.
2. Act as an "issue filter" to identify and prioritise issues relevant to the digital twins industry that should be addressed by techUK.
3. Provide industry leadership within relevant policy areas and act as a trusted sounding board for government and policy makers seeking input on digital twins issues.
4. In coordination with the techUK secretariat, engage with external stakeholders and interact with other techUK groups on specific digital twins issues
5. Support techUK in providing an authoritative and recognised voice on all digital twins issues in the UK.

Membership

The Digital Twins Steering Board membership aims to reflect the range of companies, both in terms of sectors and size, and must be drawn from techUK member companies. The Board will comprise of a maximum of 20 members, plus a Secretariat drawn from techUK's Digital Twins Programme.

Membership, including the position of Chair and Vice-Chair, will run for two-year periods on an individual basis. Members will be nominated via an open call to relevant techUK groups, followed by a member vote if necessary. Nominees must be employed by a body that is a member of techUK and should ideally be of senior manager status or above. Only one individual per techUK member company is allowed to sit on the Digital Twins Steering Board at any one time.

After the Steering Board members have been elected, a Chair and Vice-Chair will be elected by the Steering Board members. The member elected as Chair will help to coordinate the outputs of the Board with the techUK Secretariat. The member elected as Vice-Chair will assist and step in in the event of the Chair's absence.

Representatives may be re-elected onto the Board, and there is no cap on how many times they can be re-elected.

The Board will operate a 'Strike' attendance policy. If a member is not present (even with apologies sent) at three or more consecutive meetings during a calendar year, that member will be ejected from the Board. The Chair and the techUK secretariat will have discretion in making a final decision. techUK may appoint additional members on an ad-hoc basis to replace members that leave the Board between elections.

If an individual Board representative leaves their company to join another techUK member, then they may remain on the Board (as long as this does not result in one techUK member company having two representatives on the Board). If they join a company which is not a techUK member they will be required to leave unless the company is in the process of applying for techUK membership.

The Board shall have the power to create sub-groups and working groups to address strategic issues which require a more detailed input. These sub-groups will be led by Board members and comprised, where required, of other invited individuals from the techUK membership. The chair of these sub-groups shall report back to the Board when requested.

Roles and Responsibilities of the Digital Twins Steering Board Chair and Vice-Chair(s)

The Chair of the Digital Twins Steering Board is expected to take on the following responsibilities:

- Chair Steering Board meetings held every other month. If unable to chair the meeting, responsibility for this will be delegated to the Vice-Chair(s).
- Contribute towards securing stakeholders to join Board meetings – this will be done through email correspondence written to the stakeholder by techUK staff and forwarded to the Chair for approval.
- Confirm the minutes of meetings chaired by them before they are sent out
- Support relevant events and thought leadership activities as agreed with techUK.

The Vice-Chair of the Digital Twins Steering Board is expected to take on the following responsibilities:

- Chair Board meetings in the event of the Chair being unable to do so.
- Confirm the minutes of meetings chaired by them before they are sent out.

Meetings

The Board will meet six times a year, with further meetings to be scheduled as required/agreed by the membership. Meetings will be minuted by the Secretariat unless a private session is requested and agreed to by the Chair. Where decisions require a vote, each member has one vote but in the case of a hung vote, the Chair may exercise an additional casting vote.

techUK will also host optional "catch-up" calls between meetings to keep the Steering Board informed on digital twins programme activity and give members an opportunity to give feedback on key issues.

The Steering Board will be transparent both in terms of activity and procedures. Meeting notes and outputs will be available to all members. When meeting content is sensitive the Chatham House Rule will apply.

Secretariat

The techUK Secretariat will manage and resource the work of the Board. The Secretariat comprises of:

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