

Transport and Mobility Steering Board

Terms of Reference

01 June 2025

Purpose

1. The techUK Transport and Mobility Steering Board (“the Board” or “TMSB”) will provide strategic direction for all techUK activities related to smart transport, including:
 - Discussing and confirming policy and activity priorities for the techUK’s transport and mobility work programme;
 - Setting techUK’s overall positioning in transport and mobility activity;
 - Working with Government to promote a permissive policy and regulatory environment that stimulates the growth of smart transport infrastructure and mobility solutions; and

Membership of the Board

2. techUK Steering Boards should try to reflect the range of companies, both in terms of sectors and size that are interested in each work programme. Two Board members will be appointed co-Chairs to help coordinate its output with techUK’s secretariat.
3. The Board will comprise approximately 20 members – plus the techUK Secretariat – drawn from techUK’s Smart Infrastructure and Systems Programme and will include input from techUK colleagues from other programmes on an ad hoc basis. Members of the Board must be employed by a body that is a member of techUK and should ideally be of manager status or above. If appropriate and agreed by members of the Board, relevant stakeholders can be invited to attend meetings.
4. Membership, including the co-Chairs, will run for a two-year period. Members will be nominated via an open call to relevant techUK groups, followed by a programme member vote, if necessary.
5. The Secretariat may introduce membership categories (based on relevant factors such as company size, policy interest, etc) to ensure a diverse spread of Board members. During the two-year term, the Secretariat may co-opt new members to the Board for the same purpose.
6. Only one representative from one company may sit the Board at any one time. Board members (and companies) may be re-elected onto the Board, and there is no cap on how many times they can be re-elected.

7. Relevant techUK Working Groups (such as the Self-Driving Vehicles Working Group and the Rail Policy Working Group) will report to the Board, and the Board may recommend the creation of other such Working Groups in order to address strategic issues which require a more detailed input.

Responsibilities of Members of the Board

8. Members of the Board will engage in debate and discussion. Members should be ready and willing to openly discuss issues with stakeholders and other members in every Board meeting, and must be willing and able to devote time to responding to requests for guidance and input from the Secretariat.
9. The Board will operate a 'strike' attendance policy. If a member is not present (even with apologies sent) at three or more compulsory meetings during a calendar year, that company will be ejected from the Board. The Chair and Secretariat will have discretion in making a final decision.
10. Key responsibilities include:
 - Steering the transport and mobility work programme and agreeing priorities for action;
 - Defining the policy responses required for a given issue – wider programme member views will also be sought;
 - Providing an authoritative and recognised voice for the industry;
 - Representing the interests of techUK members in industry forums, standards bodies, platform operators and other stakeholders;
 - Developing a speaker-led programme covering important industry issues.

Meetings

11. The Board will meet at least four times a year, with further meetings to be scheduled as required/agreed by the membership and the Secretariat.
12. Meetings will operate under the Chatham House Rule when necessary.

Secretariat

13. The techUK Secretariat will manage and resource the work of the Board. Contact Robert Price (Programme Manager, Transport and Mobility on robert.price@techuk.org)