CISC: Terms of reference

Purpose

1.   The techUK Communications Infrastructure and Services Council will provide strategic direction for all techUK activities related to the Communications Infrastructure and Services Programme.

2.   The Communications Infrastructure and Services Council will support the Programme in:

Representing techUK's telecoms members as the collective voice of telecoms policy in the UK, holding both government and regulators to account as well as shaping the major industry decisions for future network development, which will underpin growth, competition and digital inclusion across the economy.

- Continue to lead regular engagement with key stakeholders and decisionmakers on the challenges, opportunities and developments facing the UK's telecoms sector

- Enable telecoms businesses to build relationships with each other, enhancing the industry through innovation that is commercialised and optimised

Responsibilities

3.   Members of the Council are expected to act in accordance with techUK's Values (Respect, Courage, Integrity, Generosity, Pride).

4.   Members of the Communications Infrastructure and Services Council will be expected to engage in debate and discussion. Members should be ready and willing to openly discuss issues with stakeholders and other members in every Council meeting.

5.   Key responsibilities include:

Steer the Communications Infrastructure and Services Programme and agree priorities for action with a work plan developed on an annual basis;

- Define the policy responses required for a given issue – wider programme member views will also be sought;

Represent the interests of techUK members in political/policy meetings, industry forums, standards bodies, and other stakeholder engagement activity.

6.   Additional responsibilities include:

- Thought leadership:

- To raise the profile of the Communication Infrastructure and Services Council, members of the Council are requested to contribute to techUK's thought leadership outputs, including reports and insights during the Programme's Campaign weeks.

Membership

7.   techUK Membership Groups aim to reflect the range of companies, both in terms of sectors and size that are interested in each work programme. It will also strive to reflect diversity in all its forms and, in particular, from underrepresented groups across the tech sector. One member will be appointed as Chair to help coordinate its output with techUK Secretariat, there will also be two Vice-Chairs to support the Chair.

8.   The Council will comprise approximately 25 members, plus Secretariat drawn from techUK's Communications Infrastructure and Services Programme. Members of the Council 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 group, stakeholders can be invited to attend meetings on a regular basis.

9.   At least 5 members are designated from an SME. *An SME is defined as: The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro (£41m), and/or an annual balance sheet total not exceeding 43 million euro (36m).* SME User Guide, European Commission.

10.   Membership, including the 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. Only one individual per techUK member company may be on the Council.

11.   If an individual Council representative leaves their company to join another techUK member then they may remain on the Council (as long as this doesn't result in a techUK member company having two representatives). If they join a company which is not a techUK member they may remain on the Council for 3 months, after which they will be required to leave unless the company is in the process of applying for techUK membership.

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

13. The Council 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 Council. Members can send appropriate deputies in absence, but this is not encouraged and will align with the 'Strike' attendance policy. The Chair and Secretariat will have discretion in making a final decision.

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

Meetings

15. The Council will meet (in person and/or online) at least four times a year, with further meetings and/or calls to be scheduled as required/agreed by the membership.

16. Meetings will be minuted by the Secretariat unless a private session is requested and agreed to by the Chair.

Decision-making process

17. When techUK member funds are being used to commission work, a high level of consensus is required.

18. When developing a position, the Secretariat will only develop an outline once at least ten members of the Council have indicated a willingness to participate.

19. Policy positions require a lower level of consensus although techUK is at its strongest when it speaks with one voice. There will be times when consensus cannot be reached given the different viewpoints present in the Council. In the first instance, the Secretariat will seek to set out the various positions, however it will not look to quantify those differences. If the Council is particularly divided – or if there is significant opposition to developing a position, the secretariat in conjunction with the Chair will make a decision on whether a public position would play a role in ensuring techUK remains a relevant, influential and credible voice.

Secretariat

20. The techUK Secretariat will manage and resource the work of the Council.

21. The Secretariat comprises of:

Sophie Greaves, Head of Telecoms and Spectrum Policy (currently on Maternity Leave)
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