

techUK AI and Data Analytics Leadership Committee: Terms of Reference

Purpose

The role of the AI and Data Analytics Leadership Committee is to represent and provide the voice of the UK AI and data analytics industries. It will provide strategic direction for techUK's AI and Data Analytics work programme, ensuring the programme accurately reflects members' priorities.

The AI and Data Analytics Leadership Committee will identify key opportunities and challenges that need to be addressed to develop the UK AI and data analytics market. It will steer the development of thought leadership campaigns and engage in dialogue with relevant policymakers, civil society organisations and academic institutions.

The Leadership Committee will be the single point of oversight for all AI and data analytics activities within techUK and will contribute to the planning of the AI and data analytics work programme.

Responsibilities

The Leadership Committee will:

- Steer techUK's AI and Data Analytics work programme and agree priority issues and areas where specific action is needed to increase the adoption, deployment and use of AI and data analytics services across both the public and private sector.
- Act as an "issue filter" to identify and prioritise issues relevant to the AI and data analytics industry that should be addressed by techUK.
- Lead the responses required within relevant policy areas and act as a trusted sounding board for government and policy makers seeking input on AI and data analytics issues.
- Work directly with external stakeholders and interact with other techUK groups on specific AI and data analytics industry issues.
- Provide an authoritative and recognised voice on all AI and data analytics issues in the UK

Membership

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 AI and Data Analytics Leadership Committee at any one time.

After the Committee members have been elected, a Chair and Vice-Chair for the Leadership Committee will be elected by the Committee members. The Chair and Vice Chair of the AI and Data Analytics Committee will be elected on a two-year tenure.

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

The Committee will operate a 'strike' attendance policy. If a member is not present (even with apologies sent) at two or more consecutive quarterly meetings, that member will be ejected from the Committee. The Chair and the techUK secretariat will have discretion in making a final decision.

If an individual Committee representative leaves their company to join another techUK member, then they may remain on the Committee (as long as this does not result in one techUK member company having two representatives on the Committee). 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.

Role and Responsibilities of the AI and Data Analytics Leadership Committee Chair and Vice-Chair

The Chair of the AI and Data Analytics Leadership Committee is expected to take on the following responsibilities:

- Chair Leadership Committee meetings held once a quarter. If unable to chair the meeting, responsibility for this will be delegated to the Vice-Chair.
- Contribute towards securing stakeholders to join Committee meetings – this will be done through email correspondence written to the potential stakeholder by techUK staff and forwarded to the Chair for approval.
- Confirm the minutes from the meeting chaired by them before they are sent out.
- Be prepared to be a vocal public spokesperson and represent techUK at internal and external events as and when appropriate.

The Vice-Chair of the AI and Data Analytics Leadership Committee is expected to take on the following responsibilities:

- Chair Group meetings in the event the Chair of the group is unable to do so.
- Confirm the minutes from any meeting chaired by them before they are sent out.
- Be prepared to be a vocal public spokesperson and represent techUK at internal and external events as and when appropriate.
- Deputise for the Chair in any of their duties outlined above when the Chair is unable to perform them.

Meetings

The AI and Data Analytics Leadership Committee will meet quarterly. 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. Working groups formed to address specific issues will meet on an ad-hoc basis as required.

The AI and Data Analytics Leadership Committee will be transparent both in terms of activity and procedures. Leadership Committee meeting notes and outputs will be available to members. When meeting content is sensitive the Chatham House Rule will apply.

Secretariat

The techUK secretariat will manage and resource the work of the Leadership Committee and its working groups.