

## UK Advisory Board Terms of Reference

### Introduction

This document sets out the operating practice for the Institute for Systems Engineering (IfSE) UK Advisory Board (UKAB).

### Aim

The aim of the IfSE UKAB is to provide a platform for industry, government and academia to influence the direction of Systems Engineering development and best practice.

### Objectives

The objectives associated with the Advisory Board's aim can be identified as four functions:

**1. Advise**

Provide advice to the IfSE Council, UKAB member organisations and Systems Engineering stakeholders in matters relating to Systems Engineering within the UK

**2. Promote**

To promote the development, understanding and application of Systems Engineering throughout the UK

**3. Support**

To endorse and support the development, execution and management of the IfSE Strategy and associated objectives

**4. Challenge**

To challenge and influence, where appropriate, the direction of IfSE for the benefit of Systems Engineering within the UK

**5. Communicate**

To enable and support communication with other Institutions / Professional Bodies and the wider international Systems Engineering community and INCOSE

Views expressed by the UKAB do not necessarily reflect the policy of IfSE Council.

UKAB members will encourage IfSE membership and participation from members of their organisations.

### Membership

The UKAB is comprised of representatives from subscribing organisations. Each organisation is responsible for the identification of its representative (POC).

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The subscribing organisations are approved by the IfSE Council.

A representative from the IfSE Council to provide liaison between both bodies is invited to attend ordinary UKAB meetings, (normally this will be the IfSE President-Elect).

Others may attend the UKAB meeting by invitation from the UKAB Chair.

Views expressed by members of the meeting do not necessarily reflect the policy of their sponsoring organisation.

Should it be felt that there is a conflict of interest where Members are overtly marketing their organisation's products or services, a decision may be made by UKAB to revoke their membership.

Membership of UKAB implies no specific obligation.

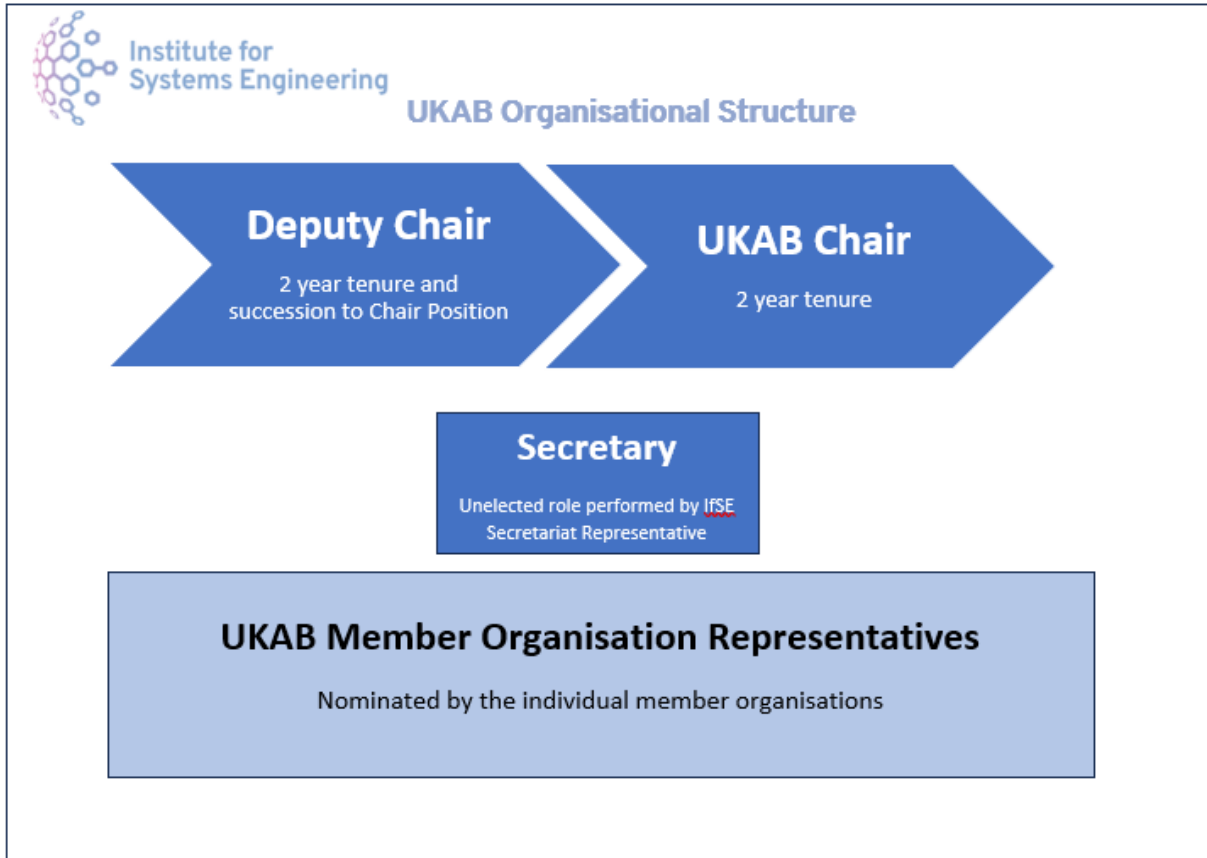
## UKAB Positions

The following roles are required within UKAB:

- Chair
- Deputy Chair

The organisation of UKAB and the structure / requirements for these roles is illustrated below and described in the following sections.

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### Overview of positions

#### Chair

The role of IfSE UKAB Chair exists to ensure that the UKAB meets its Terms of Reference, and that all members of the UKAB have an equal opportunity to express the opinion and needs of their home organisation. It is desired that the UKAB Chair is a joint member of INCOSE and IfSE.

The UKAB Chair must be a current UKAB member organisation representative.

The position of UKAB Chair has a two-year tenure.

Further details of the role are given in the IfSE UKAB Chair – Terms of Reference (IfSE-TS-GOV-025) and IfSE UKAB Roles & Responsibilities (IfSE-PY-UKAB-077)

#### Deputy Chair

The role of IfSE UKAB Deputy Chair exists to ensure that an in-coming Chair has sufficient time to understand the role of IfSE UKAB Chair and therefore ensure a continuation of leadership when taking over the role. It is desired that the Deputy UKAB Chair be a joint member of INCOSE and IfSE.

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The Deputy Chair must be a current UKAB member organisation representative.

The Deputy UKAB role will transition into the UKAB Chair role. The role is established the term of both posts will be 2 years. Therefore, candidates must note this is a 4-year commitment.

Further details of the role are given in the IfSE UKAB Deputy Chair – Terms of Reference (IfSE-TS-GOV-027) and IfSE UKAB Roles & Responsibilities (IfSE-PY-UKAB-077)

### Secretary

The role of IfSE UKAB Secretary is to ensure that the administrative and organisational aspects of the UKAB are addressed.

This role is performed by the IfSE Secretariat

Further details of the role are given in the IfSE UKAB Roles and Responsibilities.

### Election to roles

The Deputy Chair will be elected by the UKAB Member organisation representatives immediately prior to the end of tenure of the current UKAB Deputy Chair who will automatically become UKAB Chair at the end of the current UKAB Chair's tenure.

The Secretary role is performed by the IfSE Secretariat; therefore, no election is required.

## Management of Meetings

Meetings are to be held at least 3 times per year; the next meeting date and venue being agreed by consensus during the meeting.

In the absence of the Chair, the Chair will designate, in advance, a deputy from UKAB members, or failing that, the members present will agree a Chair for the duration of the meeting. The first choice of deputy will be the Deputy Chair.

The role of Secretary is performed by the IfSE Secretariat. Where possible, the same individual will act as secretary; however, in the case of their absence a deputy will be provided by the IfSE Secretariat.

### Meeting agenda and Minutes

The agenda for each UKAB meeting will be agreed between the Chair, Deputy Chair and Secretary. The agenda will be circulated prior to the meeting. Any UKAB member can submit items for inclusion in the agenda.

The secretary will prepare the minutes of the meetings and circulate to:

- UKAB members
- IfSE Council Members

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Minutes will be approved at the subsequent meeting.

### IfSE Joint Meeting

At least one combined UKAB / IfSE Council strategy meeting will be coordinated per year, to which all UKAB members will be invited.

### Liaison between UKAB and IfSE Council

The UKAB will formally submit recommendations to the IfSE Council the meeting report.

The UKAB will receive, discuss, and respond to requests made by the IfSE Council.

A representative from the IfSE Council is invited to attend ordinary UKAB meetings, (normally this will be the IfSE President-Elect).

The UKAB Chair will have a seat at IfSE Council meetings.

Additional seats are available for UKAB representatives to attend the IfSE Council meetings. These additional seats are offered at the following rate:

- 1 to 19 UKAB members = Chair
- 20 to 29 UKAB members = Chair plus one other
- 30 to 39 UKAB members = Chair plus two others
- 40+ UKAB members = Chair plus three others

The additional UKAB representatives to attend the IfSE Council meetings will be decided during the UKAB meeting prior to the Council meetings.

### Working Groups

Members of the UKAB may nominate staff from their organisations to join working groups set up by IfSE. The UKAB can request reports from the Chairs of such working groups.

The UKAB may suggest topics for UK working groups to the IfSE Council, for their consideration and approval.

In the event that the IfSE Council does not support a suggested working group, then the UKAB may set up its own working groups as it deems appropriate. Such working groups will report to the UKAB. Membership of such working groups is limited to members of the UKAB unless otherwise agreed by the UKAB.

### Attendance

In situations where a vote is required, then the meeting shall have a quorum if more than 1/3 of the members are present or in telephone contact.

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Otherwise, such decisions are postponed to a later meeting, or an electronic voting action is put in place, if the decision is needed prior to the next meeting.