

Terms of Reference

UCAS Progress Advisory Group

February 2017

Purpose:

The purpose of the UCAS Progress Advisory Group is to provide UCAS with a robust and representative voice of its customers of the UCAS Progress scheme. To enable consultation with the sector, and to advise and make recommendations to UCAS on proposed changes to products and services relating to the UCAS Progress scheme.

The Group will:

- Be strategic, operational and advisory in nature with the purpose of providing specialist, scheme-specific advice to UCAS.
- Represent sector interests and ensure that the impact of operational changes are anticipated and adequately communicated to institutions, customers and other stakeholders.
- Contribute ideas and proposals for process improvements and system developments.
- Consider and help prioritise changes to be made to UCAS products and services.
- Help UCAS understand the way changes impact processes, procedures and practices within providers.
- Consider the costs and benefits of potential changes.
- Act as a key group for consultation related to change in UCAS products and services.

Membership Composition:

- The Group is expected to comprise no more than 15 members.
- Membership of the Group will be drawn from a range of provider types within UCAS Progress membership (including relevant geographical areas), reflecting differing experiences and expertise.
- Members should normally be appointed for a maximum term of four years.

- Opportunities for new members will be made available on the UCAS Progress webpages and communicated through other appropriate channels.
- Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the Group through non-attendance.
- Members who resign or who have been automatically resigned from the Group should be replaced at the next annual cycle of replacement.
- The Group elects its own Chair from among its members that have served a minimum of one year. The elected members will normally serve for two years as Chair.
- Members of the Group and their Chair will be listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference, and meeting minutes. This information will also be made available on the UCAS Progress webpages.

Member Responsibilities:

- Members are expected to act as representatives of the sector and to reflect the views of the community and its stakeholders.
- If members are unable to attend a meeting they must seek permission from the Chair before sending an alternative representative.
- Members are expected to feedback to the sector through their own networks and user groups.
- Members are expected to sign and abide by the data confidentiality agreement with regards to any operational data that is shared with them.
- The UCAS Progress Advisory Group can establish sub-groups and short-life working groups. Membership of these groups may go beyond the UCAS Progress Advisory Group, to include others with expertise or special interests who can contribute to the work of the Group.
- The work of the sub-groups and working groups will be a standing item on the Groups agenda where relevant, and reports will be received on progress and issues. Terms of Reference and membership of the Sub-Groups should be provided to the UCAS Progress Advisory Group for information and comment.

Secretariat:

UCAS will provide the secretariat to support this meeting who shall endeavor to ensure that:

- Minutes are circulated four weeks after each meeting and subsequently published on the UCAS Progress website.
- Agendas and papers are received by all members ten working days prior to meetings.
- Meetings are scheduled six months in advance.
- Members of the Group and their Chair are listed on the Groups & Forums sections of the UCAS and UCAS Progress web pages, along with terms of reference, agendas and meeting minutes.

Proceedings:

There will be up to 2 meetings per year of the Group, usually in May and October, dates for these meeting will be planned at least 6 months in advance.

Meeting agendas will be set and agreed with the Chair.

Minutes will be approved by the Chair and then the Group via email prior to them being posted on the UCAS website.

Confirmed minutes of meetings will be circulated to the Group and published on the Groups & Forums section of the UCAS and UCAS Progress website. Notification of the availability of minutes will be included in the earliest available providers' newsletters.