

## Terms of Reference

### Technology Group

February 2016

#### **Purpose:**

To represent university and college interests with respect to technology aspects of UCAS admissions products, systems and services and to ensure that any changes are anticipated and adequately communicated to institutions and their third-party software suppliers. To strive towards openness and transparency as far as commercially possible.

The Technology Group will:

- Investigate the technical implications of future changes for UCAS products, systems and services including Conservatoires, UCAS Teacher Training, the UCAS undergraduate scheme and UKPASS.
- Make recommendations to the scheme Advisory Groups and UCAS about the implementation of changes including the proposed approach, alternative approaches, time scales and risk relating to technology matters.
- Represent end-user institutions and act as a channel of communication and consultation in order to:
  - Improve understanding between UCAS, the technology community<sup>1</sup> and member institutions
  - Facilitate the transition from existing processes to new ones
  - Assist in reinforcing the understanding within UCAS of the way in which changes made have an effect on processes, procedures and practices operated by member institutions.
  - Work with UCAS to move towards the use of fully electronic interfaces with member institutions where applicable and to determine alternative processes where these are not practicable.
  - Contribute significantly to the dialogue with admissions business users to ensure that the full impact of any change is articulated and assessed.

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<sup>1</sup> Software providers and in house systems  
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- Report findings, concerns and recommendations to the UCAS Scheme Advisory Groups and UCISA Corporate Information Systems Group (CISG).
- Recommend best practice and industry standards where appropriate.
- Liaise as appropriate with 3<sup>rd</sup> party suppliers (software houses) and in-house development teams.

### **Membership:**

The membership of the Technology Group will comprise representatives drawn from a range of UCAS HE providers, reflecting a variety of experiences and expertise in the use of electronic interfaces. Representatives of third-party suppliers will be excluded from the group but may be invited to provide input or ad-hoc consultative support on specific issues.

The Technology Group will be chaired by a nominated representative from a UCAS HE provider. The Chair's term of service shall be two years.

The UCAS Technology Group elects its own Chair from among the representatives that have served a minimum of one year.

The process for election of a new Chair will start at least one meeting prior to the incumbent Chair's last meeting. Nominations for Chair will be proposed and seconded by advisory group members and the nominee should indicate willingness to serve. Elections can take place virtually.

The incumbent Chair will be able to sit on the group for the remainder of their 5 year term.

The term of membership of this group and will normally be renewable for up to 5 years.

Membership of the group will be reviewed on an annual basis to ensure that membership remains as representative and appropriate as possible. Membership sits with the provider. If a member resigns from the group prior to the end of their 5 year term, the provider can nominate a replacement.

Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the group through non attendance.

Opportunities for new members will be made available on the UCAS website and communicated through the appropriate channels including targeted communications at the technology community.

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, meeting minutes and papers.

There will be 2-4 physical meetings per year, facilitated on a rotational basis between UCAS and a provider's institution, supplemented by virtual meeting arrangements (teleconferencing) as required.

### **Responsibilities:**

- Members are expected to act as representatives of the sector and to reflect the views of the community.
- Members are expected to feedback to the sector through their own networks and user groups.
- If members are unable to attend a meeting they must seek permission from the Chair before sending an alternative representative.
- If members wish to submit an item for the agenda, this must be submitted fifteen working days before the next meeting to due to take place.
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
  - Minutes are circulated four weeks after each meeting.
  - Agendas and papers are received ten working days prior to meetings.
  - Events are calendared six months in advance.

