

TECHNOLOGY ADVISORY GROUP

TERMS OF REFERENCE

JULY 2021

Security marking: PUBLIC

Document owner: Provider Engagement Coordinator

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 Advisory Group will:

- > Investigate the technical implications of future changes to all UCAS products, systems and services that impact on admissions and recruitment at higher education providers. This will include participating and piloting products with UCAS where applicable.
- > 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 and member institutions
 - Facilitate the transition from existing processes to new ones
 - Adding value to UCAS and reinforcing the knowledge 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 support all HEPIs in utilising fully electronic interfaces. Members are encouraged to aid and support other providers where knowledge is held for the betterment of technology utilised within the sector.
 - Contribute significantly to the dialogue with admissions business users to ensure that the full impact of any change is articulated and assessed.
 - Recommend best practice and industry standards where appropriate.
 - Liaise as appropriate with 3rd party suppliers (software houses) and in-house development teams.

Membership Composition

The membership of the 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 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 Advisory 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 3 year term.

The term of membership of this group and will normally be renewable for up to 3 years.

Membership of the group will be reviewed on an annual basis to ensure that membership remains as representative and appropriate as possible.

If members are unable to attend a meeting they must seek permission from UCAS before sending an alternative representative. Subject expert colleagues can be invited to the Group if required.

Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the Group through non-attendance. This will be reviewed on a case-by-case basis.

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.

Membership Responsibilities

- > The Groups members would be expected to devote the required time to the role.
- > Members should have an ongoing awareness of the Group and its recent discussions.
- > Members are expected to engage and make a contribution to discussions at the Group meetings and other relevant activities.
- > Members are expected to feedback to and seek views from their own networks.
- > If members wish to submit an item for the agenda, this must be submitted ten working days before the next meeting to due to take place.

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 website.
- > Agendas and papers are received by all members seven working days prior to meetings.
- > Meetings are scheduled six months in advance.
- > Group members school, college or university will be listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference and meeting minutes.

Proceedings

- > The Group will meet a minimum of three times a year.
- > There will be at least 1 physical meeting per year, facilitated on a rotational basis between UCAS and a provider's institution, and two virtual meetings. Additional meetings will be arranged in between formal meetings if required.
- > Meetings will usually be held in February, June and October.
- > Meeting agendas will be set and agreed with the UCAS Group Owner and Chair, members will have the opportunity to submit items for discussion.
- > Minutes will be approved by the UCAS Group Owner 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 website.