

WORKGROUP TERMS OF REFERENCE

MEETING NAME	BSC Panel
Date of meeting	15 January 2015
Paper number	232/04
Owner/author	Adam Lattimore
Purpose of paper	For Decision
Classification	Public
Summary	The Terms of Reference for Workgroups has been updated to include clarity on where a Group is quorate. The Panel is invited to approve this latest version.

1. Background

- 1.1 The 'Modification Workgroup Terms of Reference' (ToR) provides detail on the working practice of Workgroups and describes how the obligations in BSC Section F are fulfilled.
- 1.2 The ToR has never clearly defined a suitable level of participation in order to make a Workgroup quorate. With increasing levels of change, and increasing pressure on the time of Workgroup members, the matter of quoracy in meetings has recently become an issue.
- 1.3 In order to ensure a robust process is followed when progressing a Modification the ToR has been updated to reflect that:
 - In addition to the Proposer a Workgroup shall comprise of at least 5 members who have volunteered and have relevant experience and/or expertise in the areas forming the subject matter of the Modification Proposal(s) to be considered by the Workgroup;
 - A meeting of the Workgroup is quorate if at least two thirds (minimum 4) of voting Workgroup members are present in the room or on the telephone (or equivalent); and
 - A Workgroup member may only vote if they have attended at least 50% of the Workgroup meetings in person or via teleconference.
- 1.3 Due to the work currently being undertaken on Section F and the change process in general it is likely that the ToR will need to be amended later in the year to reflect any changes that come out of that review. However, we believe it is prudent for the Panel to approve these ToR for use in the interim.

2. Recommendations

- 2.1 We invite you to:
 - a) **APPROVE** the attached Modification Workgroup Terms of Reference for use with immediate effect.

Attachments

Attachment A – Modification Workgroup Terms of Reference

For more information, please contact:

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