Technical Advisory Group Terms of Reference

Title

1.1   The group will be known as "the edoc TAG".

Purpose

1.2   The purpose of the group is to improve the uptake, correct use and user experience of edoc by:

- feeding back to the edoc management board on experience of using edoc, in particular identifying any problems and areas for improvement but also highlighting areas which have worked well
- acting as a sounding board on the management board's proposals for future development of the edoc system

1.3   The group will be established and meet for the first time in 2014 and will last for as long as the edoc system is in operation.

1.4   The group will be an advisory group not a decision-making group.

Membership

1.5   The group will consist of no more than 20 individuals, representing the different interests in edoc including a maximum of:

- seven representatives from the waste management industry, covering a range of activities including collection, disposal and brokerage
- five representatives from waste producers, covering a range of sectors
- three representatives from local authorities, covering a range of authority type and size
- two representatives with an interest in data, including one from the cross-nation waste data reporting group and at least one waste infrastructure planner
- three other representatives

1.6   The group will also contain representatives from the edoc management board and the edoc operator.

1.7   Members will be expected to devote a minimum of two working days and a maximum of five working days per annum to the group. There will be no facility to claim back travel and subsistence expenses.

1.8   A call for interest for members will be issued every two years by the edoc management board. Interested individuals will be required to submit an expression of interest which will consist of a brief statement setting out the nature of the interest in edoc and a statement of their commitment. At least three members of the edoc management board will receive the expressions of interest and assess them according to the criteria set out below:

1. Fit with the categories of membership, as set out in paragraph 1.5 (pass/fail)

2. Ability to contribute to the purpose of the group, as set out in paragraph 1.2, based on their statement of interest (score out of 10)
3. Ability to commit the required time to the group, as set out in paragraph 1.7, based on their statement of commitment (score out of 10)

1.9 Members may resign at any time and may be replaced at the discretion of the edoc management board from the pool of individuals who had expressed an interest in the most recent call, or, if there are no unappointed individuals remaining, by a further call for interest. The management board will have discretion to replace an individual member where s/he has not attended two consecutive meetings and there has been no substantive input into any debates.

1.10 Where there are insufficient expressions of interest in any of the categories of membership, the edoc management board may at its sole discretion appoint additional members in other categories of membership.

1.11 There is no restriction on length of membership or the number of times an individual may be appointed to the group.

Working methods

1.12 A secretariat will be provided by an organisation nominated by the edoc management board. This could be one of the organisations that own edoc, the edoc operator or a third party organisation. The secretariat will determine the agenda in discussion with the edoc management board and solicit views from members. Agendas will be issued 10 working days in advance of a meeting. The secretariat will take minutes and issue them to members within 10 working days of a meeting.

1.13 The group will meet at least six monthly. Correspondence by email or teleconference may be appropriate if issues arise between meetings.

1.14 Sub-groups may be convened where appropriate by the group.

1.15 An on-line project management system will be established by the secretariat (e.g. Sharepoint/Basecamp/Huddle) and all members will be assigned access. Members will be responsible for ensuring this system is not abused. Documents will be made available through this portal only, except in exceptional circumstances. This is to minimise email traffic and paper use.

1.16 Members will treat all items as non-confidential and may share them within their own organisations and professional networks. This is except where they are marked as being confidential in which case they will not be shared outside the group.

Review

1.17 These terms of reference will be reviewed every three years by the edoc management board taking views from members of the group.

1.18 This is version 3 of the document and it was last revised on 11 February 2014.