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BIC TASK & FINISH WORKING GROUPS (T&FWGs) Terms of Reference

As the need arises BIC Committees will appoint T&FWGs to address specific issues brought to light either in Committee meetings or by other means. These T&FWGs will report into the relevant BIC Committee and will be made up of BIC Members who are deemed by the Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC Member as a one-off (taster) after prior agreement with the Chair and BIC's Executive Director.

Remit and responsibilities of BIC T&FWGs:

- To research, address and find a solution to any issue brought to it by the relevant BIC Committee
- To agree with the BIC Committee and adhere to a timeline for completion of work (if/as appropriate)
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry
- To provide a regular monthly status bulletin to the relevant BIC Committee
- To work with and understand any dependencies that may exist with other BIC T&FWGs
- To report any delays/risks to schedule immediately to the Chair and BIC's Executive Director.
- To nominate a T&FWG Leader

BIC T&FWG Members:

The responsibilities for all BIC T&FWG members are as follows:

- To attend every meeting – where 2 consecutive meetings are missed the T&FWG may consider it appropriate for someone else to attend, either from the same organisation or from another organisation.
- Should a member leave their own organisation, the Committee and/or T&FWG will arrange a replacement. This will be on the understanding that the Committee and T&FWG still want representation from the organisation in question.
- To commit to sitting on the T&FWG for the term agreed – this will vary between Groups depending on the nature of the work.
- Be willing and able to devote time to carry out work required by the T&FWG.
- To report the T&FWG's activities back to their own organisation and return feedback (within the limits of confidentiality)
- To maintain appropriate confidentiality at all times, especially with regards minutes and any other documentation.
- Generally promote the work of BIC.

BIC T&FWG Leaders / Chairs:

The responsibilities of all BIC T&FWG Leaders are as follows:

- To agree (where appropriate/possible) with the relevant BIC Committee, a schedule for completion of work
- To schedule and run effectively all T&FWG meetings as required in order to achieve the goals set by the BIC Committee and to book venues. Where meetings are held in the CLIP Building, liaise with BIC's Executive Director to arrange at least 2 weeks before the meeting.
- To ensure actions are assigned appropriately at each meeting and followed up on.
- To ensure minutes are taken and circulated to the T&FWG in a timely fashion.
- To alert the relevant BIC Committee's Chair and the BIC Executive Director if there are any issues with either:
 - a) work not moving along at the agreed pace
 - b) lack of attendance, or input from attendees, etc.
- To appoint and train a Deputy Leader to cover in times of absence.
- To share & communicate the BIC T&FWG's activities with their own organisation.
- To ensure assigned actions are carried out to schedule.
- To maintain appropriate confidentiality at all times and especially with regards minutes and any other documentation. To ensure all members of the T&FWG do the same.
- Generally promote the work of BIC.

Frequency of T&FWG Meetings

The T&FWG Leader will ensure sufficient meetings are scheduled so that the project/brief is delivered on time. BIC will help with this.