

inspiring success



Technical Advisory Board (TAB)

Terms of Reference

CONTENTS

1.	TECHNICAL ADVISORY BOARD.....	3
2.	STRATEGIC PLAN ALIGNMENT.....	5
3.	AUTHORITY.....	5
4.	REPORTING.....	5
5.	MEMBERSHIP AND COMPOSITION	6
6.	TERMS OF OFFICE	6
7.	SECRETARIAT	6
8.	MEETINGS.....	6
9.	QUORUM.....	7
10.	REVIEW DATE.....	7
11.	VERSION CONTROL	8

1. TECHNICAL ADVISORY BOARD

1.1 Role

To provide technical advice, to guide research, and to work with National Office to manage the portfolio of activities that relate to technical matters, including:

- Identifying priority areas for ACS to develop technical policy and/or technical advocacy positions;
- Work with National Office to develop ACS technical policy positions;
- Ensuring that the mix of activity within the portfolio aligns with the ACS Strategic Plan;
- Identifying priority areas for ACS' participation in external technical committees and working groups;
- Recommending projects, activities and structures within the portfolio that will most effectively deliver the Strategic Plan outcomes;
- Identifying and seeking approval for suitable volunteer experts to contribute advice to activity within the portfolio;
- Identifying and fostering succession for contributing experts;
- Monitoring the effectiveness and outputs of activity within the portfolio;
- Undertaking activities where it is most effective for TAB members to do so, and;
- Liaise with external bodies on behalf of the ACS, consistent with any relevant guidance.

In undertaking this role, the TAB will establish five committees as described below:

1.2 COMMITTEE – ARTIFICIAL INTELLIGENCE (AI) ETHICS

Role

- Developing a framework to explore questions of Ethics in AI
- Unemployment - What does task automation mean for the future workforce?
- Inequality. How do we distribute the wealth created by machines?
- Artificial stupidity. How can we guard against mistakes?
- Racist robots. How do we eliminate AI bias?
- Singularity. How do we stay in control of a complex intelligent system?
- Autonomous weapons - a weapon system(s) that, once activated, can select and engage targets without further intervention by a human operator

1.3 COMMITTEE – BLOCKCHAIN

Role

- Identification and adoption of a reference framework
- Blockchain Governance and Risk Framework
- Blockchain Technical and Non-Functional Characteristics
- Implications of Smart Contracts
- Blockchain Integration and Interoperability

1.4 COMMITTEE – CYBER SECURITY

Role

- Monitoring new technologies as they appear
- Monitoring and review of Cybersecurity Professional maturity models
- Identification of vulnerabilities for selected industry segments
- Ongoing “disruptive technology” road mapping exercise
- Identification of catalysing opportunities (policy or funding)

1.5 COMMITTEE – DATA SHARING

Role

- Promoting or executing the process of defining appropriate workflows and data management techniques for data end-users with varying levels of trust, for various datasets with varying levels of sensitivity
- Monitoring new technologies as they appear and recommending them for further investigation by relevant groups
- Developing a Data Sharing benefits framework for Australia
- Identification of the catalysing opportunities (policy or funding)

1.6 COMMITTEE – INTERNET OF THINGS (IoT)

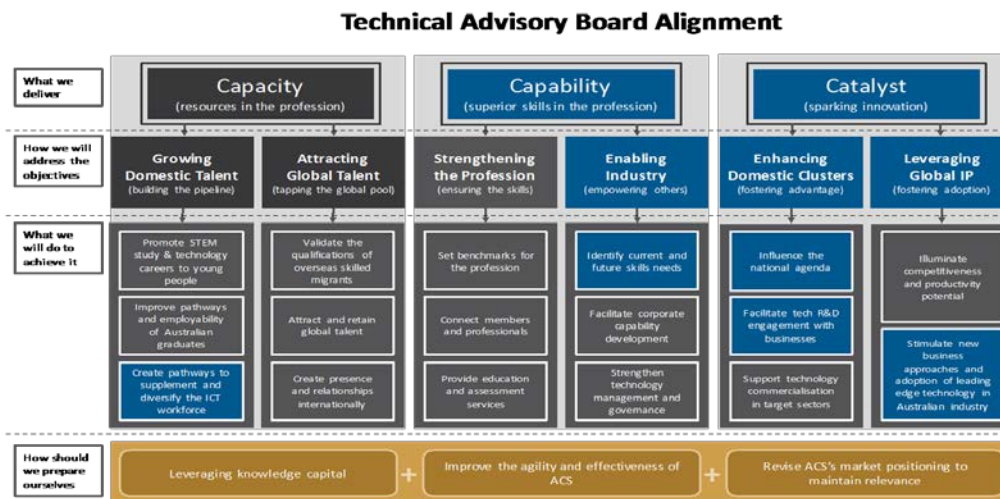
Role

- Developing an IoT benefits framework for Australia
- Identification of the catalysing opportunities (policy or funding)

2. STRATEGIC PLAN ALIGNMENT

2.1. Each year by 31st of March, the Director of TAB in conjunction with the Vice President (Academic) and the National Office, will prepare an annual plan for approval by the Management Committee that shows how the outcomes from each activity within the portfolio act to deliver on the current ACS Strategic Plan.

The Figure below summarises the parts of the high level Strategic Plan that TAB activities support.



3. AUTHORITY

3.1. TAB has the authority to obtain information from any employee of the ACS pertinent to its Terms of Reference.

3.2. The TAB has authority to establish Taskforces for a specific duration provided that they report to the TAB, are consistent with the TAB Annual Plan, operate within the approved budget for the TAB's portfolio of responsibilities, and have received approval from the Management Committee.

3.3. TAB and its sub-committees have no other executive powers unless expressly delegated by Management Committee.

3.4. TAB and its sub committees, Special Interest Groups, Taskforces or projects cannot:

- Alter its Terms of Reference, however it can recommend changes to the Management Committee;
- Operate outside the ACS approved budget, and;
- Enter into any arrangements that legally bind the ACS.

4. REPORTING

4.1 Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the Vice President Academic. The reports are to report on the progress of the Board in achieving its outcomes and performance metrics as set out in the approved annual plan.

5. MEMBERSHIP AND COMPOSITION

5.1. TAB comprises up to 10 members:

- A Director elected by Congress (Chair), and;
- Up to 9 members with relevant experience and expertise

5.2. The National Office-bearers may attend any meeting of TAB or any other body within its portfolio.

5.3. All members shall be members of ACS.

5.4. All members and sub-committee members must formally declare actual or perceived conflict of interest and agree to abide by the ACS privacy declaration and other rules of engagement set by the National Office and Management Committee.

6. TERMS OF OFFICE

6.1. The Director is elected by the Congress for a period of two years. The Director may be elected for a maximum of three consecutive two-year terms. The Director must be a member of the Professional Division (Fellows, Senior Members and Members) of ACS.

6.2. Generally, members of TAB are appointed for a two-year term. Some members may be appointed for a one-year term in order to achieve around half of members terms ending at the same time. Each term shall commence from 1 January.

6.3. The members of TAB may serve more than one term consecutively, however no consecutive terms totalling more than six years.

6.4. Membership of TAB must be approved by the Management Committee on advice from the Director and the Vice-President Academic. Members may be removed from TAB at any time, notwithstanding their term, by the Management Committee.

7. SECRETARIAT

7.1 Secretariat support will be provided to the Advisory Board and its sub-committees as follows:

- Meeting co-ordination including minute taking and distribution, preparation and dissemination of relevant documents, transport, accommodation, video conferencing, IT support, processing of expense reimbursement, and any other operational aspects of meetings; for general Advisory Board meetings and also for relevant sub-committee meetings as agreed with National Office;
- Assistance with the operational aspects of preparing Business Case documentation for proposed new programs, activities and initiatives in a suitable form for the consideration by Management Committee, and;
- Supply software licenses and any required technical support for the Advisory Board to discharge its duties.

8. MEETINGS

8.1. The Advisory Board shall meet at such times as it deems to be appropriate to fulfil its functions (within approved budgets), however not less than twice each year including one face to face meeting.

8.2. Agenda items, papers, reports and supporting documentation must be forwarded at least seven days prior to each meeting.

8.3. Minutes for the meeting will be prepared and circulated to members following the meeting. Formal approval of the minutes takes place at the following meeting.

8.4. Copies of sensitive documents (in paper and electronic form) retained by the Advisory Board members and other assisting on their behalf should be appropriately secured to protect the privacy of any personal information and the confidentiality of the business information contained therein.

9. QUORUM

9.1 A quorum is one more than half of approved Advisory Board members (i.e. a majority of members).

10. REVIEW DATE

10.1. This document is due for review by the Board Director prior to 1st January 2017 for approval by Management Committee at its first meeting in 2017.

10.2. Minor changes may be approved by the author/reviewer, e.g. the correction of typographical or formatting errors.

10.3. This document will expire three years and three months after the date of assent by Management Committee.

11. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 st January 2017	1.0	As approved from Consultants work at Management Committee meeting 26 October 2017	Consultant
27 th May 2017	1.1	Changes to Committee composition and inclusion of Measures of Success	CEO
29 th January 2018	2.1	Removed Board and Committee Measures of Success Updated document Custodian	Marc Portlock: Strategic Initiatives Executive - TAB
16 March 2018	2.2	Minor Changes	Coy. Secretary

Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Management Committee			27 th May 2017	1.2
Management Committee			16 March 2018	2.2

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
TAB and MC	TAB Members/ MC Members	5/06/2017 – TAB and MC SharePoint Community	1.2

Custodian title & email address:	Ian Londish Ian.Londish@acs.org.au
Responsible Business Group:	Governance and Risk
Distribution: Highlight which is applicable and provide names where applicable	Upon Approval – for posting to ACS website and public access.