

inspiring success



Technical Advisory Board (TAB)

Terms of Reference

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1. ROLE

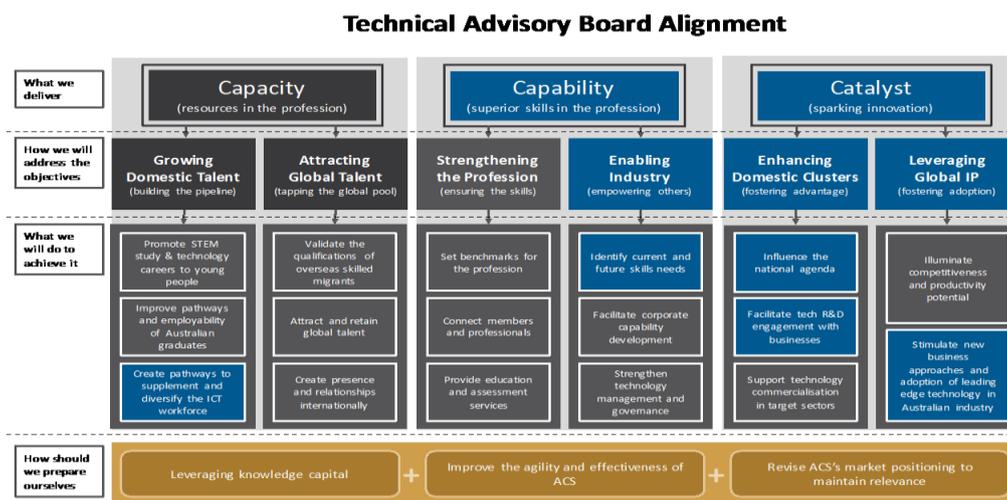
To provide technical advice, to guide research, and to work with National Secretariat to manage the portfolio of activities that relate to technical matters, including:

- Identifying priority areas for ACS to develop technical policy and/or technical advocacy positions;
- Work with National Secretariat 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 Advisory Board members to do so, and;
- Liaise with external bodies on behalf of the ACS, consistent with any relevant guidance.

2. STRATEGIC PLAN ALIGNMENT

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

The Figure below summarises which parts of the high level Strategic Plan that the Technical Advisory Board activities support.



3. AUTHORITY

3.1. The Advisory Board has the authority to obtain information from any employee of the ACS pertinent to their Terms of Reference.

3.2. The Advisory Board has authority to configure the activities within its area of responsibility, including creating, monitoring and dissolving committees, sub-committees, Special Interest Groups and taskforces/projects – consistent with the TAB Annual Plan, within the approved budget for its portfolio of responsibilities, and subject to approval from the Management Committee.

3.3. The Advisory Board and its sub-committees has no other executive powers unless expressly delegated by Management Committee.

3.4. The Advisory Board 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. SPECIFIC FUNCTIONS

Only used for specific tasks/responsibility not encompassed in Section 1 Role above.

5. REPORTING

Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the nominated Vice President. 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.

6. MEMBERSHIP AND COMPOSITION

6.1. The Advisory Board comprises up to 10 members:

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

6.2. The National Office-bearers may attend any meeting of the Advisory Board or any other body within its portfolio.

6.3. All members shall be members of ACS.

6.4. 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 Secretariat and Management Committee.

7. TERMS OF OFFICE

7.1. 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.

7.2. Generally, members of the Advisory Board 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.

7.3. The members of the Advisory Board may serve more than one term consecutively, however no consecutive terms totalling more than six years.

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

8. SECRETARIAT

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 Secretariat;
- 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.

9. MEETINGS

9.1. 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.

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

9.3. 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.

9.4. 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.

10. QUORUM

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

11. REVIEW DATE

11.1. 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.

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

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

12. TECHNICAL ADVISORY BOARD – MEASURES OF SUCCESS

Measures of Success

July - December 2017

- Report delivered for Management Committee approval identifying priority areas for ACS' participation in external technical committees, working groups etc by September 30, 2017
- Draft strategy for facilitating engagement between businesses and Australia's technology R&D community prepared for review at Congress November 2017
- Report delivered to Management Committee outlining recommendations for optimising the organisation of ACS advisory mechanisms over the next two years by Congress November 2017
- Report delivered to Management Committee outlining recommendations for optimising ACS national SIGs by Congress in November 2017
- Report delivered to Management Committee outlining recommendations for optimising ACS technical representation on various external bodies and committees (including IFIP and Standard Australia) by November 2017
- Contribute content to a positioning paper on partnership arrangement success criteria by December 30, 2017
- In collaboration with PAB deliver a plan for saleable resources on the ACS website for Management Committee endorsement by 30 December, 2017
- Deliver an effectiveness / impact review and plan for ACS technical publishable case studies for best practice technology usage by 30 December, 2017
- Deliver a plan outlining TAB and TAB Committee contribution to supporting content development to generate awareness of best of breed technology approaches by 30 December, 2017

January – June 2018

- "Saleable" resources in line with approved plan available on the ACS website by June 30, 2018
- Final strategy for facilitating engagement between businesses and Australia' Technology, Research & Development community prepared by June 30, 2018
- Deliver on approved content development support plan outlining TAB's contribution to generating awareness of best of breed technology approaches by June 30, 2018

Ongoing FY18

- Increasing member engagement on the ACS website (measured quarterly)
- Ensure the publication of six thought leadership/case study or opinion pieces pa in line with the approved strategy that contribute to an increase in positive media sentiment
- Proactive advocacy and contribution to support driving ACS technical policy positions and changes in at least two government policies

- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums or ACS representation on at least one government, industry or education advisory arrangement

13. COMMITTEE – ARTIFICIAL INTELLIGENCE (AI) ETHICS

Role

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

Authority

The Committee has no authority other than those defined above.

Measures of Success

June - December 2017

- Deliver a publication plan including strategic AI ethics issues and the implications of AI to industry by August 31, 2017
- Develop a framework to explore questions of Ethics in AI by September 30, 2017
- Contribute ideas to the draft strategy for facilitating engagement between businesses and Australia's technology R&D community by October 31, 2017

January – June 2018

- Contribute ideas to the final strategy for facilitating engagement between businesses and Australia's technology R&D community by February 28, 2018
- Deliver on approved content development support plan outlining AI Ethics contribution to generating awareness of best of breed technology approaches by June 30, 2018
- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee

Ongoing FY18

- Provide content / opinion pieces for 4 publishable case studies on best practice technology usage in line with the approved plan. Delivered in August 2017 and February 2018
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums

14. COMMITTEE – BLOCKCHAIN

Role

1. Identification and adoption of a reference framework
2. Blockchain Governance and Risk Framework
3. Blockchain Technical and Non-Functional Characteristics

4. Implications of Smart Contracts
5. Blockchain Integration and Interoperability

Authority

The Committee has no authority other than those defined above.

Measures of Success

June - December 2017

- Deliver a publication plan including strategic issues that will be addressed by August 31, 2017
- Contributing an opinion piece / case study as a basis for publications:
 - September 30, 2017 - Blockchain Technical and Non-Functional Characteristics
 - December 31, 2017 - Implications of Smart Contracts
- Contribute ideas to the draft strategy for facilitating engagement between businesses and Australia's Technology Research & Development community by October 31, 2017
- Identification and adoption of a Blockchain reference framework by December 31, 2017
- Support and facilitate creation of the required partnerships to ensure ACS is contributing to standards development for Blockchain by December 31, 2017

January – June 2018

- Contribute ideas to the final strategy for facilitating engagement between businesses and Australia's technology R&D community by February 28, 2018
- Contributing an opinion piece / case study as a basis for publications:
 - March 31, 2018 - Blockchain Integration and Interoperability
 - June 30, 2018 – The role of industry and government in Blockchain
- Deliver on approved content development support plan outlining Block Chain's contribution to generating awareness of best of breed technology approaches by June 30, 2018
- Development of a Blockchain Governance and Risk Framework by June 30, 2018
- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee

Ongoing FY18

- Proactive advocacy and contribution to support driving ACS technical policy positions and changes in at least two government policies pa
- Leading the public debate and quelling misinformation whilst advising State / Federal government, industry and academic forums in a timely manner

15. COMMITTEE – DATA SHARING

Role

1. 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
2. Monitoring new technologies as they appear and recommending them for further investigation by relevant groups
3. Developing a Data Sharing benefits framework for Australia

4. Identification of the catalysing opportunities (policy or funding)

Authority

The Committee has no authority other than those defined above.

Measures of Success

June - December 2017

- Deliver a publication plan including strategic issues that will be addressed by August 31, 2017
- Contribute ideas to the draft strategy for facilitating engagement between businesses and Australia's Technology Research & Development community by October 31, 2017
- Report delivered by December 31, 2017 outlining the framework and 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

January – June 2018

- Contribute ideas to the final strategy for facilitating engagement between businesses and Australia's Technology Research & Development community by February 28, 2018
- Deliver on approved content development support plan outlining Data Sharing's contribution to generating awareness of best of breed technology approaches by June 30, 2018
- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee
- Develop a Data Sharing benefits framework for Australia by June 30, 2018

Ongoing FY18

- Provide content / opinion pieces for 2 publishable case studies on best practice technology usage in line with the approved plan delivered in November 2017 and May 2018
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums
- Report delivered by December 31, 2017 and June 30, 2018 monitoring new technologies as they appear and recommending them for further investigation by relevant groups
- Report delivered identifying catalysing opportunities (policy or funding) by December 31, 2017 and June 30, 2018

16. COMMITTEE – INTERNET OF THINGS (IoT)

Role

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

Authority

The Committee has no authority other than those defined above.

Measures of Success

June - December 2017

- By 30 September, 2017 assist National Secretariat to present an 18 month action plan, budget and business case for action aimed at developing technical advocacy positions

- Deliver a publication plan including strategic issues that will be addressed to the TAB by September 30, 2017
- Contribute ideas to the draft strategy for facilitating engagement between businesses and Australia's technology R&D community by October 31, 2017
- Developing an IoT benefits framework for Australia by 31st December, 2017
- Report delivered by December 31, 2017 highlighting the current issues, risks, opportunities and trends for the telecommunications landscape in Australia

January – June 2018

- Contribute ideas to the final strategy for facilitating engagement between businesses and Australia's Technology Research & Development community by February 28, 2018
- Deliver on approved content development support plan outlining IoT's contribution to generating awareness of best of breed technology approaches including telecoms by June 30, 2018
- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee

Ongoing FY18

- Provide content / opinion pieces for 4 publishable case studies on best practice technology usage in line with the approved plan. Delivered in December 2017 and June 2018
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums
- Report delivered identifying catalysing opportunities (policy or funding) and upcoming government submissions and enquiries that ACS should contribute to in order to provide leadership to government and industry for IoT and Telecoms. Due by December 31, 2017 and updated by June 30, 2018

17. COMMITTEE – CYBER SECURITY

Role

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

Authority

The Committee has no authority other than those defined above.

Measures of Success

June - December 2017

- Deliver a publication plan including strategic issues that will be addressed by August 31, 2017
- Contribute ideas to the draft strategy for facilitating engagement between businesses and Australia's technology R&D community by October 31, 2017
- Develop professional maturity models (like SFIA) for CyberSecurity ICT professionals by December 31, 2017

January – June 2018

- Contribute ideas to the final strategy for facilitating engagement between businesses and Australia’s technology R&D community by February 2018
- Deliver on approved content development support plan outlining Cybersecurity’s contribution to generating awareness of best of breed technology approaches by June 30, 2018
- Drive industry change by assisting the Australian Government to maintain the Australian Government Cyber Security Lexicon by June 30, 2018
- Contribute to a future Cyber CRC if successful by June 30, 2018
- By June 30, 2018 provide a report to MC outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee

Ongoing FY18

- Provide content for 4 publishable case studies / opinion pieces on best practice technology usage in line with the approved plan Delivered in Oct 2017 and April 2018
- Report delivered in December 2017 and June 2018 monitoring new technologies as they appear and identifying vulnerabilities for selected industry segments
- Report delivered identifying catalysing opportunities (policy or funding) by December 31, 2017 and June 30, 2018

14. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 January 2017	1.0	As approved from Consultants work at management Committee meeting of 26 October 2017	
27 May 2017	1.1	Changes to Committee composition and inclusion of Measures of Success	CEO

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 May 2017	1.1

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
TAB and MC	TAB and MC Members	05/06/2017 – SharePoint Community (MC and TAB)	1.1

Custodian title & email address:	Francine.Pavkovic@acs.org.au
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