



TERMS OF REFERENCE

International Forum

Purpose of group

- To provide FAB members with a forum to discuss, share and consider a range of issues of relevance to awarding qualifications and providing related services in other countries around the world.
- The Forum will engage with key organisations and government departments such as DIT to provide members with up to date information on emerging policy and international initiatives.
- To provide the various Regulators (Ofqual, SQA, Qualifications Wales and CCEA) with a forum for engaging in dialogue with a broad range of awarding organisations on export activity and future regulatory requirements.
- To provide government departments with a forum for engaging in dialogue with a broad range of awarding organisations in relation to awarding body export activity.
- To provide FAB staff with a forum where they can gather members views and information which can be used to strengthen the authority of the Federation in discussions with external agencies and consultation responses.
- To report to the FAB Board on issues that may need to be reflected in FAB policy and prioritisation of resources and identify where further discussion with the regulators is required or other action needs to be considered.
- To be a source of expertise to be called upon when FAB or stakeholders are seeking awarding body representation or views on matters relating to awarding qualifications and providing related services in other countries around the world.

Chair and Membership

- Membership of the group is open to all FAB members with an interest in awarding qualifications and related export activity.
- The Chair shall be an elected Director of FAB.
- Representatives from the regulator and other stakeholders will be invited to attend, as appropriate.
- There is no quorum but meetings may be postponed, at the discretion of the Chair, where confirmed attendance numbers are low and likely to impact on the usefulness of the meeting.



- Meetings will normally be held three times per year but may be held more regularly if required.
- Members of the group will be invited to identify items for meeting agendas, for agreement with the Chair, and prepare information for presentation to the group on these items, as appropriate.
- Meetings will be hosted by members on a rotational basis. The host for the next meeting will be agreed at the end of each meeting.
- Attendance should be confirmed, in advance of the meetings.
- The purpose and ongoing need for the Forum will be revisited annually.

Reporting

The Group will:

- Maintain a record of the key issues discussed and any actions arising and these will be circulated to all members of the group by FAB.
- Identify and agree the key issues that should be reported to the FAB Board for consideration during the development of FAB policy and/or action to be taken by FAB.
- All Fora are expected to provide their own secretariat function, including the recording of notes, if they are subsequently to be made available to the wider FAB membership.