



## **TERMS OF REFERENCE**

### **Public Affairs Group**

#### **Purpose of group**

- To devise a UK-wide public affairs strategy and policy influencing plan that ensures a broad understanding of the value and contribution of awarding bodies; and assessment organisations and the role they play in sustaining the health and diversity of the economy.
- To ensure that various policy positions approved by the Board and the National Strategy Forum are communicated in a professional manner and that members, senior policymakers and stakeholders are effectively engaged in a range of campaigns.
- To commission specific research and reports from time to time, including overseeing and participating in the work of Federation's events and policy seminars, including National Awarding Week.

#### **The Group will:**

- Develop the annual public affairs strategy in conjunction with our Platinum Partner Programme.
- Receive information from the executive team of the Federation for discussion and, where appropriate, approval
- Identify issues to be reflected in the policy positions of the Federation from a public affairs and lobbying perspective.
- Help contribute and shape the Federation's digital platforms, communications and on-line marketing and lobbying strategy.

#### **Chair and Membership**

- A Lead Member will be elected by and from the FAB Board to chair the group.
- A Vice Chair will be elected from within the membership of the group.
- The meeting is open to named, nominated and selected full member representatives to attend.
- The group will be formed of 25 representatives of full members, each from a different full member organisation.
- Attendance should be confirmed, in advance of the meetings, via the FAB Events booking system on the FAB Website. Meetings may be attended in person or via a dial-in service which will be provided where possible.



- Where attendance by the named member is not possible, a substitute may occasionally attend a meeting. Any substitute should be briefed in advance by the person they are replacing.
- Representatives of key stakeholders will be invited to attend the meetings as appropriate and as agreed by the Lead Member. The purpose of such representation will be to provide and clarify information to members and receive feedback/information from the group.
- The minimum number of group members required for a meeting will be six, plus the Lead Member.

## **Frequency**

- The Group will meet three times per year.
- Meetings will be scheduled in advance, to provide reasonable notice of meeting dates and times.
- The meetings will usually be held in London.
- Where required, additional meetings may be scheduled to respond to technical education developments in the sector.

## **Reporting**

The Group will:

- Maintain a record of key points discussed/agreed and actions arising which will be circulated to the group for reference.
- Identify and agree the key issues that should be reported to the National Strategy Forum during the development of FAB policy.



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