BCS, The Chartered Institute for IT

Community Board

External Representation on Technical Standards Policy

Responsible Body	Community Board
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Summary of Revisions Made	Version	Date
Approved by the Community Board, 12-20 October 2023, CB/2023/095	1.0	20/10/2023
Insertion of footnote against 1.4 to define a technical standard	2.0	07/05/2024

EXTERNAL REPRESENTATION ON TECHNICAL STANDARDS POLICY

Community Board

1. Introduction

1.1   BCS, The Chartered Institute for IT, prides itself on its impartiality, independence and transparency in providing informed advice. It is important for the Institute to promote itself as a source of authoritative opinion in its field. All parts of the Institute benefit from a strong public image and it is therefore incumbent on all parts of the Institute to enhance its standing and especially to avoid inadvertently damaging it.

1.2   This policy is concerned solely with BCS external representation to technical standards organisations and committees by members of the Institute

1.3   In case of any conflict, the provisions of the Institute's Code of Conduct for BCS members shall prevail over those of this document.

1.4   This policy deals with External Representatives to technical standards bodies, whom are BCS members authorised by Community Board to represent BCS on a particular external body, committee or panel dealing with technical standards[1].

2. Aims

This policy aims to ensure that engagement with external audiences by BCS members on technical standards is undertaken in a controlled manner that does not prejudice the impartiality of BCS.

3. Scope

This document applies to all BCS members, including Member Group Volunteers, who should adhere to it in conjunction with the BCS Member Groups Guidance on Acceptable Behaviour.

4. Principles

4.1   Individual members shall not represent their own views as being those of the Institute unless expressly authorised by the Institute and, where necessary, should make a clear disclaimer that 'these views are my own and not those of BCS'.

4.2   Officers and committee members of BCS Member Groups are not automatically authorised to represent BCS in any capacity.

4.3   BCS strives to maintain the highest level of professional behaviour and probity. BCS members should always express comments in a professional manner, including on social media. Inappropriate statements could be deemed to bring the Institute into disrepute and leave a member subject to disciplinary action.

4.4   BCS members are accountable to the Institute and shall adhere to the Institute's Code of Conduct and, in so doing, help promote the charitable objects of the Institute (to promote the study and practice of Computing and to advance knowledge and education therein for the benefit of the public).

4.5   BCS members, who are not authorised by Community Board to represent BCS on technical standards, may advise externally in a personal or commercial capacity, but they must make it clear that do not represent the Institute and that their views are their own.

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[1] [technical] **standard** - document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

5. Appointment

5.1.   From time to time, BCS members may be approached by external bodies, the Institute itself, put forward by Member Groups, or proactively seek, to join an external committee or panel to provide BCS input to particular technical standards. Members must have Community Board approval before accepting a position representing BCS on technical standards.

5.2.   New requests for BCS representation on an external body regarding technical standards should be made to the F-TAG via groups@bcs.uk. F-TAG will consider submissions and, where appropriate, recommend a decision for Community Board to review and approve.

5.3.   The Community Team will maintain a list of current BCS External Representatives, approved by Community Board, on technical standards bodies.

5.4.   F-TAG will nominate an External Representative for a technical standards body for a renewable term of up to eighteen months that shall not exceed six years of continuous service in total without a one-year break for ratification by Community Board.

5.5.   The Community Board may cancel or suspend the appointment of an External Representative where Community Board considers their actions are detrimental to the work of the Institute.

6. Accountability and Conduct

6.1.   External Representatives shall provide quarterly updates on their engagement activity with their external body to the F-TAG or at a frequency agreed with the F-TAG Chair.

6.2.   External Representatives shall adhere to any code of conduct mandated by the external body, and in case of conflict with this or another BCS policy, shall escalate the matter to the F-TAG Chair.

6.3.   External Representatives should familiarise themselves with BCS policy positions and actively represent them to the external body.

7. Review and Approval

Community Board will review this policy on an annual basis.