



## Protocol for SAFed representation on external committees

### Introduction

There is a wide range of external technical committees and associations that are of particular relevance to the activities of the SAFed membership. SAFed actively participates in these external groups through its member companies. Member companies are also free to have their own representation on these groups, however representation through SAFed has a number of benefits:

- Organisations such as BSI normally only permit committee membership to individuals who represent trade associations or similar groups
- Representing SAFed at external technical committees and associations allows members to pool their technical resources in order to maximise the participation in these groups
- A representative with the most relevant specialist knowledge can be appointed from the SAFed membership
- It is a means by which the representative can develop his/her own technical knowledge.

The purpose of this document is to confirm the current protocol for representation on external committees and associations.

### Role of the SAFed Technical Committees

The SAFed Technical Committees are responsible for determining which external organisations' activities are of particular interest to the Technical Committee (TC). Members of the TC can nominate individuals from their own organisation to act as the SAFed representative. This could be the TC member or another specialist within their company. There is no obligation for members of the TC to provide representatives to external organisations but the general aim is to share the workload amongst the membership. The TC also serves as the forum where activities of the external organisations can be discussed and any actions agreed. The TC should periodically review the list external organisations where there is SAFed representation to confirm they remain of interest.

### Role of the SAFed representative

The level of involvement of the representative in the external organisations is dependant on the importance of the particular group and how active the group is. In most cases it will be necessary to attend meetings in order to participate in discussions. However not all of the business conducted by the external organisation is of interest to the TC. In such cases it might only be necessary to keep a watching brief by noting when meetings are held and reviewing the minutes to in order to follow the activities.

The representative is required to provide a report to the relevant SAFed TC on the activities of the particular external organisation on which he participates. This can be in the form of a written report or a verbal debriefing at the next TC meeting. Where the representative does not sit on the relevant SAFed TC he should brief the TC representative within his organisation in order that a brief can be provided at the next meeting.

The following information should be reported:

- Current activities of the external organisation
- Any points that require discussion and/or action
- Whether the representative has attended the last meeting
- Whether the external organisation is currently active (ie dates of last meeting, date of next meeting)

