

## **techUK Data Analytics and AI Leadership Committee: Terms of Reference**

### **Purpose**

The role of the Data Analytics and AI Leadership Committee is to represent and provide the voice of the UK data analytics and AI industries. It will provide strategic direction for techUK's Data Analytics and AI work programme, ensuring the programme accurately reflects members' priorities.

The Data Analytics and AI Leadership Committee will identify key opportunities and challenges that need to be addressed to develop the UK data analytics and AI market. It will steer the development of thought leadership campaigns and engage in dialogue with relevant policymakers, civil society organisations and academic institutions.

The Leadership Committee will be the single point of oversight for all data analytics and AI activities within techUK and will contribute to the planning of the Data Analytics and AI work programme.

### **Responsibilities**

The Leadership Committee will:

- Steer techUK's Data Analytics and AI work programme and agree priority issues and areas where specific action is needed to increase the adoption, deployment and use of data analytics and AI services across both the public and private sector.
- Act as an "issue filter" to identify and prioritise issues relevant to the data analytics and AI industry that should be addressed by techUK.
- Lead the responses required within relevant policy areas and act as a trusted sounding board for government and policy makers seeking input on data analytics and AI issues.
- Work directly with external stakeholders and interact with other techUK groups on specific data analytics and AI industry issues.
- Provide an authoritative and recognised voice on all data analytics and AI issues in the UK.

### **Membership**

Membership, including the position of Chair and Vice-Chair, will run for two-year periods on an individual basis. Members will be nominated via an open call to relevant techUK groups, followed by a member vote if necessary. Nominees must be employed by a body that is a member of techUK and should ideally be of senior manager status or above. Only one individual per techUK member company is allowed to sit on the Data Analytics and AI Leadership Committee at any one time.

After the Committee members have been elected, a Chair and Vice-Chair for the Leadership Committee will be elected by the Committee members. The Chair and Vice Chair of the Data Analytics and AI Committee will be elected on a two-year tenure.

Members may be re-elected onto the Committee, and there is no cap on how many times they can be re-elected.

The Committee will operate a 'strike' attendance policy. If a member is not present (even with apologies sent) at two or more consecutive quarterly meetings, that member will be ejected from the Committee. The Chair and the techUK secretariat will have discretion in making a final decision.

If an individual Committee representative leaves their company to join another techUK member, then they may remain on the Committee (as long as this does not result in one techUK member

company having two representatives on the Committee). If they join a company which is not a techUK member they will be required to leave unless the company is in the process of applying for techUK membership.

The Committee can create sub-groups and working groups to address strategic issues which require a more detailed input. These sub-groups will be led by Committee members and comprised – where required – of other invited individuals from the techUK membership. The Chair of these sub-groups shall report back to the Committee when requested.

### **Role and Responsibilities of the Data Analytics and AI Leadership Committee Chair and Vice-Chair**

The Chair of the Data Analytics and AI Leadership Committee is expected to take on the following responsibilities:

- Chair Leadership Committee meetings held once a quarter. If unable to chair the meeting, responsibility for this will be delegated to the Vice-Chair.
- Contribute towards securing stakeholders to join Committee meetings – this will be done through email correspondence written to the potential stakeholder by techUK staff and forwarded to the Chair for approval.
- Confirm the minutes from the meeting chaired by them before they are sent out.
- Be prepared to be a vocal public spokesperson and represent techUK at internal and external events as and when appropriate.

The Vice-Chair of the Data Analytics and AI Leadership Committee is expected to take on the following responsibilities:

- Chair Group meetings in the event the Chair of the group is unable to do so.
- Confirm the minutes from any meeting chaired by them before they are sent out.
- Be prepared to be a vocal public spokesperson and represent techUK at internal and external events as and when appropriate.
- Deputise for the Chair in any of their duties outlined above when the Chair is unable to perform them.

### **Meetings**

The Data Analytics and AI Leadership Committee will meet quarterly. Where decisions require a vote, each member has one vote but in the case of a hung vote, the Chair may exercise an additional casting vote. Working groups formed to address specific issues will meet on an ad-hoc basis as required.

The Data Analytics and AI Leadership Committee will be transparent both in terms of activity and procedures. Leadership Committee meeting notes and outputs will be available to members. When meeting content is sensitive the Chatham House Rule will apply.

### **Secretariat**

The techUK secretariat will manage and resource the work of the Leadership Committee and its working groups.