

GIRI Competency & Compliance (C&C) Forum

Terms of reference

General

The GIRI C&C Forum will focus on actions that GIRI can take to help its members – and the wider industry – avoid error in providing the competency and compliance required by Regulations and Standards.

Purpose

There are three main objectives of the Forum:

1. To summarise and clearly articulate the competency and compliance requirements of industry Legislation and Standards and provide assistance in minimising error in their implementation.
2. To meet regularly to compare progress and enable benchmarking between different organisations and businesses in the sector.
3. To offer advice and suggestions on knowledge-sharing events, publications and workshops that might be appropriate for GIRI members to assist them in achieving appropriate levels of competency and compliance.

Responsibilities

The Forum will:

- Make recommendations on what assistance GIRI members and the wider industry may benefit from and distribute such advice as appropriate including populating the Knowledge Centre on the GIRI website.
- Identify and arrange for potential speakers/organisations, whose expertise is relevant to the Forum's objectives, to present to GIRI Members and the wider industry at events, meetings, webinars or specific workshops.

Membership

Role in GIRI C&C Forum	Name & Company
Chair	Cliff Smith – GIRI
Forum Admin	Abby Turner - GIRI

A membership group with names of members and their email contact details will be established and maintained by the Forum Chair. Membership of the Forum will be publicised to GIRI members and membership will be voluntary.

Members of other GIRI working groups may be invited to attend where appropriate and with their agreement.

Guest speakers will be invited when specific challenges or items of interest are being discussed.

Frequency of meetings

The Group will aim to meet once a month or more frequently as required; additional meetings may be called as necessary by the chair.

If a Forum Member is unable to attend, they should endeavour to send a representative in their place.

Meetings to be online and last no longer than one hour.

Reporting and record-keeping

An agenda will be circulated by the chair prior to each meeting. GIRI Admin will make notes of each meeting with key discussion points, decisions, recommendations and actions noted. Meeting notes will be distributed to Forum members as soon as reasonably practical after each meeting.

Review

Membership and chairing arrangements will be reviewed continually to seek to ensure an appropriate cross section of knowledge/expertise of members.

These Terms of Reference are derived from those of the previously named GIRI BSA Steering Group.