

## **TOTSCo HUB TECHNICAL INDUSTRY GROUP**

### **TERMS OF REFERENCE**

#### **Purpose**

- To provide technical expertise and input to support The One Touch Switching Company Ltd ("TOTSCo") in the development and implementation of the TOTSCo Hub ("The Hub").

#### **Tasks**

- To review technical issues
- To contribute specialist knowledge and ideas
- To explore opportunities for innovation
- To discuss suggestions for improvements and alternative approaches.
- To assist in Stakeholder Communication

#### **Membership**

- Suggested maximum of 10 members.
- Membership is personal, but members should represent a CP that uses the Hub, a Trade Association, or relevant industry body.
- TOTSCo's CTO will be chair of the Group.
- TOTSCo's Business Analyst will attend meetings.
- TOTSCo will invite applications for membership of the Group. Weight will be given to achieving a membership that is representative of all relevant sectors of the industry, as well as to the skills and experience required of members.
- Membership changes to the Group will normally be by consensus. The TOTSCo Board may decide on changes where consensus cannot be found.
- Nominees need appropriate authorisation from their employer to join the Group.
- Members should have appropriate knowledge of appropriate technologies within their own organisation.
- Members must have the time to participate at the majority of meetings and to contribute reasonable time as required to achieve the goals of the Group.

#### **Modus Operandi**

- Meetings will be monthly unless otherwise required.
- The TOTSCo Board remains the ultimate decision maker on all OTS Hub changes, as shown in the Change Control Process.
- TOTSCo will consult with members before deciding the agenda for each meeting.
- TOTSCo may introduce a Code of Practice for the conduct of meetings, after consultation with members.
- Members will be given training in relevant compliance matters, including competition.
- Members will sign an appropriate non-disclosure agreement.
- All meetings will be help remotely on Teams.

- The group will have no authority to change the OTS Hub design.

### **Transparency and communications**

- The agenda and minutes of each meeting will be made available on the TOTSCo website.

### **Financing**

- No party will receive payment from TOTSCo for participation in the Group.
- No funding requirement for the group is anticipated.

TOTSCo

April 2023