

## ICT Forum Terms of Reference V2.0

1. The UKSPA ICT Forum is a national collective of science park ICT managers, staff and interested third parties, established with the common aim of sharing best practice, experience and knowledge transfer within the UK science park movement.
2. Forum membership is open to all UKSPA members, associate members and relevant companies with Park and/or UKSPA links.
3. Frequency of meetings are aimed at three to four times a year at various Park locations.
4. Members will elect a Chair to steer the group. This position will be reviewed and rotated annually.
5. UKSPA will be invited to send a representative to each meeting.

The Forum will:

6. Aim to represent best practice for ICT management across member UK science parks.
7. Act as one body through which information will be disseminated and shared amongst members. It is expected that members will feed back to their parent organisation on issues arising from the meetings with a view to improving/informing service delivery and provision at their respective organisations.
8. Be used as a vehicle for guest speakers (commercial vendors, service providers, research individuals, advisory bodies and others) to present views and concepts to the Forum.
9. Aim to promote the investment and subsequent deployment, of appropriate levels of ICT service and function to the tenant base.
10. Act as a catalyst for promoting opportunities for member collaboration on ICT-based research and development projects with the aim of enhancing services.
11. Liaise with other UKSPA Focus Groups as necessary.
12. Refer matters of wider strategic interest to UKSPA and other appropriate national and regional bodies, eg. Higher Education ICT steering groups and committees, funding bodies, etc.