



HELOA UCAS EVENTS WORKING GROUP

TERMS OF REFERENCE

MEMBERSHIP

The Working Group Membership shall comprise:

- Chair (appointed by the Executive);
- UK Vice Chair for Partnerships;
- A representative from each HELOA Group (one to act as secretary);
- A senior member of the UCAS Events team.

The HELOA Executive will appoint a Chair with considerable experience of UCAS Events and experience of chairing similar Working Groups or Task Groups. The Chair shall normally serve for a period of three years. However, the HELOA Executive may review the Chair annually; and/or invite a Chair to extend their term by a further one, two or three years at a time.

HELOA Groups will appoint a representative for the Working Group who is actively involved in UCAS events as an attendee, budget holder and/or local organiser. If more than one individual volunteers, a vote will be held amongst the HELOA Group. Votes will be administered by the HELOA Group chair and will normally run for at least 2 working weeks, with each regional institution able to submit one institutional vote. Representatives shall normally serve for a period of two years. Representatives are permitted to serve for more than one term, but must be appointed by their HELOA Group in accordance with the aforementioned process.

Representatives are expected to attend all meetings of the Working Group as well as all HELOA Group meetings in order to ensure consistency and adequate information sharing and input from regional groups. If a representative is unable to attend more than one Working Group meeting or more than one HELOA Group meeting their continued representation of their HELOA Group will be re-considered going forward. Continued representation from a member will be mutually agreed by the HELOA Group Chair and the UCAS Working Group Chair. If a representative is no longer suitable, a new HELOA Group representative will be elected by the voting process outlined above.

One Working Group representative will act as secretary (to be decided by the Working Group) to be reviewed on an annual basis, or as the membership of the Working Group changes.

All Working Group Members are expected to liaise with their incoming/outgoing counterpart (wherever possible) to allow for briefing and handover in the interests of business continuity.

UCAS representatives of the Working Group will normally be invited to at least two meetings of the Working Group each cycle, with representation at additional meetings as appropriate. The Working Group may also co-opt members or invite other interested parties to attend meetings as appropriate.

MEETINGS

The Working Group will normally meet three times a year – once in spring (before the June events), once in the summer and once in the autumn. Other business will be attended to by circulation. UCAS representatives will normally be invited to attend the autumn and spring meetings.

REMIT

The primary remit of the Working Group is to co-ordinate constructive feedback on and suggest improvements to the UCAS network of events. The HELOA Group representation will enable co-ordinated input from all Members. UCAS representatives will table key items for discussion throughout the cycle to enable active HELOA Member input as well as to allow sharing of sector expertise with UCAS. Alternative event providers may also be considered, where appropriate.

Discussion topics may include, but will not be limited to:

- Feedback, including examples of best practice and/or concerns;
- Improvements to future events;
- Finance;
- Code of conduct, including how it is upheld and sanctions for non-compliance;
- Consideration of local organisers;
- Subscription costs;
- Systems and processes (to include events booking and data capture systems);
- Alternative event providers.

REPORTING

- Working Group representatives will liaise with their HELOA Group both prior to and following each meeting or item of business by circulation. This will be done in a timely manner with deadlines discussed and agreed with their HELOA Group Chair.
- The Vice Chair for Partnerships will report to the HELOA Executive and HELOA UK Committee.
- The Vice Chair for Partnerships and the Working Group Chair will liaise with UCAS as appropriate.
- The UCAS representative will feedback to UCAS and HELOA Members in the agreed timeframes, with provisions made for reporting outside of scheduled meetings.
- A report will be produced for each HELOA AGM in collaboration with UCAS representatives.

CALENDAR OF BUSINESS

The spring meeting will normally act as an opportunity to discuss matters that have a bearing on the following year's events (including subscription and data packages), and that need consideration during the forthcoming bidding process with UCAS. Meeting dates, locations and key items for discussion for the following year will be discussed and agreed by all Members at this meeting.

The summer meeting will normally act as an opportunity to collate feedback following events and establish key issues and ideas to discuss with UCAS.

The autumn meeting will normally act as an opportunity to discuss key issues and ideas with UCAS.

It is anticipated that the Working Group will be ongoing, with no fixed end date. Should the Working Group cease to be required, the Chair will make a recommendation to the HELOA Executive.

UCAS ENGAGEMENT

The aim of the Working Group is to support constructive and meaningful engagement with UCAS events. As such, the Working Group consists of UCAS representatives who attend relevant Working Group meetings as well as act as key UCAS contact for the Working Group.

As part of this Working Group, UCAS will endeavour to:

- Advise the Chair and the Vice Chair for Partnerships of any changes to UCAS events in a timely and effective manner;
- Seek HELOA Member advice and input into key elements of UCAS events including, but not limited to; Event subscription costs, event booking system, data capture system, event dates and locations, communication planning (specifically with HEIs). This will be done prior to publication, where possible and previously agreed with the Working Group;
- Where possible, discuss significant changes to UCAS events in advance with HELOA Members.

As part of this Working Group, HELOA Members will endeavour to:

- Actively feedback on UCAS events, allowing input from all HELOA Groups encompassing all HELOA member institutions;
- Actively canvass HELOA Group opinion on items requested by the UCAS Member and feedback effectively within the timeframe agreed with the UCAS Member;
- Disseminate appropriate messaging from UCAS via the HELOA network. This will be actioned in a timely manner by either the Chair or Vice Chair for Partnerships;
- As appropriate, engage in the development of key areas of UCAS events, such as data capture applications, as a core focus group for the UCAS Member.

UCAS engagement and representation at the Working Group will be reviewed annually at the spring meeting, along with meeting dates and key agenda items for discussion, in order to ensure continued effective engagement with the UCAS Member. Meeting dates and key items for discussion will be agreed to by all Members at this meeting.

CONVENTIONS OF BUSINESS

- Meeting dates will be for the following cycle will be agreed at the spring annual meeting of the previous cycle.
- Business conducted by circulation will, wherever possible, have a response time of at least one week.