

Communications Consultation and Transparency sub-group

Summary

Since the GTF meeting on 12 October the CCT sub-group has held two virtual meetings to fine tune its proposed work programme especially in respect of the timing of work and the strategy for member consultations discussed by the GTF. The group has also recognised the need to clarify its remit by a minor amendment to the existing document.

The key actions identified by the sub-group and recommendations to the GTF are set out below. The proposed revised remit and detailed work timeline are attached as appendices.

Key Actions:

- A. Collection of information from AI UK on communications and consultation practices that could be governance related(Work timeline activities 1/4/9).
- B. Collection of information from selected other AI sections on communications and consultation practices that could be governance related(Work timeline activities 2/5/8).
- C. Collection of information from selected other NGOs on communications and consultation practices that could be governance related(Work timeline activity 3).
- D. Interviews with a selection of AI UK members and staff involved in governance (Work timeline activities 6/7/10).
- E. Evaluation of information from actions A-D and preparation of draft recommendations on communications practices related to governance taking particular account of the five GTF cross-cutting issues by the end of March 2014. (Work timeline activities 11,12,13)
- F. Discuss/test draft recommendations on communications and consultations practices related to governance with workshop/focus group or similar at 2014 AGM. (Work timeline activity14)
- G. Consult AI members on communications and consultations practices related to governance. (Work timeline activity15)
- H. Finalise recommendations on communications and consultation practices related to governance and present to GTF. (Work timeline activity16)

Recommendations:

1. Approve the revised remit of the Communications, Consultation and Transparency (CCT) sub-committee (attached as Appendix 1)
2. Approve the proposed key actions work programme set out above
3. Approve the revised detailed CCT Work timeline (attached as Appendix 2)

Appendix 1

Remit of GTF Group 4: Consultation, Communication, Transparency

1. **To review the means by which the Board ensures that it is in touch with and responsive to the views of the membership.**
2. **To review the transparency and accessibility of the AIUK governance structure, documentation and membership consultation processes to ensure that there is effective information sharing and communication with the UK membership especially prior to significant strategic decisions being made by the Board or Annual General Meeting.**
3. **To review the role and membership of Board Sub-Committees and other governance related groups in respect of consultation, communications and transparency.**
4. **To make recommendations on how AIUK responds to and engages with members on the ICM agenda. To review how AIUK communicates implications for AIUK to the membership and to make any necessary recommendations for action.**

04/11/2013