

## InstMC Measurement Special Interest Group (M-SIG)

### M-SIG Operating Guidelines

This document specifies the vision, objectives, operating principles and terms of reference for the InstMC Measurement Special Interest Group (M-SIG).

#### Vision

To be a cross-sector group delivering improved implementation and understanding of robust and reliable measurement, and associated best practice.

#### Objectives

The objectives of the M-SIG are:

##### Understanding

1. Dissemination of the importance of, and the opportunities within, the world of measurement

##### Technology

2. Facilitate development and alignment of present and future measurement/data technologies to measurement challenges

##### Standards

3. Promote the development and implementation of standards and specifications.

##### Alignment

4. Alignment with the strategic objectives of the Institute and other related working groups
5. Provide impartial advice and objective comment on measurement related matters

#### Operating Structure

The M-SIG is a cross-sector community of individuals, with a shared common interest in promoting good measurement practice, on behalf of the Institute. The M-SIG is also the body that provides objective comment on measurement matters for the Institute.

The M-SIG embraces a wide measurement stakeholder community. Membership is open to any member of the InstMC without restriction, and to any other interested individual subject to approval by the Steering Board or one of the Working Groups. Membership is managed through an Institute mailing list.

The M-SIG is led by a stakeholder Steering Board (SB) which establishes Working Groups (WGs) to help fulfil its purpose.

- Steering Board and Working Group members will normally be drawn from the M-SIG community.
- Steering Board and Working Group members attend as individuals, not representing a company.
- The Steering Board shall review the M-SIG vision and objectives annually.
- The Steering Board is made up of the following roles:
  - Chair
  - Deputy chair
  - Secretary
  - Working Group Leads
  - Communications
  - and relevant and appropriate experts
- Size of the Steering Board will be typically 7-10 members.
- Membership of the Steering Board is balanced to ensure that a broad range of measurement relevant industries, sectors and other key stakeholder types are represented.

- Membership of the Working Groups is drawn from a wide spectrum of interested stakeholders to represent a broad range of interests in the specified subject matter.

The Steering Board may establish, modify or disband Working Groups as required. Working Groups have a life limited to their function and shall regularly report on progress to the Steering Board.

To meet the objectives described above, a number of working groups are established. For each, the aims and activities are described on an A3 report, agreed by the Steering Board and published.

The Steering Board also maintains links to and interaction with other InstMC SIGs.

### **Terms of Reference**

The scope of activities of the M-SIG shall be:

- To include all those with an interest in measurement; whether for lay interest, in school, through connected careers, or other business interest.
- To instil a culture of good measurement practice into business; from junior to senior staff, including operational managers of complex systems.
- To work with existing standards bodies, working groups and other measurement-related event/activity organisers – locally, nationally and internationally.
- To work with the Institute using all relevant Institute channels; formal statements will be passed through the M-SIG Marketing (or equivalent) WG to ensure approval and uniformity of the message/s prior to publication.

Regarding the administration of the M-SIG:

- The M-SIG (led by the Steering Board) shall be responsible through the SIG Management Board (SIGMaB) to the Trustees of the Institute.
- The running of the M-SIG shall be overseen by a stakeholder Steering Board comprised of a Chair and other individuals with the requisite skills and experience to further the ends of the M-SIG.
- Membership of the Steering Board shall be by invitation of its Chair and approved by a majority decision of the members. Members who cannot attend a meeting, may send someone else on their behalf. If a member or representative cannot make a meeting 3 times in a row, their membership will be reviewed. Members (and their delegates) attend in a personal capacity; no affiliation will be recognised on public documents (except in identifying conflicts of interest).
- For formal decisions to be made at the Steering Board, a simple majority of the Members (or their representatives) is required to be present at the meeting. Decisions may also be made by other means, such as by email, given two weeks' notice and a response from a majority of the Members (or their representatives). Any decision made outside of the formal Steering Board meetings, will be announced at the next Steering Board meeting in order to be recorded in the minutes.
- The Chair and Deputy Chair of the Steering Board shall be elected by the Board from amongst its members. If the group is quorate (majority present), a show of hands would be sufficient to elect these posts.
- Working Groups shall be established by the Steering Board as it sees fit, and shall have a scope of activities, format and timescale defined by the Steering Board.
- Criteria for eligibility to join Working Groups shall be agreed by the Steering Board. Vacancies shall be advertised to the M-SIG membership.
- Each Working Group shall have a Chair agreed by the SB.
- The Chairs of the Steering Board and Working Groups shall be elected for a period of 3 years (or the Working Group duration, if less). A Chair may serve two consecutive terms, but may only serve in that capacity beyond two terms if there is no other suitable and willing candidate.

- The Steering Board and Working Groups shall be limited to the number of people required to effectively undertake their business. If appropriate, additional members may be included as “corresponding members” of each Working Group.
- Any expenses incurred by the M-SIG in pursuit of its objectives shall be budgeted and agreed in advance between the Chair of the Steering Board and the Institute CEO.
- Legitimate expenses may be claimed from the Institute for Steering Board and Working Group meetings, but not for meetings or events open to the public or wider SIG membership (individual event sponsorship terms may differ) – as according to Institute procedures.
- Working Groups shall devise and implement a succession plan to ensure appropriate representative balance, such that the number of team members is maintained and that there is suitable, regular turnover of the WG membership. The Working Group Chair shall review the Working Group membership on at least a two-yearly basis.
- Membership of the M-SIG shall be open without restriction to any individual member the Institute on application, and to other individuals by agreement of the Chair of the M-SIG Steering Board or the Chair of any of its Working Groups.
- Changes to the terms of reference shall be submitted to the SIGMaB of the Institute, or its equivalent.