Prior to development of the first report the format will be shared with BEIS to check agreement.

TCP administration, meeting minutes, invoicing

The ESC AD will define and maintain the structure of the relevant ISGAN Teams Channel and Share Point, take meetings of relevant meetings, and ensure these and other relevant documents are shared as required. Other administrative tasks will also be carried out as required

Coordinating a National Team and relevant ad-hoc meetings

The ESC AD will assess the current National Team and consider and outline any options to refresh membership and its structure/operation. This will consider how to maximise its efficiency, impact and benefit to the UK. This process could include engaging with selected other TCPs to understand the best practice of how their TCPs are run.

A system for communication with the National Team will be defined, either by email or a dedicated Teams channel, as is currently used. Meetings with the National Team will be held 2-4 times a year, and it is recommended that there is a meeting after each ExCo to allow feedback to be given to National Team members. An agenda will be defined before the meeting and shared with National Team members to maximise the value of the meeting. All meetings will be documented.

In addition, the ESC AD will consider wider uses of the National Team to maximise benefits to its members, BEIS and the UK. For example, National Team members could be used for stakeholder engagement or focus groups for research projects, government programmes or peer review.

Producing a report of TCP activities for BEIS

This process will largely follow that outlined above for the annual report.

Throughout the year the ESC AD will collate inputs for TCP reports for BEIS. This will include key developments in the TCP, key takeaways from TCP meetings, benefits to the UK / UK businesses, key issues related to membership, risks, opportunities, priorities, etc. Prior to development of the first report the format and sub-headings will be shared with BEIS to check agreement.

Additional tasks

Chairing TCP (liaising with secretariat, developing strategy, representing TCP externally)

The ESC AD will work with the ISGAN secretariat and other TCP members as required to ensure support for ISGAN's goals and strategy. In particular, this will involve close coordination with all ISGAN WGs and specifically the new Communications Working Group to ensure alignment. It is anticipated that Inter-Working Group calls will be held every 1-2 months.

Developing a Programme of Work for new research project

As required the ESC AD will lead / support the development of Programmes of Work (PoW) for new research projects. This process will involve engagement with all relevant stakeholders from across the TCP, BEIS, and National Team, and PoW documentation in required ISGAN formats

Active participation in a sub-task led by another country (e.g., information gathering, fact sheet writing, data analysis

The ESC AD will actively participate with sub-tasks led by other countries, by, amongst others:

- Sharing relevant information and reports from UK experience,
- Reviewing of documents / outputs,
- Sharing and contribution to surveys, data analysis, fact sheet writing,