

# TERMS OF REFERENCE

## Electronic Communications Resilience and Response Group (EC-RRG)

### Goal

To promote the availability of Electronic Communications infrastructure for the UK and provide an industry emergency response capability through the ownership and maintenance of the National Emergency Plan for Telecoms

### Objectives:

1. To take the lead in developing and maintaining cooperation between the telecommunication industry and government organisations through:
  - Planning, including ownership of the National Emergency Plan
  - Maintenance of a Memorandum of Understanding (MoU) between all members.
  - Response, including enactment, maintenance and enhancement of NEAT
2. EC-RRG will own and maintain the National Emergency Plan for Telecoms and the National Emergency Alert for Telecoms
3. To follow and deliver against a structured annual work programme agreed by the group.
4. Exchange views on policy and technology issues that may impact on the resilience of the industry
5. Support cooperation between industry and government organisations to drive adoption of appropriate standards, policies and procedures for resilience
6. Promote greater understanding of the work of the group and the capabilities of the industry.
7. Act as a conduit for Government and Industry to consult with telecoms providers on matters of telecoms resilience.

### Membership

1. Membership shall be voluntary with no fees payable.
2. There shall be two classes of membership: Strategy Group and Plenary Group.
3. Strategy Group membership will include representatives from
  - ECRRG industry chair and deputy chair
  - Department for Business, Enterprise and Regulatory Reform (BIS)
  - Cabinet Office
  - The Centre for Protection of National Infrastructure (CPNI)

- Ofcom
4. Plenary Group membership
    - Representatives from the Strategy Group
    - Representatives of Qualifying operators<sup>1</sup>
    - Representatives of the devolved administrations
    - Government region with lead responsibility for Telecoms
    - Representatives from the MOD
    - Other parties at the discretion of the Strategy Group
  5. New Members
    - New member companies and organisations should be proposed to the chair. Where they do not meet the criteria for 'Qualifying Operators' their application for membership should be put to the plenary group for discussion and, if necessary, a vote
  6. Replacements
    - Members should inform the Chair and Secretariat in writing if a new member of their company is replacing them in the Plenary Group. The number of representatives attending from any member organisation shall be at the discretion of the Chair.

## **Roles**

### **Plenary group membership brings with it an expectation of active involvement in working groups and / or sub-groups**

1. Members
  - Hold a free and open exchange of views
  - Share experiences
  - Provide advice and support
  - Identify opportunities for co-operation and improvements to the "National Telecoms Plan"
  - Will notify the Chair and secretary of agenda items for the Plenary Group in advance of the Strategy Group meeting preceding the main EC-RRG meeting
  - Will notify and agree with the Chair in advance where it is relevant that a guest should be invited to EC-RRG
  - Communicate proposals and decisions to appropriate interested parties as determined by the group.
2. Plenary Group
  - Collectively owns the National Emergency Plan for Telecoms and the National Emergency Alert for Telecoms
  - Maintain a standing sub-group focussed on the maintenance of the National Emergency Plan for Telecoms, the National Emergency Alert for

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<sup>1</sup> For definition of Qualifying Operators please refer to Annex A

Telecoms and one responsible for executing a communications and publicity plan.

- Own the annual work programme which sets out deliverables for EC-RRG
- Initiate both intra- and inter-sector Working Groups as necessary to address specific areas.

### 3. Chair

- Submit an annual report to CEOs of member companies as well as the Secretary of State for BIS and/or other relevant Ministers covering completed work and the proposed forward work plan, as well as on other significant activities of the group (e.g. a real emergency response)
- May write to individual CEOs of member companies where this is relevant (e.g. where there has been exceptional contribution from specific members)

### 4. Strategy Group

- Compile and oversee an annual EC-RRG work programme including setting out the deliverables for the wider group and subgroups.
- Develop the agenda for each EC-RRG meeting
- Meet in advance of each EC-RRG meeting in order to
  - Set forthcoming agenda
  - Discuss the delivery of the work programme against objectives
  - Consider new areas of work and agenda items proposed by members
  - Decide whether activation of subgroups or working groups is necessary
- Recommend to the plenary group topics for attention
- Provide assistance with problems which lie beyond the powers of the plenary group to resolve

### 5. Subgroups / Working Groups

- Report back to Plenary group on delivery against the objectives they have been set
- Will provide progress updates as appropriate.
- Can decide how to operate and advise plenary group on levels of participation
- Confidentiality rules apply and are the responsibility of the Chair of the Working Group.

## Principles

The business of EC-RRG will be conducted within the following framework:

- BIS will provide a secretariat, organise and host meetings and distribute of material.
- Notes will be taken by the secretary and distributed subsequently.
- Confidentiality will be observed in respect of sensitive material and information as defined by a Red Amber Green (RAG). Classification system
- As well as representing their employer's interests, delegates will actively participate in the work of the group as professionals in their own right.

- Any request for amendments to the Notes should be advised to the secretary in writing within 3 weeks of publication

## Chair and Deputy Chair

1. Chairmanship and Deputy Chairmanship of the Plenary Group will be provided by industry. Both parties will be members of, and elected by the Plenary Group. **The deputy chair must not be from the same organisation as the chair** (and are ideally from different parts of the sector where possible should not exclude people from applying).
2. The EC-RRG chair and deputy chair are required to act in an impartial way in respect of their own company's interests and will represent the views of industry as a whole
3. Exercise the role of EC-RRG deputy chair and next chair designate for a period of 1 year
4. After a period of 1 year in the role of deputy chair, assume the role of chair for a period of 1 year at which point a new Deputy Chair will be elected.
5. Contribute to the strategic direction of ECRRG including attendance of 4 meetings of the ECRRG stakeholder panel (meetings may be on the same day as plenary group meetings)
6. Chair and deputy chair will be members of the EC-RRG plenary group, and volunteers for these vacancies will be proposed from and voted on democratically by the plenary group
7. If the Chair or Deputy Chair are unable to carry out their full term, a replacement will be elected through the agreed system:
  - a. Members of the group may be nominated for the position of Chair or Deputy Chair. Nominees will complete a 'Nomination Statement' to be circulated to the group
  - b. Members will then cast one vote per company for their chosen nominee
  - c. Government departments will not take part in the vote. EC-RRG secretariat will manage the voting process
  - d. If only one nominee is forthcoming for Chair or Deputy Chair plenary members will be asked to endorse that appointment by vote.
8. Chair and Deputy Chair can represent the view of the EC-RRG as a consultative body but this does not represent the view of the telecoms industry. Any other members wishing to represent the view of the EC-RRG should consult with the Chair and Deputy Chair before doing so.

## **Review**

This document to be reviewed every two years.

## **Qualifying Operators**

Qualifying Operators are network operators considered to be part of the key electronic communications national infrastructure, and that satisfy one or more of the following criteria:

- Communication Providers defined as Category 2 responders under the current Civil Contingencies Act.
- Operators providing “dial-tone” or its equivalent to end-users of public telecommunications services
- Operators providing Emergency Services Operator service
- Operators providing electronic communications services for use by the authorities or other sectors of key national infrastructure such as banking, railways, gas or power
- Operators providing communications links and transmitter facilities for broadcast networks
- Public Internet infrastructure operators
- Major internet service providers with >10% market share

Operators’ representatives are expected to be responsible for, or involved in, the management of their employer’s emergency or business continuity planning processes.