

	Terms of Reference – Expert Working Groups
1. Authority	1.1. In accordance with the delegation from RICS’ Governing Council and RICS Regulation 7.2., the Standards and Regulation Board (SRB) has exclusive responsibility for strategy, policy and operational oversight of the standards, entry and admission to the profession (through RICS’ education and qualification standards), and regulatory functions of RICS. 1.2. In accordance with RICS Regulation 7.2.5., the SRB may delegate work to panels, sub-groups, working parties, Members, non-Members and RICS staff in order to fulfil its standards and regulatory objectives. Any delegated work shall be undertaken in accordance with terms of references approved by the SRB. 1.3. These terms of reference are approved by the SRB under the powers delegated to it by Governing Council under RICS Bye-Law 7.2. and Regulation 7.2.5.
2. Purpose	2.1. The purpose of an Expert Working Group (EWG) is to advise RICS on the delivery of an agreed output. 2.2. They are normally formed to develop and/or maintain formal standards or guidance publications (professional statement, rules, guidance notes, etc.). 2.3. An EWG may also be used for developing public policy positions, or to conduct a specific review and formulate recommendations. 2.4. The output(s) of the EWG must be defined and planned with a clear articulation of any risks or opportunities that it is required to address. There should be a defined date for delivery and a consultation plan in accordance with relevant RICS processes.
3. Composition	3.1. Chair 3.1.1. An EWG must have a Chair. 3.1.2. The Chair may be an appropriate RICS staff member or an appointed external (non-executive) Chair. 3.1.3. The Chair should have the appropriate balance of skills and experience and sufficient independence to minimise the risk of actual or perceived conflicts of interest arising. 3.1.4. The required skills and experience will be determined by the relevant RICS staff.

3.1.5. The appointment of a Chair shall be made by the SRB, subject to appropriate delegations set out in the Delegated Decision-Making Matrix (DDMM) for the Profession, and in accordance with the relevant appointment process and skills matrix.

3.1.6. Chair appointments will be escalated for approval to the SRB itself when, in the opinion of the Director of Standards and Professional Development, the project:

- has high impact on the profession
- relates to a contentious subject matter with impact on key stakeholder groups
- is especially high public profile

The judgement of escalation to SRB for approval will be made by Director of Standards and Professional Development.

3.1.7. If SRB approval is required for a Chair then the following process is normally applied (although may be varied, at the discretion of the Chair of SRB):

- (i) Director of Standards and Professional Development (or nominee) to seek expressions of interest from suitably qualified candidates to Chair the EWG
- (ii) Director of Standards and Professional Development (or nominee) to discuss with Executive Director of the Profession to agree candidate recommendations
- (iii) SRB Chair and Director of Standards and Professional Development (or nominee) to meet with recommended candidates and select Chair; appointment to be confirmed by SRB on Chair's action
- (iv) Director of Standards and Professional Development (or nominee) and Executive to work with appointed EWG Chair to identify the EWG members and send a proposed list of appointees to SRB Chair for review
- (v) EWG Chair, Director of Standards and Professional Development (or nominee) and SRB Chair to agree appointment of Members and appointments to be confirmed by SRB on Chair's action.

3.1.8. The Chair shall be responsible for managing and leading the EWG to deliver the output according to the project plan, and always in accordance with the RICS standards development process.

3.2. EWG members

3.2.1. The Chair and the relevant staff member are jointly responsible for selecting the EWG members in consultation with relevant RICS staff. In any case of disagreement between staff and the Chair the final decision on membership will be made by the Chair of the SRB.

3.2.2. The EWG will be selected based on an assessment of the range of skills and experience required for the project. Membership needs to ensure that it engenders

	the widest possible stakeholder confidence as well as the technical skills and subject matter expertise. Key considerations are likely to include: • technical, professional and subject matter expertise and experience • author(s) with appropriate skills in drafting • market knowledge (sector/geography) • ability to convey the views of an important stakeholder group • consideration of the need for consumer representation • representation of a collaborating organisation • diversity 3.2.3 Additionally, RICS will ensure access to: • technical staff with appropriate sector knowledge • regulatory/legal expertise • project management • editorial • in-house technical drafting • other specific skills required for the group to do the work 3.3. The size of an EWG is at the discretion of the chair and lead staff member but will normally be 6 to 10 people. 3.4. All EWG members must agree to appropriate confidentiality and copyright transfer upon request to do so by RICS. 3.5. All EWG members are expected to uphold high standards of professional and ethical behaviour. 3.6. Any member of the EWG who has a material interest relating to any decision to be made by the EWG must declare their interest before the item relating to that decision is discussed. 3.7. Length of appointment on an EWG is at the sole discretion of the SRB subject to delegations set out in the DDMM and RICS Bye-Laws and Regulations.
4.	Quorum 4.1. The quorum necessary for the conduct of meetings shall be half the members of EWG.
5.	Meetings 5.1. The frequency of meetings shall be determined by the project plan and need. Discussions are clearly needed to ensure a good understanding of all the issues. Collaboration tools (such as Microsoft Teams) can be used to aid efficiency and reduce the need to co-ordinate and schedule meetings.

	5.2. All key notes and actions from meetings need to be recorded and kept by RICS (usually 5 years). 5.3. An audit trail of decisions from EWG should be recorded and kept by RICS (usually 5 years). 5.4. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the working group and any other person required to attend, no later than five working days before the date of the meeting by the project manager. 5.5. Meetings will be held virtually unless otherwise indicated by the Chair.
6.	Terms of Reference The Terms of Reference of the EWG will be reviewed annually, or at any time requested by the Chair of the SRB.

Approved by the Standards and Regulation Board on December 8th 2020

Date for Review: December 2021