

Terms of Reference for the Cyber Security for the Tertiary Sector Advisory Group PTEs

<i>Role and purpose</i>	The Advisory Group provides advice and guidance to the Cyber Security for the Tertiary Sector (CSTS) initiative and represents Private Training Establishments (PTEs), ensuring the project provides fit for purpose solutions to the tertiary sector.														
<i>Key Responsibilities</i>	<ul style="list-style-type: none"> • To provide support and advice to the project to assist in the delivery of the CSTS project outputs • To contribute to, or review, key documents and deliverables • To be change champions and advocate for the uptake of project deliverables • To assist the project with stakeholder engagement, alignment and communication, and resolve stakeholder management issues • To address high-priority issues and risks by providing direction, advice and assistance as required • To reconcile differences in opinion and approach, resolve disputes, and remove roadblocks 														
<i>Process</i>	<p>The Advisory Group will meet monthly. Out-of-session meetings can be scheduled if necessary. Each meeting shall:</p> <ul style="list-style-type: none"> • Provide progress updates since the last meeting • Review outstanding action points and decisions • Review and approve proposed artefacts or content <p>All actions and decisions will be recorded by the Secretary. All papers for inclusion on the agenda will be distributed at least 2 working days prior to the meeting. Updated action points and decision log will be provided within 3 working days following each meeting.</p>														
<i>Membership</i>	<table border="0"> <tr> <td>Virginia Barker</td> <td>New Zealand Qualifications Authority</td> </tr> <tr> <td>Richard Li</td> <td>(Sponsor, chair & co-chair)</td> </tr> <tr> <td>Andrew Brennan</td> <td>QTI</td> </tr> <tr> <td>Graham Dennis</td> <td>AECTP</td> </tr> <tr> <td>Patrick Dowling</td> <td>ITENZ</td> </tr> <tr> <td>TEC CSTS team</td> <td>Project management, comms and secretariat</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • Roy Hoogmoed • Bernard Duncan </td> </tr> </table>	Virginia Barker	New Zealand Qualifications Authority	Richard Li	(Sponsor, chair & co-chair)	Andrew Brennan	QTI	Graham Dennis	AECTP	Patrick Dowling	ITENZ	TEC CSTS team	Project management, comms and secretariat		<ul style="list-style-type: none"> • Roy Hoogmoed • Bernard Duncan
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<i>Quorum</i>	A minimum of 2 members including the Chair must be present to constitute a quorum.														
<i>Roles & responsibilities</i>	<table border="0"> <tr> <td style="vertical-align: top;">Sponsor & chair</td> <td> <ul style="list-style-type: none"> • Overall accountability for achievement of the objectives and outcomes • Liaison between Advisory Groups and Steering Group • Guide the strategic direction of the project to achieve its outcomes • Lead stakeholder engagement • Final decision maker for escalations </td> </tr> <tr> <td style="vertical-align: top;">Members</td> <td> <ul style="list-style-type: none"> • Provide guidance, support and endorsement for the project • Provide input to key deliverables • Specify needs of those who will use the project's products • Represent their respective organisation and subsector and inform back re project, progress and deliverables • Assist with stakeholder engagement, alignment and communication, and help to resolve stakeholder management issues </td> </tr> <tr> <td style="vertical-align: top;">Project Manager</td> <td> <ul style="list-style-type: none"> • Support the Advisory Group and delivery of artefacts, considering their guidance and direction • Manage the processing of project artefacts through the review and approval process • Provide regular updates </td> </tr> <tr> <td style="vertical-align: top;">Secretariat</td> <td> <ul style="list-style-type: none"> • Coordinate the meetings as directed by the Chair • Prepare committee artefacts (minutes, agenda) and distribute to members </td> </tr> </table>	Sponsor & chair	<ul style="list-style-type: none"> • Overall accountability for achievement of the objectives and outcomes • Liaison between Advisory Groups and Steering Group • Guide the strategic direction of the project to achieve its outcomes • Lead stakeholder engagement • Final decision maker for escalations 	Members	<ul style="list-style-type: none"> • Provide guidance, support and endorsement for the project • Provide input to key deliverables • Specify needs of those who will use the project's products • Represent their respective organisation and subsector and inform back re project, progress and deliverables • Assist with stakeholder engagement, alignment and communication, and help to resolve stakeholder management issues 	Project Manager	<ul style="list-style-type: none"> • Support the Advisory Group and delivery of artefacts, considering their guidance and direction • Manage the processing of project artefacts through the review and approval process • Provide regular updates 	Secretariat	<ul style="list-style-type: none"> • Coordinate the meetings as directed by the Chair • Prepare committee artefacts (minutes, agenda) and distribute to members 						
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