



THE TA FORUM

Working Group Party Operating Standards



1. Summary

This document has been compiled in order to provide guidance to each working group that has been sponsored by the TA Forum.

This document should be read in conjunction with the Key Principles & Initiatives document published on the TA Forum website (thetaforum.co.uk).

The TA Forum was established in 2010 and provides a centre of excellence for the development of knowledge and understanding of the TA industry, as well as acting as a facilitator of change and improvement. The TA Forum is represented by senior industry representatives established to support and influence change within their own organisations, as well as acting as a source of technical advice and discussion for all members.

The key objectives of the TA Forum are: -

- Support and influence change where operational efficiencies can be improved across the UK investment management industry.
- Maintain and enhance the reputation and standing of the industry; and
- Provide a centre of excellence for the development of knowledge and understanding of the TA industry.

In order that our objectives are achieved, a number of initiatives have been identified and are captured under the following three key principles: -

- Regulatory and Legal Change
- Definition and implementation of key process change
- Harmonising best practice

Where it is deemed prudent, working groups consisting of representatives of each member firm will be established to agree best practice standards. The following working groups are currently in operation: -

- AML
- Offshore Forum
- Robotics & AI
- Blockchain DLT Development
- Operations Resiliency (due to close End Jan'23)



2. Working Group Operating Standards

The creation of each working group and its key objectives must be approved by the TA Forum primary members in advance of any working group being initiated.

The primary members agree to support the work undertaken by each working group and will designate a representative (including secondary member) with expertise in the working groups subject matter, who will represent the interests of each member firm. A representative(s) from each member firm must attend all meetings and where the named representative is absent an alternative member should attend notifying the Chair and Co-ordinator in advance. Where no response has been received to a meeting invitation, this should be chased and if still no response received within 10 days of the meeting date then this should be escalated by the W Group Chair to the primary member who will escalate to the primary member of the firm concerned, this is to ensure full attendance and representation at each scheduled meeting. All working group representatives agree to provide full support to the working group including participating in any actions and the associated work connected with these. More than one member from each firm may attend including representatives from offshore entities, where relevant and beneficial to the group.

Each working group will consist of a Chair and a primary member of the TA Forum. The Chair will be responsible for scheduling the meetings (by year end for the forthcoming year), sending out an agenda at least a week in advance of each meeting, maintaining a schedule of attendees of each meeting, Chairing each meeting, maintaining summary of minutes and all actions, approval of all output produced by the working group and taking lead in driving through the key initiatives which have been agreed and documented in the Terms of Reference ('ToR'). The Chair can designate responsibility within their own firm to support with these activities.

The primary member will provide support to the Chair ensuring that objectives and initiatives of each working group remain aligned with the TA Forum strategy and the TA Forum standards are adhered too. The primary member will also provide a verbal update of current status of the working groups activities at each TA Forum meeting and be the main conduit between the TA Forum primary members and working group. The Group Secretary will act as a contingency for the primary member as a temporary measure. Where the Group Secretary sits on a working group (in their capacity as a primary member), in their absence updates will be provided to the TA Forum Chair.

The working group will agree ToR and thereafter provide regular written updates to the Primary members on a regular basis. All output produced by the working group must represent the interests of all member firms and recommend best practice for the TA



industry. Where consensus amongst the working group cannot be reached then matters should be referred to the primary group.

The working group will work with the Regulator and other industry groups, where applicable. Any output provided to other industry groups must not be copied or distributed further. If an industry group wishes to quote material provided by the TA Forum, then permission from the Group Secretary and Chair of the working group must be obtained in advance and the TA Forum quoted as the source of the information.

All output produced must use the TA Forum brand and relevant disclaimers applied. All documentation that is to be published on the TA Forum public website must be approved initially by the working group representatives and then forwarded to the Group Secretary who will arrange for the primary members to provide final approval. All external letters and emails must be approved in advance and sent on TA Forum letterhead and from the central TA Forum email account, please refer to the Group Secretary for further information. The Group Secretary should be added to the working group distribution list and copied in on all output produced in order that progress can be tracked and reported.

When sufficient material has been collated and agreed by all working group members, regular written updates on the status of the working groups activity should be provided to the Group Secretary for publication on the TA Forum website.

3. Key Contacts

Group Secretary & Primary Member – Michelle Quick (mquick@thetaforum.co.uk) Tel: 01322 860727 or 07868 510062

General TA Forum email: enquiries@thetaforum.co.uk

4. Important Information

This document has been compiled for the use of TA Forum members only and is for guidance purposes.

This document must not be copied or distributed without written consent from the TA Forum.

For any queries regarding this document, please contact enquiries@thetaforum.co.uk