



TECHINICAL ADVISORY PANEL (TAP)

Terms of Reference

1. Purpose

UK Cyber Security Council professional titles are awarded by specialism, with the exception of the Associate title (ACSP) which is a non-specialism specific title. The UK Cyber Security Council will appoint a Technical Advisory Panel (TAP) for each specialism, and an additional TAP for ACSP.

The TAPs are the guardians of quality. They support the UK Cyber Security Council in developing, embedding and ensuring quality within professional registration and related activities across specialisms in cyber security.

2. Terms of Reference (scope and responsibilities)

2.1 Specialism specific responsibilities:

Endorse Standards

The professional standard for the cyber workforce is set out in the UK Cyber Security Council's Standard for Professional Competence and Commitment ("the SPCC"). The standard is set by the Council under Council Bye-law 5.1 and approved as per the process under paragraph 4.1.2 of their Royal Charter.

For each specialism the standard requires contextualisation (the application of the specific assessment type and level for a specialism in an evolving threat landscape). The TAPs are responsible for ensuring that contextualisation is rigorous and maintains credibility as the gold standard for the cyber profession. The TAPs will

- Endorse the contextualisation of the standard for their specialism.
- Horizon-scan and maintain an awareness of emerging and trending issues within their specialism, in cyber security in the UK and globally, with a view of ensuring the contextualisation continues to be rigorous and relevant.

Endorse Assessment Processes

Organisations that wish to be a licensed body for the relevant specialism will propose an assessment process to assure that an applicant meets the relevant professional standard. The TAPs will endorse the proposed process. This will include consideration of:

- Mapping of professional certifications to the relevant parts of the professional title
- Proposed applicant assessment criteria
- Proposed assessor qualification criteria and person specification

- Ratification of initial assessors for the Professional Registration titles (Pilot where relevant), utilising the agreed assessor qualification criteria and person specification.
- To agree any Professional Registration titles conferred to initial assessors.

Audit and Moderation

The TAPs are responsible for ensuring that licensed bodies only award professional titles to those within their specialism who merit the award. The TAPs will:

- Provide advice and direction within the licensed body application process, both for new licensed bodies, and for existing licensed bodies adding additional specialisms
- Provide assessment of, and assurance of, License Bodies continued compliance to the application of contextualisation during assessment, via moderation and audit as scheduled.
- Undertake moderation of registration processes as needed for both specialism development, and BAU quality checks.
- Undertake periodic reviews of the SPCC and specialism contextualisation for quality purposes.
- TAP Chairs will maintain a skills audit of their members to ensure skills and expertise are objectively measured

2.2 General

- The TAPs will adhere to the Council's Volunteer Guidance and Confidentiality.

3. Modus Operandi

The TAPs are independent expert advisory groups that report to the Programme Board. TAP members are made up of subject matter experts within the cyber security profession across specific specialisms. They are a collection of skilled and experienced individuals whom the Council will assemble as topic-based task and finish groups.

In addition to cyber security specialists, the TAPs may also require access to specialists in assessment techniques. If the members of a TAP lack this expertise, they will invite a relevant expert to participate in the panel discussion.

The Council will respect the advice, and it will not approve contextualisation, processes or initial assessors that have not been endorsed by the relevant TAP. The Council reserves the right to reject the advice and not approve matters endorsed by the TAPs. In those circumstances the Council will ask the TAP to reconsider its advice. In exceptional circumstances the Council may dismiss the TAP and appoint a replacement TAP.

4. Constitution

4.1 Members:

- A minimum of 5 cyber security professionals selected for their recognised authoritative expertise in specialism area.

Chairperson

- The members will elect a chairperson who will determine that all decisions represent the views of the members. The chairperson will communicate all decisions to the Council.
- Only members, including chairperson, may vote on decisions. Others in attendance may only observe

4.2 In attendance:

- TAP members for the related specialism.
- UK Cyber Security Council Professionalisation staff member
- UK Cyber Security Council CEO (By Invitation).
- Representation from relevant licensed bodies (By Invitation).
- Representation from experts (as relevant).

The Council will provide a secretariat for all TAP meetings and facilitate discussion and actions as relevant.

5. Quorum

5.1 TAP Meetings

- The chairperson must attend every meeting or delegate the chair to an acting chairperson.
- For any voting to take place, a quorum at each meeting of the TAP shall be 60% of the total number.
- Decisions or endorsement require 60% of TAP members to be in agreement
- For meetings of the TAP where no voting will be taking place, these can proceed with less than 60% of the total number.

6. Complaints

Where a member of the TAP has concerns about any aspect of the operation of the TAP they should contact the Chief Operating Officer of the Council. If the complaint requires further escalation they should complain to the Chair of Trustees of the Council.