

## **Intellect Document Management Working Group Terms of Reference**

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### **Introduction**

The following document is intended to outline the terms of reference for an Intellect Working Group on Document Management.

### **Purpose of Group**

To bring together members with an interest in the document management field in order to facilitate greater understanding of the capabilities and target markets of current document management. This in turn will enable members to take advantage of market opportunities developed through this greater understanding.

The group will complement existing Intellect activity.

The target audience for this group will include members, wider industry, customers, and other industry bodies.

### **Membership**

The membership of this group is open to all interested Intellect member companies.

### **Governance**

In accordance with all other Intellect groups, the Document Management Group will have a Chair, two Vice-Chairs and Management Committee. Nominations for each position will be sought from the Intellect membership and, where necessary, elections will be held. All positions – Chair, Vice-Chair and Management Committee - will be for one year, with re-election possible.

The Intellect ID and Information Management Delivery Team will provide secretariat support to the Group. The Chair, Vice-Chairs and Management Committee will be expected to meet at least four times a year, with group meetings being held as appropriate.

### **Terms of Reference**

The Document Management Working Group will seek to improve the understanding of document management both within the industry and externally to customer organisations, with a view to opening up the market for providers of document management. The group will achieve through a number of methods.

- Promoting the Document Management industry to key stakeholders.
- Improving the knowledge and understanding of document management throughout industry and government.
- Engaging fully with Intellect members active in this area
- Assisting the development of the industry and its marketplace through a variety of appropriate means.
- Working with Intellect to produce appropriate guidance and information both for the document management industry and for wider industry.
- Lobbying appropriate stakeholders on issues affecting standards relating to document management.
- Promoting the importance of document management in a variety for vertical markets, for example national and local government, the financial services industry, the utilities sector.
- Working where appropriate with other Intellect special interest and working groups.