

Intellect Major Events Working Group Draft Terms of Reference

Introduction

The following document is intended to outline the draft terms of reference for an Intellect working group on major events.

Purpose of Group

To aid technology companies with an interest in the staging of major events in the UK. The group will act as a conduit for information concerning procurement and opportunities brought about by major events, and provide members with access to market opportunities and key stakeholders. The key purpose of the group is to improve the market conditions for members through a process of information gathering and sharing.

Membership

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

Governance

In accordance with all other Intellect groups, the Major Events Group will have a chair, vice-chair 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 markets and business performance team will provide secretariat support to the group. The chair, vice-chair and management committee will be expected to meet at least four times a year and group meetings will be held approximately four times a year also.

Terms of Reference

The group will focus initially on key stakeholders and their procurement processes in order to aid members in accessing the opportunities that major events present, both for members who are prime contractors, and those who are second- and third-tier suppliers. It aims to do this in a number of ways.

- Identifying and building relations with key stakeholders.
- Promoting the importance of technology to stakeholders in the organising and implementing of major events.
- Providing members with key points of information relating to procurement process information.
- Promoting knowledge sharing and networking among member companies, and between member companies and stakeholders.
- Sharing knowledge and lessons learned from those previously involved in major events.
- The group will not produce new information, but instead act as a conduit for first-hand information by bringing all of the key access points to members' attention.

Further work will involve looking at market opportunities in greater detail and exploring other areas of major events, such as the concept of legacy, that members would be keen to explore.

- The group will continue to identify where members can access new opportunities.
- Promote the importance of ICT to stakeholders with legacy considerations.