



CREST. Representing the technical information security industry

Terms of Reference

Focus Groups

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1. Definitions

- i. **“CREST” or “CREST International”** means CREST (International), with Company Registration number 09805375, and any or all of his global Chapters;
- ii. **“Local Council”** means the governing body of a region elected by the Member Companies entitled to vote in that region;
- iii. **“Member Company”** means a company who has been admitted to membership by CREST International, has passed the relevant requirements and has paid any fees associated with membership;
- iv. **“CREST International Council”** the governing body of CREST (International);
- v. **“Operating Executive”** shall mean the employed staff of CREST International that comprise the management team of CREST.

2. Purpose

The purpose of the CREST Focus Groups and their Sub-Committees is both reactive and proactive. They will consider items passed to them from the CREST Councils, from members accredited to the Focus Group’s discipline, from the CREST Operating Executive and from other stakeholders as well as items formulated within the Sub-Committee.

Their recommendations may then be passed to CREST and its Operating Executive whose decision on adoption or not will be final.

3. Transparency and Communications

The membership, appointment processes, meeting dates, agendas, minutes and recommendations of the Focus Group Sub-Committee will be available to all CREST members accredited to the discipline. The CREST Operating Executive reserves the right to redact commercially sensitive or confidential information as it deems necessary.

4. Membership

4.1. Focus Group

There will be a maximum of two (2) representatives from a member company accredited to the discipline that can attend a meeting of the whole Focus Group.

4.2. Focus Group Sub-Committee

- i) The Focus Group Sub-Committee shall consist of a prescribed number of representatives from CREST member companies accredited to that discipline and based on the number of companies accredited to the discipline in total and the member company's geographic membership subscription. They will be derived in accordance with Clause (iii) below. The members to be appointed to the Focus Group Sub-Committee will be elected by the member companies accredited to the discipline, irrespective of their geographic membership subscription.
- ii) The CREST Operating Executive may recommend an increase to the number of Sub-Committee Members if the number of companies accredited to the discipline increases significantly.
- iii) The prescribed number of places on the Focus Group Sub-Committee will be based on the regional predominance of the member companies accredited to the discipline and will be comprised as follows to ensure appropriate regional representation on the Focus Group:
 - a. X member company representatives from accredited member companies and who are based in the EMEA Region (ie. Europe (including UK), Middle East or Africa); and
 - b. X member company representatives from accredited member companies and who are based in the Asia region; and
 - c. X member company representatives from accredited member companies and who are based in the Australasia region; and
 - d. X member company representatives from accredited member companies and who are based in the Americas region.
- iv) Member companies may only nominate one representative in one region to stand for election to the Sub-Committee.
- v) Technical input to the Sub-Committee will be managed in accordance with Clause 5.4 (Technical input to the Focus Group).

5. Sub-Committee Appointments, Term and Votes

5.1. Appointments to Sub-Committee

The CREST Member Companies accredited to the Focus Group's discipline will be invited to nominate appropriate representatives from their organisations to stand for election to the Focus Group Sub-Committee in accordance with Clause 4.2 [Membership>Focus Group Sub-Committee].

There will be a maximum of one representative from any one member company on the Sub-Committee.

Appointments will initially be for a period of one year. At that point, a review of the geographic allocations [see Clause 4.2] will be conducted to ensure they remain fit for purpose based on the location of accredited discipline providers at the time. If no additional places are added at this point, the term of the original Sub-Committee members will be extended by two years to align with the provisions of Clause 5.2 [Term of Sub-Committee Members].

If any additional places are allocated after the geographic review, an election will be held to fill them in accordance with the provisions of this Clause 5.1 [Appointments to Sub-Committee]. The term of these additional places will be two years. The original appointments will also be extended by two years to put all sub-committee members on the same term at which point Sub-Committee Members will be eligible to stand for re-election for a further three-year term if they wish to do so in accordance with Clause 5.2 [Term of Sub-Committee Members].

5.2. Term of Sub-Committee Members

Thereafter, all Sub-Committee appointments will be for a period of three years and representatives retiring at that point will be eligible for re-election for a further three-year term if they wish to stand.

All Sub-Committee Members must stand down compulsorily for one year if they have served for two consecutive three-year terms, ie. six years. In the first instance, an appropriate number of Sub-Committee members to retire will be determined by mutual agreement and will be eligible to stand for re-election for a further three-year term if they wish to do so. The remaining Sub-Committee Members will retire by rotation the following year.

5.3. Votes of Members in Sub-Committee Elections

If after the close of nominations, the number of nominated representatives standing for election to the Sub-Committee is less than or equal to the number of vacancies to be filled at the election, those representatives will be declared elected.

If there are more nominated representatives than vacancies, a poll will be held from amongst the Member Companies accredited to the discipline and the nominated representatives shall be elected by a majority vote. Ties will be settled based on the seniority of the company joining CREST.

Each member company will hold one vote. A member company representative may cast their vote for up to the number of vacancies to be filled but not more than the number of vacancies to be filled. For the avoidance of doubt, only member companies accredited to the discipline will be entitled to vote at the Sub-Committee elections.

5.4. Technical Input to the Focus Group Sub-Committee

At least one current CREST Assessor holding the appropriate discipline-related qualification(s) or experience must be either a member of or appointed to the Sub-Committee. If an Assessor is appointed rather than elected, that Assessor may represent the same company as an elected Member of the Sub-Committee and should be knowledgeable in the Focus Group's discipline.

6. Chair and Vice-Chair

The Focus Group Sub-Committee shall elect a Chair and a Vice Chair from amongst their number who will also act as Chair and Vice-Chair of the Focus Group as a whole. For the avoidance of doubt, the assessor(s) appointed to the Sub-Committee in accordance with Clause 5.4 (Technical Input to the Focus Group) will be eligible to stand for the role of Chair and Vice-Chair of the Focus Group.

Initially, the appointment to each role will be held in one election and the person receiving the most votes will be elected as Chair, and the person coming second in the vote will be elected as Vice-Chair. Their appointments will be ratified by the Focus Group Sub-Committee members at their first meeting after their appointment.

Each elected Sub-Committee member will hold one vote. In the event of a tied vote, the tie will be settled by seniority of the member company joining CREST.

If the Sub-Committee cannot agree a Chair and/or a Vice-Chair, the CREST Operating Executive shall appoint to the role(s) from the members of the Sub-Committee.

The Chair and Vice-Chair will retain those roles for a period of no longer than three years, unless:

- a) they stand down from the Sub-Committee; or
- b) if a majority of the Sub-Committee choose to remove that person(s) from the role(s).

If the Chair or the Vice-Chair have held office for three consecutive years' they will each be obliged to stand for re-election or re-appointment as appropriate if they wish to do so.

Upon re-appointment or re-election, both the Chair and the Vice-Chair may serve for a further term of three years at which point they must stand down and will not be eligible to stand for appointment again until a period of one year has elapsed.

Where the Chair is not in attendance at a meeting of the Focus Group Sub-Committee, the Vice-Chair shall preside. If both are absent, the members of the Sub-Committee shall appoint an acting Chair from the members present for the meeting in question. At all Sub-Committee meetings, it shall be the duty of the Chair to ensure that all Sub-Committee members show respect to the process and are provided with equal access to the floor. The Chair shall also determine when consensus has been reached and in accordance with the provisions of Clause 8.4 (Quorum).

The Chair and Vice-Chair will meet with their equivalent numbers in the other CREST Focus Groups on an annual basis.

7. Vacancies

A vacancy on the Focus Group Sub-Committee howsoever arising shall be allocated to the first unelected candidate in the region (the first reserve) from the election last occurring and Sub-Committee Members so appointed shall serve for the same term as the individual that they are replacing.

If no such candidate exists, the Focus Group Sub-Committee will fill vacancies occurring in its membership by inviting applications from CREST member companies accredited to the discipline and in accordance with the provisions of Clause 5 (Sub-Committee Appointments).

8. Meetings

8.1. Frequency of Meetings

The Focus Group as a whole will aim to meet quarterly. Specific topics will be identified for discussion. Virtual attendance will be made available for those unable to attend in person. The meetings will be chaired by the Chair, or Vice-Chair, of the Focus Group Sub-Committee.

The Focus Group Sub-Committee shall meet not less than three times in each year.

8.2. Record of Meetings

The Chair of the Focus Group Sub-Committee will ensure that a written record of the meeting is made and shall appoint a Secretary who will be responsible for recording the minutes of the meetings.

The Focus Group Sub-Committee shall ensure that the agreed written record of each of their meetings is made available to the CREST Operating Executive.

The Chair of the Focus Group Sub-Committee will deliver a summary of the Sub-Committee's decisions and recommendations to the CREST Operating Executive for consideration and their decision on adoption or not will be final. The Chair may also be invited to address the CREST International Council or a Local Council.

The record of the meeting and any discussions shall be treated as CREST Confidential and not for disclosure outside the Focus Group without permission from the CREST Operating Executive

8.3. Guests at Meetings

The Focus Group Sub-Committee may invite guests or advisers to attend parts of a Sub-Committee meeting or a whole Sub-Committee meeting where their participation is relevant or essential. Such invitations should be based on a business purpose such as, but not limited to, contributing input to a specific topic as a subject matter expert.

Where guests or advisers are invited and depending on the subject matter, they may be required to sign a CREST Non-Disclosure Agreement and a statement agreeing to act in the interests of CREST as a whole and not in the interests of the organisation which they represent. The CREST Operating Executive, including the Head of Governance & Legal, should be consulted prior to an invitation being issued.

8.4. Quorum

A quorum at each Focus Group Sub-Committee meeting shall be 25% plus either the Chair or Vice-Chair of the Sub-Committee. Decisions taken at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

9. Functions of the Sub-Committee

9.1. Responsibilities

- a) To represent the discipline and feed back to CREST Operating Executive;
- b) In conjunction with the participants in the main Focus Group, to review accreditation processes and feed back to CREST;
- c) To review examination syllabuses and feed back to CREST Operating Executive;
- d) Provide feedback to the Assessors on examination content and quality;
- e) In conjunction with the participants in the main Focus Group, to provide feedback to CREST on its strategy as it relates to the discipline;
- f) To provide feedback from the wider CREST membership on discipline-related issues;
- g) To consider XYZ matters passed to them from the International and/or Local Councils, from members accredited to the XYZ discipline, from the CREST Operating Executive and from other stakeholders;
- h) In conjunction with the participants in the main Focus Group, to horizon-scan upcoming technological developments to provide input to the examination syllabuses and forward direction of CREST, and to support Government initiatives;
- i) To assist the review of potential papers for CRESTCon presentations within the discipline or other relevant stream(s);
- j) To consider potential research proposals, research papers and white papers relevant to the discipline, and to recommend such to CREST for consideration;
- k) To ensure that feedback from the main Focus Group meetings is actioned.

9.2. Engagement with International Council

The Focus Group Sub-Committee will select a representative to represent the discipline on the International Council which may be the appropriately discipline skilled/knowledgeable assessor appointed in line with Clause 5.4 [Technical Input to the Focus Group Sub-Committee] if they wish. The Focus Groups can make their selection either by mutual agreement or via an election which CREST International can facilitate.

The Sub-Committee will have the right to remove the nominated (or elected) International Council representative and to nominate, or elect, an alternative. Such decision will be by a majority vote (see Clause 8.4 [Quorum]). Examples of the rationale for such a decision include, but are not limited to, lack of performance, lack of commitment, poor attendance. As such, the nominated (or elected) representative may not be the Chair.

The selected representative will represent the global interests of the discipline on the CREST International Council.

10. Attendance by Members

Consistency of contribution is paramount and all Focus Group Sub-Committee members are expected to regularly attend meetings.

The Sub-Committee will meet for no less than three formal meetings a year. As a minimum, Sub-Committee members are expected to regularly attend meetings and contribute to the activities of the Sub-Committee, and by volunteering to serve on the Sub-Committee, you must be in a position to allocate sufficient time to meet this expectation.

Members of the Sub-Committee will be expected to actively participate in all aspects of the Focus Group, contributing ideas and suggestion and delivering contributions when requested or allocated. It is also expected that Sub-Committee Members would engage in active communications with other Sub-Committee members via email and telephone. They should expect to allocate time for preparing for meetings and participating in projects where appropriate. This time commitment may realistically amount to around one day per month.

Where a member of a Sub-Committee member fails to attend two consecutive Sub-Committee meetings, unless there are extenuating circumstances the Chair may seek for that person to be replaced either by another representative from the same organisation or to fill the vacancy created in line with the provisions of Clause 7 (Vacancies) of these Terms of Reference. The remaining Sub-Committee members shall determine the optimum course of action in these circumstances.

11. CREST Attendance

The CREST Global Head of Product and Head of Accreditation from the CREST Operating Executive will be invited to attend each meeting of the Focus Group Sub-Committee and meetings of the whole Focus Group.

Other appropriate members of the CREST Operating Executive or permanent staff may attend meetings as required.

12. Working Groups

The Focus Group Sub-Committee may establish working groups as and when required, whether short term or otherwise subject to approval by the CREST Operating Executive.

The Focus Group Sub-Committee will be responsible for outlining the purpose and deliverables of any such working group, its membership and detailing when and how that working group should report back to the Sub-Committee and the timeline for doing so.

Where necessary, the Sub-Committee may, at their discretion and with the agreement of the CREST Operating Executive, appoint persons in an advisory role in order to assist with the effective activities of a Working Group. Where such advisers are invited, they must sign a CREST Non-Disclosure Agreement and a statement agreeing to act in the interests of CREST as a whole and not in the interests of the organisation which they represent

13. Co-Optees

The Focus Group Sub-Committee may, at their discretion or as recommended by the CREST Operating Executive, co-opt persons in observer or advisory roles in order to assist with the effective operation of the Sub-Committee and its effective representation of the sector. Such persons should not form part of the consensus needed for recommendations passed to the CREST Operating Executive. Examples of the advisors and observers that the Sub-Committee may choose to invite include Government representatives, buyers of services relevant to the discipline, or technical specialists.

Where co-optees are invited, they must sign a CREST Non-Disclosure Agreement and a statement agreeing to act in the interests of CREST as a whole and not in the interests of the organisation which they represent.



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