

*Representing BSIA at committee meetings*  
**A code of practice for BSIA members and their employees**

# Representing BSIA at committee meetings

a code of practice for BSIA members and their employees

## Contents

1.	Introduction .....	3
2.	Scope .....	3
3.	Definitions .....	<b>Error! Bookmark not defined.</b>
4.	Member selection .....	4
5.	Participation in meetings .....	5
6.	Reporting on meetings.....	6
7.	Standing down / removal of representation .....	6
	Annex A – Selection process flow chart.....	7
	Annex B – Competition guidance for meetings .....	8
	Annex C – Committee meeting report form template (EXAMPLE) .....	9

# 1. Introduction

The BSIA is represented on a large number of committees and groups ranging from government stakeholder groups to standards committees both within and outside the UK.

Whilst some of these groups utilise the services of employees of the BSIA (the Executive), there are many that benefit from member participation. Representatives to these groups may have to provide either a technical or strategic viewpoint, or perhaps both whilst being mindful that they represent the BSIA position. The selection of these representatives (often experts in their own right) needs to take account of these positions.

It is therefore important that there is a clear understanding of how such viewpoints are communicated to these representatives to ensure the best outcome is achieved for the BSIA and members accordingly.

In such a fast-changing industry, there is a steady recycling of experts wishing to participate in the various groups and the BSIA has a duty to assist these experts to ensure the views of the Association are amplified. This requires a degree of induction and training to enable them to perform their role.

# 2. Scope

This Code of Practice provides recommendations for the selection, conduct and expectations of BSIA member companies' employees at meetings where they represent the views of the BSIA.

Types of meetings included in this scope comprise meetings where BSIA has representation as well as BSIA hosted meetings where non-BSIA member organisations are represented.

Types of meetings not included in this scope are BSIA meetings where there are no other organisations represented, such as member section meetings, technical and ad-hoc focus groups on specific subject matters.

The enclosed recommendations are intended to supplement the Articles of the Association, BSIA Model Section rules, Supplemental rules relating to BSIA sections and the Association's Code of Ethics for BSIA members - Form 212.

# 3. Definitions

## Definitions

**Committee:** A group of people appointed for a specific function, such as investigating, reporting or acting on a matter / matters of interest, external to the BSIA.

*Note: A committee in this context can also be a working group, focus group or other entity that requires BSIA representation. It may also be Governmental, or industry driven and can be National, European and/or International.*

**BSIA representative:** A person appointed by the Association either through a section committee or on behalf of the Association Executive to represent the view(s) of BSIA members in a particular subject or matters of interest to the Association e.g. an employee of a BSIA member company.

## 4. Member selection

### General

Becoming a BSIA representative on a committee, focus group or other organised meeting requires not only a degree of knowledge on specific subject matters, but also requires commitment at both a company and personal level. In order to assist member companies in deciding whether their employees should become committee or working group members, we have produced a guide entitled “Becoming a working group expert”. This guide does not cover every type of meeting but will give you an understanding of the consideration needed for you and your employer. The guide [can be downloaded from our website](#).

### The selection process

The flowchart in Annex A illustrates the typical selection process for appointing a BSIA representative to a committee.

A vacancy on a committee may arise in several ways:

- A new committee is formed in an area of interest to the BSIA.
- A new Government group is formed.
- A new security industry group is formed.
- When an existing BSIA representative leaves a committee (stands down, leaves the BSIA and/or the industry).

The BSIA is informed of a vacancy on a committee. This may occur in several ways:

- The BSIA finds out from another source.
- A Government Department informs the BSIA.
- A security industry group informs the BSIA.
- The existing BSIA representative on a committee informs the BSIA Executive.

The BSIA Executive gathers information on the request to enable justification of the representation. This should include relevance to the Association and provide clarity on the aims and objectives of the committee along with any timescales and resource requirements.

A decision to represent the BSIA on a committee should be taken by one of the following:

- The BSIA Operating Board through its delegated powers.
- The BSIA Executive.
- The relevant section committee through its delegated powers.

**Note:** Most appointments for representation are taken by the relevant BSIA section committee as the reporting channels are normally back to its section members.

Nominations for representation should be requested and may come from either the BSIA Executive and/or a BSIA member. If no nominations are received by the initial request to a BSIA member section, a further request may be made to the wider BSIA membership where applicable.

If it is decided that representation is not relevant, then no action is taken other than to inform that group (if necessary) that the BSIA will not be participating.

### Endorsement

Nominations of experts should, where possible, include a brief resumé outlining their experience in the area concerned (this is normally required for standards body committees).

Where there is more than one nomination to represent the BSIA, the relevant section committee and/or the BSIA Executive will decide on who should become the representative.

Where the section does not approve a candidate, a reason should be given and further consideration for nominations will take place.

The successful candidate should be informed as soon as the decision is made. The BSIA Executive should make arrangements to brief the representative, as appropriate, to ensure they understand the expectations of the role.

Unsuccessful candidates should also be contacted as soon as possible to ensure they understand the conclusion of the selection process.

The organisation / committee requesting the representation should be informed of the BSIA's decision and its nominated representative.

The vacancy is then considered filled and the selection process complete.

## 5. Participation in meetings

### Expectations

Fundamental to taking on the representation of the BSIA at a meeting is the ability to attend regularly so as to enable the interests of the Association to be tabled and opportunities to be realised. With this in mind it is important that representatives know what is expected of them.

Dependent on the type of committee, whether it is standards orientated, Government or industry driven, there may be rules already in place on attendance. For example, BSI normally apply a "three strikes and out" policy, so lack of attendance will result in the representative being removed from the committee.

The BSIA does not have a strict attendance policy, however, irregular attendance may result in the nominating committee (those who approved the appointment of the representative) being approached to decide whether the representative should be replaced or whether an alternate could be appointed to assist.

Members are reminded that they should always be mindful of discussing issues that may be considered as "anti-competitive". See Annex B for guidance.

### Briefing representatives

Key to the success of representing the BSIA is the need for the representative to understand the viewpoint of the BSIA. Dependent on the type of representation, this will come from either the BSIA Operating Board, the BSIA Executive, the relevant member section and/or its associated committee. Whilst the Executive will try to ensure the representative is briefed on matters of interest for a meeting, the representative also has the responsibility to seek this information in advance. This information would take the form of a briefing as highlighted above and should be co-ordinated to enable it to be taken from a formal BSIA committee meeting, where possible, to gain consensus on such matters.

### Conflicts of interest

Participation in any trade Association, standards writing, or certifying body meetings and activities has the potential to give rise to a conflict of interest, given that a member's business interests and/or their views may from time to time not align with the interests of the BSIA or of the consensus position of the meeting.

Members who participate in external meetings as the BSIA representative are required to show diligence and best endeavours to have accepted the known position of the BSIA on business conducted at the meeting. The BSIA representative is empowered to use their best judgement in accepting or rejecting any variant consensus opinion.

Where the representative wishes to express a different view to that of the agreed BSIA position, they should ensure this is declared prior to the meeting to allow an opportunity for discussion with the relevant BSIA committee, section and/or the BSIA Executive. Regardless of views aired at meetings, any voting position of the BSIA representative on matters of the meeting should always be that of the agreed BSIA position.

Members who participate in external meetings where they are representing themselves, some other stakeholder group (such as BSI) or their employer, are required to ensure that the meeting minutes record that their attendance is in the capacity in which they are there, i.e. NOT as a BSIA representative.

**Note:** For clarity, if a BSIA member is representing an agreed UK position (BSI for example) at a European / International meeting, then the member is not representing BSIA at that meeting and should follow the rules of the entity they are representing.

Conflicts of interest between the BSIA and the member's own interests on a specific matter of a meeting should not affect other matters under discussion. Where the member feels they are unable to continue on a conflicting matter, this should be declared at the meeting and reported back to the BSIA as part of the reporting process in this Code.

Where the BSIA Executive becomes aware of an emerging or ongoing conflict that has resulted in a formal complaint by other members, the matter should be referred to the BSIA complaints procedure as determined in the Association's rules and Association Code of Ethics for an independent review and eventual determination. If it can be established that a substantive breach of compliance to this Code has arisen which is not capable of remedy, the member will be asked to stand down from their representation of the BSIA on said committee but will be eligible to reapply at any future date.

## 6. Reporting on meetings

Members who represent the BSIA are required to provide a written report of any meeting attended. Reporting via a brief email update is acceptable for meetings so long as it provides a summary of key points and sufficient detail for readers to understand progress, actions, and meeting dates, though representatives are encouraged to use the summary report template, which can be found at Annex C of this document.

**Note 1:** BSI reports from European / international standards meetings are equally acceptable.

**Note 2:** Where a verbal report is given at a BSIA meeting, it should be recorded in the minutes of that meeting.

Where a nominated representative and/or officer of the BSIA are participating in external meetings the BSIA participants should seek to agree on a lead representative for the purpose of reporting and BSIA follow up actions.

Reports from meetings should be submitted to the BSIA Executive, who will be responsible for ensuring it is circulated to the relevant BSIA section / committee.

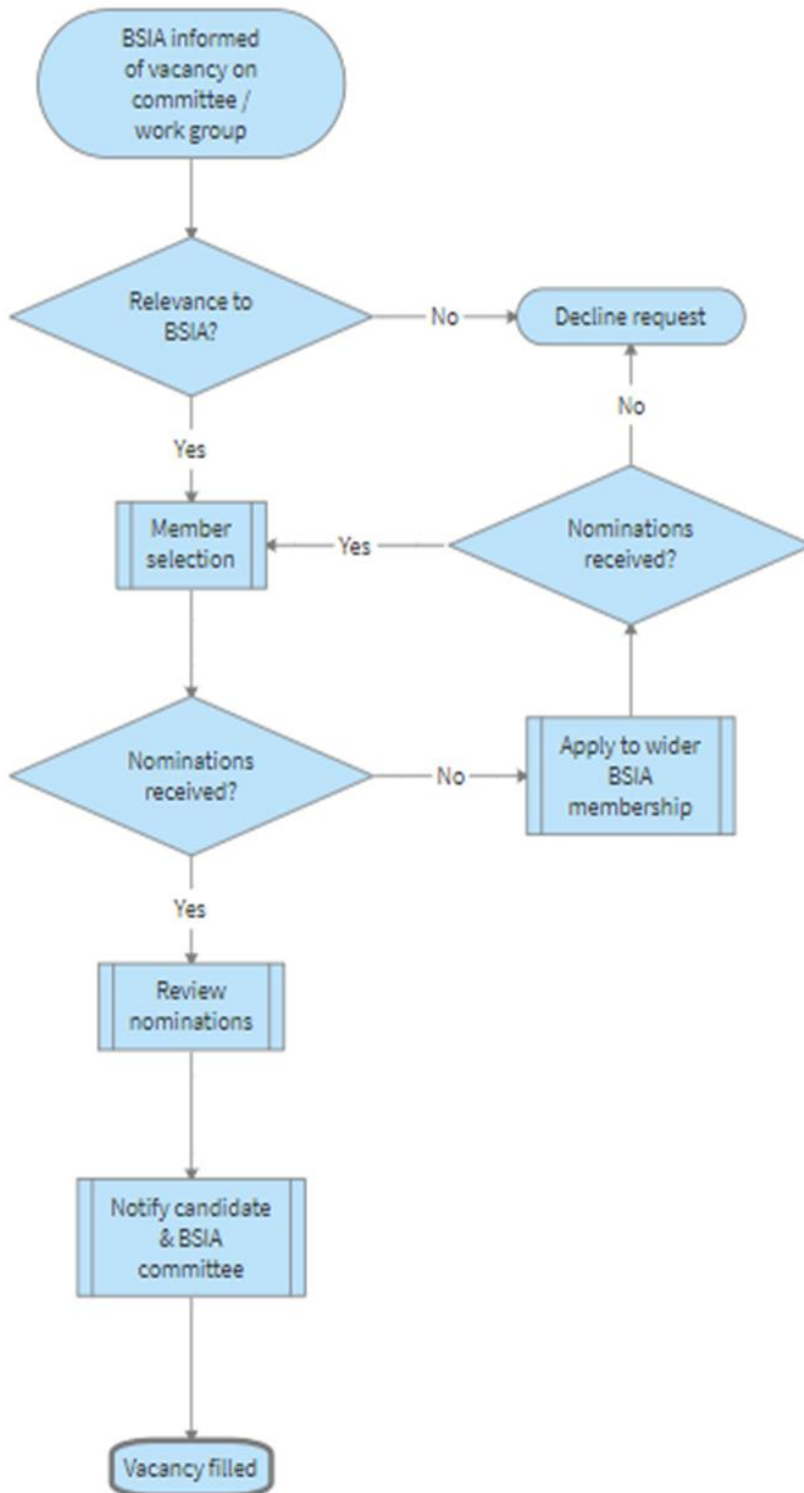
Circulated reports from meetings should also be made available for discussion at an appropriate BSIA meeting as an agenda item to ensure there is opportunity to discuss outcomes and agree further actions as necessary. By example, at a BSIA technical or section meeting.

## 7. Standing down / removal of representation

Where possible, members should provide adequate notice of their intention to stand down from a committee to allow time for a replacement to be sought. This is not a fixed time requirement, but it is expected, in the spirit of transparency, it would be possible to allow a replacement representative to either "shadow" the outgoing representative or at least have a hand-over period.

Where the BSIA Executive and/or the BSIA committee who appointed the representative agree to replace the said representative, this should be recorded in the minutes of that committee's meeting. Reasons for removal of representation may include, but are not be limited to, unresolved conflicts of interest, lack of attendance and/or failure to attend briefing meetings and reporting on committee outcomes.

## Annex A - Selection process flow chart



## Annex B – Competition guidance for meetings

The following guidance should be adhered to in all meetings and discussions conducted by the BSIA.

### DOs

- **Terminate** a discussion if there is a risk of violating any of the “don'ts” below.
- **Record** steps taken to comply with competition rules.
- Ensure **written minutes** are taken of all discussions.
- Ensure that any **confidential information** is treated as confidential – mark confidential information “Private and Confidential”.

### DON'Ts

- Don't discuss, give, or receive any information with the following details:
  - **Prices or pricing policies** of products or services.
  - **Margins or profits** in any context.
  - **Discounts, promotions or rebates** received or offered.
  - **Identities** of purchasers or suppliers (unless publicly available).
  - **Terms and conditions** for supply or purchase (unless standard across the sections or publicly available).
  - **Customers** including identities or profiles, unless publicly known.
  - **Business plans** or intentions.
  - Details of sales, marketing or investment **plans**.
  - Information on **production**, capacity, delivery or distribution capabilities.
  - **Confidential business information** - As a test would the business be prepared to publish the information?
- Under any circumstances reach **any agreement** relating to:
  - **Price-fixing**, or **bids**.
  - **Market sharing** or territorial divisions.
  - **Customer sharing**, or **joint refusals to deal/boycotts**.
- **Influence** the conduct of a competitor, other than through normal commercial activities, or
- **Restrict** your normal commercial freedom of action.
- Assume that you must follow the recommendations of the BSIA, or that others will do so.
- Discuss codes of conduct/best practice that will lead to **harmonisation** of price, costs, terms, or where members are prevented from exceeding an agreed standard.
- Refuse entry to an **eligible member**.

Further information on competition law for trade Association activities can be found on the Competition & Markets Authority (CMA) web site [here](#).



# Annex C – Committee meeting report form template (EXAMPLE)

## BSIA REPRESENTATIVE MEETING REPORT

This report, when complete, should be submitted to the BSIA Executive on return from a meeting where the author has represented the BSIA. It will then be circulated to the relevant BSIA committee.

### Meeting of Committee:

[Insert name of the committee, e.g., BSI GW/XX, Ofcom WG, Openreach WG etc.]

### Date(s) of meeting:

[Enter the date the meeting was held]

### Place of meeting:

[Location of the meeting to include venue and address]

### Author of report:

[Enter your name here]

### Other attendees / representation:

[Enter the names of other delegates and their representation here]. Where the meeting was held with an audience and panel, then only speakers / panel need be recorded]

### Agenda items for discussion:

#### (A copy of the agenda is to be attached to this report)

[Where there is an agenda for the meeting it should be appended to this report. Where there is no agenda a list of discussed items should be made here]

### Items added to agenda at meeting (if any):

[If additional items are added to the original agenda they should be listed here]

### Date of next meeting:

[Future meeting dates should be recorded here]

### Proposed venue for next meeting:

[Future meeting venue should be recorded here]

### Report from representation:

[This part of the report should include such items as major discussion points, items of concern for the BSIA, BSIA views accepted or not accepted, decisions, progress since last meeting, whether or not the objectives of the meeting were achieved and actions to be achieved by the next meeting]

### Other comments / items:

[You may wish to provide your comments on the meeting here, perhaps how you felt the meeting went or whether the meeting objectives were met, the effectiveness of the chairman / secretary etc.]





## About the **BSIA**

The British Security Industry Association (BSIA) is the trade association representing over 70% of the UK's private security industry. Its membership includes companies specialising in all sectors of security. For security buyers, BSIA membership is an assurance of quality, with all member companies required to adhere to strict quality standards.