Policy Advisory Group

Date: 22 October 2019

Terms of Reference

Role: The Policy Advisory Group (PAG) is an advisory committee to the Senior Management Team (SMT) to ensure consistency and coordination in the development, coordination, approval and administration of BISC policies. The PAG does not have a decision-making role or the authority to allocate resources.

Purpose: To ensure consistency and coordination in the development, approval and administration of all Bader International Study Centre (BISC) Policies.

Membership: One representative from each of the following areas appointed by the Enterprise Director, Finance Director, Academic Director (2 positions) and the Student and Enrolment Services Manager respectively.
- Finance and Administration
- Operations and Estate Management
- Academic Support Services
- Faculty
- Student Services

PAG will be chaired by the BISC Vice-Provost and Executive Director or designate.

Mandate

1. To receive proposals and to make recommendations to the SMT on whether a new University policy is needed (or whether the purpose can be achieved by modifying or clarifying an existing policy, or through guidelines or procedures). BISC Policy is defined as policy which has application across multiple a unit and/ or applies to the BISC, as a whole. Policies or procedures which have application only within one operational area do not fall within the purview of PAG.
2. To meet as required, normally 6 times per year, to advise on the policy approval process and requirements.

3. Where a new policy is being recommended for development, to provide a template, advice about consultation, identify the appropriate approval path and to consider and provide consideration of the possible limits of any proposed policy.

4. To assist the SMT as required, in an evaluation of the implications of proposed policies, including potential risks, costs, and infrastructure requirements and their consistency with existing policies and regulatory requirements such as accessibility requirements or Human Rights legislation.

5. Once a draft policy is received, to review the process of consultation and the implementation and communication plan, and to make a recommendation to the SMT for approval.

6. To undertake periodic reviews of existing policies, identifying anachronisms, gaps and overlaps, and monitoring the effectiveness of the institution's ongoing administration of its policies.

**Responsibilities:**

1. PAG will ensure regular review of the Policy on Creating, Reviewing, and Administering University Policy as well as the templates used for policy writing.

2. PAG will ensure the establishment and ongoing maintenance of a definitive repository of university policy and will propose a process for overseeing a systematic review of university policies.

3. All policies shall have an identified position which is responsible for that the policy and which will conduct regular reviews of the policy.