



Data Working Group

TERMS OF REFERENCE

Version 0.8

Terms of Reference for a cross Government-Industry Working Group formed under the auspices of the Digital Tech Skills Forum to address specific issues related to data and evidence.

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1. BACKGROUND

Following discussions in 2015, the Digital Technologies Skills Forum (previously ICT Skills Forum) was formed in 2016 as a joint initiative involving the Institute of IT Professionals NZ (IITP), NZ Technology Industry Association (NZTech), NZRise, various areas of the Ministry of Business, Innovation and Employment, the Ministry of Education, the Tertiary Education Commission and the office of the Government CIO.

Most operations of the Forum operate through Working Groups established to consider, recommend actions and in some cases be the vehicle for implementation of initiatives to address specific skills-related areas.

The initial Working Groups established include:

- Education Working Group
- Immigration Working Group
- Professional career pathways Working Group
- Evidence and data Working Group.

This Terms of Reference relates to the **Data and Evidence** Working Group.

2. RATIONALE

Government and industry hold joint concerns about the current talent shortage in the technology sector, including both tech companies and tech-related roles in non-tech companies. All indicators and research suggests that there is a shortage of skilled workers in selected areas.

A number of government agencies, plus the three main technology representation groups (IITP, NZTech and NZRise) have a shared desire to work together to collaborate, join up, identify, operate and resource a broad platform of initiatives and activities to address the shortage, and the Digital Technology

The Digital Tech Skills Forum (was ICT Skills Forum) has been constructed as a vehicle for industry/government collaboration around finding and supporting solutions to the talent shortage.

Much of the work of the Forum will take place within “Working Groups”.

The Data and Evidence Working Group will provide a foundation of critical data and evidence to support fact based decision making across the Digital Skills Forum work.

3. PURPOSE AND OBJECTIVES

The purpose of this Working Group is to commission research and aggregate data to better understand the skills landscape – what we have and what we will need.

The group has been formulated specifically to address the following key issues:

- Assess what Information, Technology and Digital skills are needed for New Zealand
- To identify and understand the gaps between current supply and current/future demand.

4. SCOPE

The specific scope of this work is:

- Government (GCIO) is working towards conducting an information, technology and digital skills survey and the plan is to – utilise core questions across both government and industry respondents and to customise non- core sections as appropriate
- Explore standardising competencies eg SFIA
- Consider other data sources
- *NOTE: there is interest in cybersecurity skills – further understanding of this is required and will be done in collaboration with the NCPO.

The following is considered out of scope:

- Aggregation of historical data.

With the exception of those issues listed as outside the scope of this Working Group, the group may consider all other relevant factors that arise that are within the scope identified above, however should focus primarily on the Key Issues identified in Section 3 above.

5. DELIVERABLES

The group will report back to the Forum at Quarterly Forum meetings, providing a brief written report in advance and speaking to the report at the meeting of the Forum.

The Industry/Government Co-Convenors of the Working Group are responsible for these reports and all deliverables outlined below. The Co-Convenors will attempt to incorporate all final positions, opinions and views expressed by Working Group members and work to achieve unanimous resolution where possible, or report a majority resolution where not.

In addition, the group agrees to provide the following deliverables on (or before) the dates indicated:

- Results of the skills surveys – date tba
- Proposal on a standardised competency framework – date tba

As the project progresses it may not be possible to deliver to this schedule. In this case the Co-convenors should report progress and seek advice from the overall Forum. The Forum may choose to extend the schedule or limit the scope further to enable the schedule to be met.

6. ONGOING DOCUMENTATION

Meetings of the Working Group should be documented appropriately and summary minutes kept. These minutes and other documentation should be retained by the Co-Convenors or a delegated member and provided to the Forum upon termination of the Working Group.

These minutes and other documentation will be available to the Forum as necessary.

7. COMPOSITION OF WORKING GROUP

The Working Group will be co-convened by:

- Graeme Muller (Industry)
- Sonitha Aniruth (Government)

The Working Group will consist of the following additional initial members:

- Industry - tba
- Government - tba

The Working Group may co-opt additional members to the Working Group at any time to complete the objectives allocated above, however should be mindful of ensuring the group's size does not become unwieldy.

Any participant may resign from the Working Group at any time.

8. DELEGATIONS

The Working Group Co-convenors have delegated responsibility for all actions outlined in this document, on behalf of the Forum.

This document replaces any implied or explicit delegation made to the Working Group prior to this document. Any future delegation from the Forum shall be made in writing as an addendum to this document.

9. RESOURCES

The following resources will be made available to the Working Group by the department of the Government Co-Convenor (or such other department as may be agreed from time to time):

- Teleconference Facilities (although the group may consider utilising Skype where possible);
- Secretariat Services, such as meeting organisation, minute taking and general administration;
- Any other resources that may be agreed with the department from time to time.

10. CONFIDENTIALITY

Whilst operating openly and transparently, the Working Group will ensure that information confidential to the group (including but not limited to Intellectual Property (below), confidential information, work product, strategies or tactics, or any other matter that a reasonable person would consider private) is kept confidential to members of the Working Group.

11. INTELLECTUAL PROPERTY

Any product of the working group specifically shall be considered public domain unless explicitly agreed otherwise. This does not include intellectual property created or owned by third parties, even when working with the group.

Where the working group utilises material owned by a third party, or usage of any material may bind the Forum or its members in any way, an agreement must be entered between the Forum and the third party before such material is utilised.

12. MEDIA COMMENT

Media comment *on behalf of* the forum or its working groups should be made by the current Acting Chair of the Forum, unless another arrangement is entered into in writing.

When Working Group members are commenting on matters in relation to the Working Group or Forum, they should be clear that they are not speaking on behalf of the Working Group or Forum.

This section in no way limits any Working Group or Forum member making public comment in their individual or organisational role, only as a representative of the Working Group.

13. REPRESENTATION

Nothing within this document shall imply that any member of the Working Group may present themselves as a Representative of the Forum in any way other than as a member of this Working Group, or as explicitly provided in this document.

14. CONDUCT

All members of the Working Group will operate in the best interests of the Forum at all times.

15. CONFLICT OF INTEREST

All Working Group members agree to abide by the IITP Conflict of Interest Policy (or other suitable policy as agreed from time to time), including:

- Completing a formal Conflict of Interest Declaration to be provided to the Working Group Co-Convenors;
- Notifying the Working Group Co-Convenors immediately should any additional Conflict of Interest arise during the time the Working Group is operational;

Working Group members accept that failure to declare a Conflict of Interest will result in their immediate removal from the Working Group.

16. SAFETY OF WORKING GROUP MEMBERS

All working group participants will receive equal treatment regardless of their age, gender, race, sexual orientation or identity, or any other factor and will always be afforded the opportunity to speak without fear of ridicule or retribution.

Any member who feels bullied or intimidated whilst carrying out their tasks may speak with either the Working Group co-convenors or the Acting Chair of the Forum. If in the view of the co-convenors or the Acting Chair of the Forum a member has acted inappropriately, they may be suspended from the Working Group.

17. DISESTABLISHMENT OF THE WORKING GROUP

The Working Group will be disestablished upon completion of the deliverables, or may be disestablished at any other time by the Forum.

18. AGREEMENT

These Terms of Reference will be made available to all Working Group members.

By participating in this group all Working Group members agree to these provisions. If a Working Group member does not agree with any provision in this document they should raise it with the Co-convenor, who may then raise it with the Forum Acting Chair.