

# DA-Forum Terms of Reference

## Aims and objectives

These are:

- to act as a support network for all Professional Services Staff (PSS) across UCL
- to address issues raised by and concerning such staff where possible and / or feed forward such issues and queries;
- to develop, establish, share and promote, and maintain best practice among professional services staff;
- to provide information about training opportunities and organise workshops / presentations on PSS initiatives;
- to build and maintain an effective working partnership across and within PSS;
- to work in partnership to improve efficiency in service delivery;
- to work together to economise and use resources available;
- to share information, experiences and knowledge and learn from each other;
- to network, collaborate and work in partnership on specific projects;
- to explore, agree and introduce innovative ideas;
- to act as a sounding board within a supportive structure;
- to learn from a diverse group;
- to making contacts;
- to build relationships and trust;
- to receive informal updates on new projects, systems, policies and procedures;
- to maximize the time spent at the network and feedback appropriately.

## Membership of the forum

- The DA-Forum is open to all members of UCL Professional Services Staff.
- Membership is on a voluntary basis.
- There is no limit to the number of people who may be a member of the forum.
- To join the forum, staff can self-sign-up through UCL mailman service, or contact a member of the organising committee.
- Staff will remain members of the forum for the duration of their appointment at UCL or until they request removal from the mailing list.

## Reporting line and responsibilities

- Minutes of each forum will be kept and circulated to members of the forum along with other relevant notes or presentations from the meeting.
- Meeting and discussions are based on trust – respect – integrity – credibility – ownership – professionalism,
- We recognize what we can and cannot achieve through this forum and approach other channels accordingly.

## When do we meet?

The forum will meet three times a year.