TERMS OF REFERENCE

Version: **1.0**
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Distribution: **Standards Technical Architecture Group (STAG)**

1. DOCUMENT PURPOSE

These Terms of Reference (ToR) outline the scope, objectives, activities and membership of the Standards Technical Architecture Group (STAG).

The STAG ToR reflects the STAG objectives and ensures that these are consistent with and complementary to the Standards and Governance Executive (SaGE) and the Process and Standards Group (PSG).

2. BACKGROUND

Criterion develops and manages Industry Standards and, to do so effectively, seeks representation from all facets of the industry to come together to set Standards and to find optimal ways to implement them.

The STAG is a key Governance Group within the Criterion environment. STAG's remit with respect to Standards is to ensure that they are technically fit for purpose, implementable and architected to be suitable for their long-term deployment context; specifically:

- to provide technical due diligence and sign-off of approaches;

- to act as a 'sounding board' for Criterion for technical advice and guidance.

3. SCOPE

The scope of the STAG includes:

- governance of the Criterion Message Design Approach and Deliverables;

- technical implementation profiles to match processing requirements;

- recommended technologies for delivery of eServices for each type of Organisation in the Criterion environment;

- technical components for Standards Deliverables.

The STAG will work within the business scope of the PSG and will complement the PSG by providing the technical strategy for business-led projects.

The STAG will undertake a technical due diligence and sign-off role on Criterion Standards.

4. OBJECTIVES

The objectives of the STAG are to:

- ensure that Criterion's Standards are technically fit for purpose, implementable and architected to be suitable for their long-term deployment context;

- maintain a watching brief on emerging technologies and technology trends and make recommendations to PSG on adoption;

- make recommendations to PSG on proposed technical projects to support adoption of Standards and develop technical guidelines that meet eServices requirements;

- provide direction to Criterion Working Groups in resolving technical issues, when requested;

- promote the benefits and use of the Technical Architecture and Principles within Criterion and the Industry.

5. TIMESCALES / RESOURCE MANAGEMENT

The STAG will meet as required, using virtual meetings where possible. Criterion will chair the STAG.

STAG members are expected to dedicate no more than ½ day per month to STAG.

Due to the technical nature of the work undertaken by the STAG, it is useful to have continuity in attendance by organisations and for members to have a depth of experience in implementing Criterion Standards as well as a wider understanding of technology.

6. APPROACH

Criterion invites organisations who participate in the PSG to participate in STAG activities.

The Criterion Team will provide stimulus materials to the STAG and gather input from its members for analysis.

STAG will meet when there are issues or activities which would benefit from discussion, and to review the deliverables. This may be on a 1-1 basis or collectively and meetings will be conducted via Teams Meetings.

STAG members must make themselves aware of, and conduct themselves in compliance with Criterion's Competition Act Policy Statement:

https://www.criterion.org.uk/competition-act-policy/