

## **Policy Panel Members and Chairs**

There are ten IET Policy Panels covering the following topics: Digital, Education and Skills, Energy, Health and Safety, Innovation and Emerging Technologies, Manufacturing, Transport, and for the UK devolved administrations Northern Ireland and Scotland.

### **Primary focus:**

Working with the Strategic Engagement and Partnerships (SEP) department of the IET, these volunteer-led panels provide strategic advice to Government, respond to consultations, deliver thought leadership and develop position statements and other material within their field of expertise. They have delegated authority from the Board of Trustees for the development of the IET's recognised position on policy issues.

The panels attract high-calibre individuals from across the engineering profession who are willing to volunteer their time to progress topical engineering issues of relevance both to the profession and to society.

### **Main duties and responsibilities:**

- Attend around 4 meetings per year and give a reasonable amount of time to Panel work between meetings.
- Work with staff to produce policy campaigns, consultation responses, reports, events and website and social media material on suitable topics.
- Represent the IET's policy positions to policymakers and the media, where agreed.
- Approve IET policy and related media statements, in agreement with the Head of Policy. (Chair)
- Ensure that the IET's reputation for unbiased, evidence-based comment and advice is maintained. (Chair)
- Notify the President of any perceived risks to the IET arising from public policy that the Policy Panel become aware of.
- Notify the Head of Policy of any known or developing conflicts of interests.

### **Appointment method:**

- Appointment of members is made by agreement of the relevant Policy Panel Chair and the Head of Strategic Engagement and partnerships and will be based on recognition of relevant expertise and appropriate position within the topic area. Appointments are made to address identified skills needs.
- Candidates may be identified using the volunteer talent support process and through suggestions arising from the Knowledge Management Board and the Membership and Professional Development Board.
- Chair appointments are made by the Board of Trustees on recommendation of the Nominations and Succession Committee.

**Period of appointment:**

- Normally appointed for a term of 3 years, with a possible extension of a further 3 years with the agreement of the Head of Policy and the Policy Trustee.
- Will normally step down and leave the Panel within 6 months of retirement or non-relevant career change.

**Training:**

- There is no specific training required for Policy Panel volunteers.
- All volunteers are required to abide by the IET Code of Conduct for Volunteers and all relevant policies.

**Point of Contact:**

The panels are supported by a key point of contact and a team of full time support staff including public affairs and communication specialists to produce tangible results and impact from their work.

**Communications:**

When undertaking this role, you can expect to receive:

- Regular emails or phone calls from your point of contact.
- Regular contact from other members of the Panel.
- Contact from other volunteers and staff on related IET Sector and/or Policy thought leadership panels.
- Volunteers may be encouraged to act as spokespeople when the IET seeks to comment publicly on a topic related to one of the Panel's topic areas. Media training will be offered to support this aspect of the role.
- Volunteer Update newsletter.

**Resource:**

The following resources are available to support this role:

- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

**Policies and procedures:**

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

**Person specification:**

- A volunteer who freely gives his or her time with expenses paid.
- Working at a current senior level and knowledgeable in their field.
- A high-level understanding of the topic area.
- Preferably has experience and understanding of the policy process.
- Prepared to work with the IET Policy staff at all times to drive the work of the Policy Panel forward.
- Does not need to be but will be encouraged to become an IET Member or Fellow.

Chair must hold a relevant current senior position in academia, government or industry with an understanding of and connections into public policy at a high level.

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