

**APPLICATION FOR MEMBERSHIP OF THE EXECUTIVE BOARD OF THE UK COUNCIL FOR CHILD INTERNET SAFETY – SPRING 2016**

**Introduction**

The UK Council for Child Internet Safety (UKCCIS) brings together a partnership of more than 200 organisations representing Government and regulators, industry, law enforcement, academia and charities to help keep children and young people safe online.

The UKCCIS Executive Board (EB) currently comprises 27 members, of which 10 have permanent status: three Ministerial co-chairs from the Home Office, Department for Education, and Department for Culture, Media and Sport; representatives from the three Devolved Administrations; and the Safer Internet Centre, CEOP, the Internet Watch Foundation and Ofcom. Others are appointed for 2-yearly terms, which will very shortly have expired in the case of all current members. We are conducting a review of the full EB membership, in order that we adhere to the UKCCIS Terms of Reference (see Annex B), and to ensure that the board continues to provide strong leadership to the Council and is able to represent and support the sector as a whole.

**UKCCIS Priorities**

UKCCIS operates best if it focuses on a few agreed priorities, drawn broadly enough to ensure the Council can support the objective of protecting children in response to a wide range of risks and potential harms. It has been agreed that over the next year, UKCCIS should increase its focus on supporting the development of digital resilience amongst young people and more broadly, and helping increase awareness of online safety issues through collaborative efforts. UKCCIS will also continue to deliver specific streams of work through its working groups (currently, these are Age Verification, Evidence, Education, Filtering, and Social Media).

Applicants will have your own views on priorities, and we are interested in further details of these.

**Membership Review Process**

At the request of the Ministerial co-chairs, the UKCCIS Secretariat is now inviting applications to the 17 EB seats allocated on a 2-yearly basis. Board members may apply as a representative of a particular organisation, or as an individual with particular expertise to offer UKCCIS.  This application form is being made available publicly on the UKCCIS webpage, and will be drawn to the attention of current UKCCIS EB members, UKCCIS Associate members, and others who have approached the UKCCIS Secretariat to express a possible interest in joining or those that have been suggested as potential candidates. UKCCIS Ministerial co-chairs will make decisions on membership after considering the applications received as part of this process.

**Timing**

Applicants are asked to return completed application (see annex A) to the UKCCIS Secretariat inbox (**ukccis.secretariat@culture.gov.uk)** by **5.00pm on Thursday** **21st April 2016**. The UKCCIS Secretariat will then review each application, with decisions of future membership being made by Ministerial co-chairs. The Secretariat will aim to notify all applicants individually of the outcome of their application in the week commencing the 16th of May 2016. Once this is complete, Ministers will publish the renewed membership of the board via the UKCCIS website.

For detailed information about the UKCCIS, please visit *The UK Council for Child Internet Safety (UKCCIS) webpage on gov.uk* ([ukccis](https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis#ukccis-members)).

**Eligibility**

Relevant organisational experience and demonstrable commitment to the objective of child protection and/or leadership in a given industry sector online are the key criteria for membership. The board will deliver most impact with an engaged and enthusiastic membership that is broadly representative of its sector, supportive of the Council’s self-regulatory focus, and willing to provide leadership by advancing UKCCIS priorities.

Members of UKCCIS are expected to:

* Support the values of the Council -
* Supporting parents means children are safer
* Children, who know more, stay safer
* Self-regulation encourages industry collaboration
* Safeguarding children is everybody’s responsibility
* Play an active leadership role, including through setting the UKCCIS agenda;
* Actively engage in UKCCIS by participating in or leading working groups and taking ownership, as appropriate, of issues that emerge as requiring resolution; providing research expertise;
* Provide resources to benefit specific projects (e.g. providing expertise and/or personnel flexibly to carry forward projects within working groups, covering or contributing towards the cost of working group outputs, such as printing materials or event production costs), where the member/s consider this to be reasonable;
* Seek to represent the interests and views of their sector, not only their individual organisation;
* Promote UKCCIS objectives within their sector and more widely, with a view to increasing support and disseminating established good practice;
* Help ensure UKCCIS is inclusive, and benefits from the wider input of the Council and others, by reaching out to relevant and interested parties and stakeholders, and engaging them in UKCCIS’s agenda for example bringing in relevant industry peers to contribute to working groups;
* Hold a position at Board level or have the delegated authority to contribute to discussions at a senior level;

Please refer to these criteria in completing the application form below.

**Terms of Membership**

Membership of the Executive Board will be for a fixed term of 2 years, after which it will be reviewed. Organisations can nominate a replacement if their representative leaves during their tenure.  However, in the event of the departure of individual members during their tenure, the Secretariat will seek general nominations for their replacement.

From time to time, the Secretariat receives expressions of interest from organisations wishing to join the UKCCIS EB. Given the context of changing and emerging challenges and priorities, we will keep processes for inviting other organisations into UKCCIS either on a 2-year term or ad hoc basis under review. Membership decisions are ultimately for the co-Chairs to take, however Board members will be consulted.

***A note on data and privacy:*** *Please note that all personal data collected will be handled lawfully under the terms of the Data Protection Act 1998.[[1]](#footnote-1) Other information may be made available publicly on request[[2]](#footnote-2).*

**Annex A**

**APPLICATION FORM FOR COMPLETION**

**Applicant Contact Details**

|  |  |
| --- | --- |
| Name |  |
| Application - organisational or individual (if organisational, please give details e.g. charity/ company) |  |
| Email address |  |
| Website address (if applicable) |  |
| Postal address |  |
| Contact number (daytime) |  |
| Date application submitted |  |

**Q1) Please describe, in your view, the biggest current challenges in relation to online safety for children, and set out your thoughts on priorities for UKCCIS.**

(250 words or less)

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**Q2) Please describe professional or organisational activities you are currently engaged in to support and improve child safety online.**

(250 words or less)

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**Q3) Please set out how you or your organisation will add value to UKCCIS, including by demonstrating your commitment to this priority area of work.** We are interested in hearing details such as your individual expertise and experience; your active engagement through UKCCIS working groups or other forums; your organisation’s financial commitment to addressing online safety issues; and evidence of sector leadership /utilisation of key networks).

(250 words or less)

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Please complete this form electronically and send it to the UKCCIS Secretariat inbox (ukccis.secretariat@culture.gov.uk) by **5pm on Thursday 21st April 2016.**

**Annex B**

**DRAFT UK COUNCIL FOR CHILD INTERNET SAFETY**

**MISSION STATEMENT AND BOARD TERMS OF REFERENCE**

*Updated August 2015*

**Mission statement**

**Vision:** UKCCIS believes in a world where all children and young people can safely enjoy the benefits of the digital world.

**Mission:** UKCCIS coordinates the efforts of Government, industry and others to keep children and young people safe online.

**Stakeholder Sectors:** industry, charities, academia, Government (including regulators and law enforcement), and educators.

**Activities:**

Self-regulation (of which parental controls is a part)

Awareness and Education

Policy development, including evidence review

Knowledge transfer

Stakeholder networking

**Values:**

Supporting parents means children are safer

Children, who know more, stay safer

Self-regulation encourages industry collaboration

Safeguarding children is everybody’s responsibility

**UKCCIS-approved policies and principles:**

UKCCIS advice on child internet safety 1.0

Effective parental controls

Self-regulation

Industry guidance on Chat/IM, Search, Moderation, Social Networking

**UK Council for Child Internet Safety: Role of the Executive Board:**

The UK Council for Child Internet Safety (UKCCIS) brings together government, industry, law enforcement, academia and charities to work in partnership to help keep children and young people safe online.

Membership of UKCCIS requires agreement to adhere to policies and procedures agreed at UKCCIS board level or endorsed by the Board.

The Board represents the breadth of UKCCIS membership and is responsible for agreeing, in consultation with Council members and their respective sectors, what UKCCIS will do to meet its aims. The Board’s role is to commission work to be undertaken by individual Council members and sub-groups, as well as to monitor progress, and provide support and challenge, where necessary.

**Board Members’ Responsibilities**

In addition to their responsibilities as members of the Council, Board members will:

* represent their sector as a whole
* represent and promote the views of the Board to the Council and any Project Groups
* use their expertise to advise and help deliver the Council’s aims
* use their influence in their sectors to promote and drive forward UKCCIS’s work
* carry, promote and disseminate internet safety advice and information, and encourage this in the sectors they represent
* monitor progress against agreed objectives and milestones
* challenge barriers and identify solutions
* declare interests to fellow board members
* only comment publicly on behalf of UKCCIS in relation to UKCCIS policies and principles
* use the UKCCIS logo in connection with UKCCIS policies, use the ‘supporting UKCCIS’ logo to indicate support and ‘member’ logo to indicate membership

**Chairs’ Responsibilities**

The three Ministerial Chairs will provide leadership by:

* chairing Board meetings quarterly on an alternating basis
* facilitating the Board’s role to monitor and challenge progress in delivering work
* representing the views of Government in discussions
* meeting, where necessary, groups of Board and UKCCIS members to identify solutions to progress
* making decisions where the Board cannot achieve consensus; the Board will not use any formal voting processes/procedures

**UKCCIS Secretariat Responsibilities**

The UKCCIS Secretariat will:

* provide the secretariat functions for the Board
* support Ministers in their role as Chairs
* represent the views of Government at sub-group meetings
* support - through advice - the champions and any sub-groups and represent the views of UKCCIS members to Ministers
* Produce a newsletter for wider Council members to provide an update on the work of the Board and Working Groups

**Transparency**

A key principle of the Board’s work (and all of the Board’s sub-groups) will be transparency. All board notes, once agreed by the Chairs, will be made available to UKCCIS members who may contribute their views to inform future discussion and decisions at Board level. Board members also have a role to ensure that wider UKCCIS members are aware of, and can contribute to, Board discussions wherever possible – Board members are encouraged to circulate papers in advance of Board meetings if they wish.

**Working and other Project Groups**

The Board’s role in relation to any groups set up is to monitor, support and challenge; and to allocate new work where appropriate.  Project Groups consisting of Board and wider Council members may be established over set periods to deliver work agreed as part of the UKCCIS work plan. At regular intervals, the Board will consider and review the continuation of existing groups as well as any other groups set up.  Each Project Group is asked to agree a Terms of Reference with its Board Champion; these must include the following:

* each Project Group will have a champion who will usually be a Board member
* Project Groups will be small, ideally around six to eight members: the size will be determined by each champion
* Project Groups will deliver the work commissioned by the Board
* any processes and bureaucracy must be minimal
* meetings can be hosted by government departments but cannot be funded by government departments in non-government conference or other facilities
* Board member(s) may attend group meetings even if they are the not the champion
* champions will report on progress to the Board at each Board meeting
* the Secretariat will support Project Groups in an advisory capacity; it will also represent the views of group members to Ministers

The Board will select champions on the basis of merit and availability; champions will not always be selected from the membership of the Board. Where champions are not Board members, they will be co-opted onto the Board for the duration of their project.

Each champion will:

* decide and agree with the Board who will be on their Project Group(s)
* Select group members based on their expertise and experience
* report back to the Board against agreed milestones
* attend other Project Groups, with agreement of the Board Champion, if they wish

**Composition**

Board membership consists of approximately 28 members, including the three Ministerial Chairs:

* The Joint Chairs: Ministers from the Department for Media, Culture and Sport, the Department for Education and the Home Office (3). *Where Ministers are unable to attend, their seats will be taken by officials from their Departments*
* The Scottish Government, the Welsh Assembly Government and the Northern Ireland Executive (3) *One of the three will normally attend each Board meeting*
* The Child Exploitation and Online Protection Command of the National Crime Agency (1)
* The Internet Watch Foundation (1)
* Ofcom (1)
* Industries providing internet-related products or services that are popular with children or are relevant to improving their online safety (12)
* The Safer Internet Centre (1)
* Parents’ and Children’s charities (4)
* Academia (1)
* Education and Children’s Services (1)
* Where the Board agrees it is appropriate, the chairs of any UKCCIS groups or panels (champions)
* Members may send observers if they cannot attend
* There is a standing Invite to the Special Advisor to the Prime Minister

Appointments will be time limited to two years after which they will be reviewed. If there are vacancies, except in the case of government representatives who are nominated by their departments, the Chairs will seek nominations from the Board and other appropriate organisations. Generally, decisions on composition, size and membership rest with Ministers.

1. Your data will be used by the Secretariat to contact you regarding the status of your application. Your data will be held as long as required for the council, after which it will be destroyed. [↑](#footnote-ref-1)
2. Please note, with the exception of personal data, other information you provide through this form may be made available to the public if requested under a Freedom of Information (FOI) request. [↑](#footnote-ref-2)