



# Communications Advisory Group (CAG)

*(Formerly Cabling Advisory Group)*

**An industry advisory group to the Telecommunications industry**

## **ADTIA**

ABN 74-5961-610-60

Communications Advisory Group

Terms of Reference

The Communications Advisory Group (CAG) is a rebirth of the Cabling Advisory Group (CAG) which was established in October 2003. Since October 2016, the CAG has operated under the direction of the ADTIA, which also provides the group with full Secretariat and administrative support.

### **Purpose**

The purpose of the CAG is:

- To monitor issues relevant to the (Tele) Communications industry and represent the interests of the industry on technically related matters.
- To help develop effective self-regulatory mechanisms for submission to Government Agencies, ACMA and industry stakeholders.
- To act as an information and advisory group to ADTIA to provide advice to Government, its Agencies and the Industry on activities impacting on industry such as workforce planning and development, interaction with carriers/NBN, consumer experiences, regulatory framework, technical standards and on key policy issues impacting the Communications industry.
- To work with industry, enterprises, workers, customers and Government and its Agencies (such as ACMA, TIO, ACCC and relevant Departments) to ensure an effective and productive Telecommunications infrastructure
- The CAG membership to include technical experts, ACMA Registrars, Communications enterprises representatives (both installation and equipment supply), RSPs, the ACMA, NBN and other Carriers, and representatives from other relevant ADTIA committees



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ADTIA will seek advice from the CAG on technical matters that impacts the industry such as:

- Industry skills and quality
- Standards and industry Codes
- Skills Maintenance
- Cabling Provider Rules
- Digital Standards
- Benchmarks to meet industry and enterprise standards

## **Eligibility for membership**

Gender representation on the CAG is an important principle and every reasonable effort must be made to ensure that this requirement is met.

Persons seeking membership must demonstrate that:

- They are able to consult with and understand the technical needs of the industry.
- They are able to represent the interests of the Communications Industry and advise on technical standards of the infrastructure (this should include cabling – copper and fibre, wireless and satellites) and the broader impact of broadband.
- They are able to provide technical advice on “in premises” installation, equipment and support to the installers and the customer to improve the quality of the consumers’ experience.
- They have a commitment to achieving negotiated technical outcomes for industry, enterprises, workers, customers and assist Government and its Agencies (such as ACMA, TIO, ACCC and the relevant Department) to provide an effective and productive infrastructure.



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The CAG will elect a Chairperson who shall act as an independent arbiter between members. The Chairperson will serve on the CAG for no more than two years and must be re-elected at the first meeting each calendar year.

## Communications Advisory Group (CAG) – format for meetings

ADTIA is proposing a new format for running the meetings and recording the CAG Minutes to ensure future CAG meetings are inclusive and productive:

- ADTIA will seek input from members on agenda items prior to the quarterly meetings to ensure it includes items that reflect their needs.
- The agenda will be forwarded to members two weeks prior to the meeting to allow sufficient time to prepare for the meeting.
- The meeting will include identified items on the agenda that affect all members to ensure members do not feel disengaged.
- The meeting should be outcomes driven with identified outputs wherever possible
- Also, where possible, agenda items will be listed as questions that require members to answer. This will ensure outcomes and will facilitate the recording of Minutes
- The agenda will note whether the item is to share information, seek input for a decision, or make a decision. This will allow members to participate effectively.
- A realistic amount of time will be allocated to each agenda item.
- A leading member may be identified for each agenda item.
- Where urgent issues arise, the Chair may call “off-line” meetings by teleconference/ hook-ups to consider actions required. Suitable notice and information to be provided prior to the meetings.

### Format of Agenda

A summary listing *actions arising from previous meeting* and status will accompany the agenda to provide an up-to-date account, unless already covered in the minutes.

- Welcome and introductions
- Apologies

- Minutes from previous meeting
- Actions arising from previous meeting
- Agenda items:
  - xxxx
  - xxxx
  - xxxx
- Any other business
- Next meeting

### **Minutes of Meeting**

Only outcomes, actions and person/s responsible will be recorded.