LABCoN
Legislative Assemblies Business Continuity Network

TERMS OF REFERENCE

PURPOSE OF THE NETWORK:
LABCoN's purpose is to share best practices for the conduct of a business continuity program in a legislative assembly. It does this through the documentation of benchmarks, training and the establishment of strong networks between participants.

OWNERSHIP AND MEMBERSHIP OF THE NETWORK:
The work of LABCoN will be agreed upon and taken forward through all members of the network.

To aid the decision making and administration of the network, membership will be defined in two categories:
- Steering Committee
- Members

STEERING COMMITTEE:
The steering committee comprises of representatives from existing members of the network. Membership of the Steering Committee is open to any member who wishes to assist in the administration of the network. Expressions of interest should be made directly to any current Steering Committee Member.

The steering committee determines the direction, focus and development of the Legislative Assemblies Business Continuity Network to promote and enhance the resilience capabilities of our Legislatures.

Steering Committee members are available to assist with any inquiries with respect to the work of the group and assistance that can be provided.

Any requests for membership of the network should be directed to the Steering Committee.

MEMBERS:
Membership of LABCoN is open to all staff who have work responsibilities related to the interest of resilience within a legislative assembly setting.

Terms of reference document reviewed and agreed upon on September 16, 2024

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All members agree to support the purpose of the network and its work through active participation.

FREQUENCY AND LENGTH OF MEETINGS:

Virtual meetings will be held every 3 months to provide an opportunity for sharing of best practice.

Ahead of each meeting, the Steering Committee will meet to agree on the agenda and items for discussion. The Steering Committee will also meet by exception where requests to join or for support have been received from Legislative Assemblies.

PROCESS FOR SELECTING A MEETING CHAIR:

Chairs for quarterly meetings will be chosen on a rotating basis across all members of the network.

REPORTING:

A high-level summary will be created following each quarterly meeting.

Terms of reference document reviewed and agreed upon on September 16, 2024