

Terms of Reference for TSAC WG and TF 2015-2018

1. Members of a TSAC WG are technical experts from the ICT industry (based in Singapore) who are invited to participate in the work of that TSAC WG by the TSAC members and the TSAC WG Chairperson, and are appointed by IMDA. Where necessary, a WG Task Force (“WG TF”) is formed by members within or across different WGs to provide quick development of standards in specific areas entrusted to the WG.
 2. A new TSAC WG will have a pro tem status for the initial six months of its formation. During this time, the TSAC WG will establish the TSAC WG work programme/activities and target dates for the initial and the final draft standards for submission to the TSAC for endorsement. Upon endorsement by the TSAC, the TSAC WG will be accorded official status and be eligible for IMDA’s Scheme for Advancing Standardisation Work.
 3. In the performance of their functions, the TSAC WG and WG TF will:
 - a) Undertake work assigned by the TSAC;
 - b) Submit status reports on progress of work to TSAC;
 - c) Develop and submit work plans to TSAC;
 - d) Deal with questions and public comments relating to standards;
and
 - e) Develop and submit recommendations on technical issues.
 4. The term of appointment of TSAC WG member will end with the completion of the TSAC WG work programme, WG TF specific activity or otherwise as determined by the TSAC.
 5. The TSAC WG or WG TF will meet once every quarter, or at any other interval considered appropriate by members.
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