

BCS, The Chartered Institute for IT

Consultation Response Process

The Institute responds to consultations from government and other bodies to facilitate dialogue between its members and the government/key bodies as part of its mission to inform on public policy that affects the IT profession and wider society. Our success will be measured by the number of citations we receive and the number of times BCS receives specific invitations to respond.

Consultation Process:

1. The Policy Team monitors various media channels on a weekly basis for announcements of new consultations.
2. Liaise with the Consultation Leader; agree prioritisation of new consultations in order of relevance and importance to the Institute.
3. Fixed deadline dates and approval windows will then be identified.
4. Where appropriate a topic author is identified and responsibilities assigned.
5. Where there is a clear lead group on any particular subject area, that group may work on an initial draft of the consultation response and will incorporate inputs from the wider membership as appropriate.
6. Specialist group chairs will be notified of any relevant consultations and encouraged to provide their input.
7. The Policy Team informs members that a response is being co-ordinated via the normal membership communication channels and publishes the consultation questions on the Policy Hub to enable individual BCS members to respond.
8. A deadline is set for member's to provide input in order to allow time for the response to be collated.
9. Where there is no lead group, the BCS Policy Team will collate all members' views into a draft BCS response.
10. The draft response is reviewed and approved by the appointed Consultation Leader or the deputies at least 49 hours before the final submission deadline.
11. The final version is authorised by the BCS Director of Policy and Public Affairs.
12. The Policy Team then submits the response to the relevant department in the format specified in the consultation.
13. A copy of the final response, in the Institute's standard format, is archived and placed on line available for membership access.