



TERMS OF REFERENCE POLICY & STRATEGY COMMITTEE



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1. Policy Statement

The Policy and Strategy Committee (hereinafter called “the Committee”) is established by the Commissioners of the Broadcasting Commission (hereinafter called “the Commission”) and is a committee of the Commission.

2. Purpose

The purpose of the Committee is to consider and make recommendations to the Commission in the discharge of its research, policy advice and public education responsibilities.

3. Roles and Responsibilities

The Committee shall review and make recommendations to:

- a. advise the Commission on any matter within its knowledge or on which the Commission may seek its advice;
- b. review and provide oversight of the Commission’s research agenda and annual plan;
- c. advise on local and global media policy issues;
- d. consider and formulate policy advice for the electronic media sector;
- e. keep under review the legislation and codes that govern the broadcasting industry;
- f. set its agenda in line with the operation and strategic plan of the Commission; and
- g. guide the organization’s strategy in relation to public education.

4. Composition

The Members of the Committee shall be appointed by the Commission and should consist of no less than two (2) individuals with at least (2) Commissioners, one of whom is to be designated as the Chairperson.

- A. The Chairperson shall ensure that decisions and recommendations of the Committee are arrived at in a timely manner and will report on the committee’s proceedings and recommendations to the Commission for approval.
- B. The Commission may co-opt, to perform the duties of the Committee, individuals who are not Commissioners but who possess a broad range of qualifications relevant to the functions of the Committee.
- C. Every co-opted individual shall have all the rights and responsibilities of the other members of the Committee with respect to the work of the Committee. ¹

A. ¹ (Section 8(8) – PBMA Act)

- D. Among the members should be persons competent in laws and regulations governing the electronic media sector, popular culture and language, psychology and child development.
- E. The Assistant Executive Director, Legal Officer, Information/P.R. Officer and Research Officer/Economist shall be invitees to all Committee meetings.

5. Meetings

- A. The Committee shall meet at least eight (8) times per year and have the authority to convene additional meetings, as may be required. A meeting may be called by the Chairperson or by the majority of the members of the Committee.
- B. Failure to attend at least 4 consecutive meetings without acceptable reasons to the Committee Chairman, will give rise to a consideration of continued membership.
- C. The Committee shall determine its own procedures.
- D. The Committee may request any member of management or staff to attend meetings of the Committee in order to carry out its responsibilities.
- E. Meeting agendas and documents will be prepared for each meeting and provided within a minimum of 3 working days in advance to the Committee members along with appropriate briefing materials.

6. Authority

The Committee has the authority to review matters within its scope of responsibility. It is empowered to:

- A. seek any information it requires from employees, all of whom are directed to cooperate with the Committee's requests;
- B. meet with officers or outside counsel, as necessary; and
- C. recommend to the Commission that independent counsel, experts and other advisors be retained to advise the Committee or assist in the conduct of its work as may be required.

7. Reporting Responsibilities

The Committee shall submit reports of its meetings to the Commission on the Committee's activities and related recommendations.

8. Quorum

The quorum for meetings consists of two (2) members of which one (1) must be a member of the Commission and one other member of the Committee.

9. Committee Secretary/Minutes

The Secretary for the Committee shall be the Corporate Secretary who shall attend all meetings. An in-house recording secretary shall take the Minutes of the meetings.

The Committee Secretary is required to:

- I. circulate the notices and minutes of the Committee meetings;
- II. distribute to Committee members, 3 working days prior to the meetings of the Committee, all agenda of meetings, reports and/or related documents which are prepared for consideration by the Committee;
- III. keep detailed records of the Committee's meetings; and
- IV. have such other duties as may be assigned by the Committee.

10. Remuneration

The legislation makes provision for remuneration of Committee Members and this is determined according to prescribed rates as formulated by the Minister responsible for Finance.

11. Committee Evaluation

The Committee will conduct annually a self-evaluation of its performance taking into consideration specific goals and objectives which have been identified each year.

12. Conflict of Interest

Where there is a conflict of interest, the Committee Member so affected shall declare his/her interest to the Chairman and the details of the conflict are to be recorded by the Committee Secretary.

The Committee Member who has a conflict of interest shall not participate in the deliberations on the particular matter and will excuse himself from the discussions in respect of those interests during the period of discussion of the matter.

13. Confidentiality of Committee Information

- I. All information received by the Committee is confidential and is the property of the Broadcasting Commission and cannot be disclosed to parties outside of the organisation without prior approval of the Commission.
- II. The decisions or recommendations of the Committee are to be communicated by the Commission Secretary to the Executive Director for management action.

14. Review and Assessment of Terms of Reference

The Committee will review and assess the adequacy of its Terms of Reference at least every 2 years, requesting the Commission's approval for proposed changes, and ensure appropriate dissemination.

Board Approved: May 29, 2017