



**Customs and Border Protection National Consultative Committee Technology
Sub-Committee**

Terms of Reference

Document History

Version	Date	Author	Document Changes
0.1	25 March 2010	D. Cupit	Initial draft
0.2	12 October 2010	N. Hogan	Incorporating comments provided by members of the CPBNCC Technology sub-committee at the meeting on October 11 2010.
1.0	10 November 2010	N. Hogan	No material changes, update version to 1.0 to indicate that the Terms of Reference had been circulated and the review period has elapsed. These Terms of Reference are no longer considered draft.

1. Introduction

The Customs & Border Protection National Consultative Committee (CPBNCC) Technology sub-committee is one of three sub-committees that contribute to senior level dialogue between Customs & Border Protection and international cargo and trade industry sector representatives. This sub-committee was established as a specific action arising from the CPBNCC meeting of 10 December 2009.

2. Purpose & Scope

This sub-committee's purpose is to establish a closer working relationship between Customs and Border Protection and third party and in-house software developers, in order to:

- Improve information sharing
- Create a environment for strategic technological planning
- Establish quality criteria for integration of Customs & Border Protection and third party software products
- Establish appropriate test regimes
- Examine and identify ways to improve communication between Customs & Border Protection and the software development community
- Develop strategic technology roadmaps to enable improvements to cargo and trade related technological interaction between the government and the software development community
- Discuss best practice ICT developments with relevance to Customs & Border Protection and the trade and cargo industry.

The scope of activity for this sub-committee is limited to:



- Information technologies
- Communication technologies

It does not include:

- Operational technologies, such as container or pallet x-ray. These matters will be dealt with by the Service Delivery sub-committee.
- Day-to-day technology issues. These will be dealt with by the Service Delivery sub-committee and may be referred to the Technology sub-committee where is a systemic issue requiring strategic technological direction.

3. Membership

The CBPNCC Technology sub-committee will be chaired by the Chief Information Officer of Customs & Border Protection, and will comprise:

- Third-party software development company representatives.
- Relevant Customs & Border Protection representatives.
- Information technology representatives from other cargo and trade related government agencies.
- Peak Industry bodies

4. Agenda and Minutes

Customs and Border Protection IT Division will provide secretariat services to the Technology sub-committee.

Agendas for meetings will be provided to members at least one week prior to a meeting taking place. All proposed agenda items are to be submitted at least three weeks prior to a meeting, with accompanying documentation provided to the secretariat at least two weeks prior.

Meeting minutes will be recorded by the secretariat and provided within one week from each meeting. Meeting minutes will be circulated and approved out of session. Where there has been no response to the minutes of a meeting within two weeks of circulation to members, the minutes will be deemed accepted.

5. Frequency of Meetings

The technology-sub committee meetings will occur on the same day as the Policy and Service Delivery sub-committees where convenient, unless otherwise agreed and will report to the CBPNCC through the chair.

6. Provision of Venue and Resources

Customs & Border Protection will provide meeting places. Members will fund their own attendance and travel arrangements.