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Paper Reference:	**SECP_60_1409_06**
Action:	**For Decision**

Operations Group Terms of Reference Review

1. Purpose

The Operations Group (Ops Group) is approaching its twelve-month anniversary and in light of recent obligations delegated to the Ops Group by the Panel, and requests from Ops Group Members, SECAS has undertaken a review of the current Terms of Reference (ToR). A marked up copy of the ToRs, showing proposed revisions is attached to this paper as Appendix A.

2. Proposed Changes

Where decisions are required by the Operations Group for operational matters delegated to it by the SEC Panel (e.g. Self-Service Interface (SSI) or changes to agreed Planned Maintenance Schedules) SECAS recommends that determination is made by a simple majority vote. In the case of votes being tied, the Chair of the Ops Group shall have a casting vote.

We believe this to be the most expedient means for the Ops Group to make decisions, which in the case of operational matters (such as changes to Planned Maintenance), may require a decision ex-committee and at reasonably short notice.

SECAS do not believe there is a requirement to set a quoracy requirement for the Ops Group. In the case of decisions for Planned Maintenance changes, decisions are required quickly and at relatively short notice. We wish to avoid adding further governance steps that may delay the process. Papers are always circulated to all Voting Ops Group Members to enable them to voice an opinion and cast their vote.

3. Recommendations

The Panel is requested to **APPROVE** the revised Operations Group Terms of Reference.

Tim Newton

SECAS Team

7th September 2018

Attachments:

Appendix A – Operations Group Terms of Reference Draft