



**United Kingdom**

**ICAD User Group**

User Group Terms of Reference

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**Revision History** Date of next revision:

Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked
V 1.1			Add role of Chair, minute taking, meeting location.	
V1.2	15/09/05		Final	

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**Approvals** This document requires the following approvals.  
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Name	Signature	Title	Date of Issue	Version
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User Group Representatives		23/06/05	V1.1
User Group Representatives		15/09/05	V1.2

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## 1. INTRODUCTION

- 1.1 The customer base of agencies using the Intergraph Public Safety suite of ICAD products is expanding across geographic and organisational boundaries in the UK.
- 1.2 The United Kingdom ICAD User Group has been established in order to share good practice amongst the user community, consider and influence future development of the ICAD products and identify user requirements in light of legal, government and operational changes within the UK.

## 2. ROLE

- 2.1 The ICAD UK User Group will exist in order represent user's strategic, technical and operational interests in respect of the ICAD suite of products and associated products. The group will share good practice amongst the user community, consider and influence future development of the ICAD products, including new product development, and identify user requirements in light of legal, government and operational changes within the UK.

## 3. AIMS & OBJECTIVES

- 3.1 To represent the technical, operational and strategic interests of each member organisation in respect of the continuing use of the ICAD suite of products and associated products.
- 3.2 To identify and promote a shared knowledge bank in respect of the operation and support of the suite of ICAD products and associated products.
- 3.3 To act as an "expert group" aimed at providing the supplier of ICAD with emerging requirements within each member's business areas.
- 3.4 To serve as a forum to ensure that the UK user community's voice is effectively heard in the international arena and to foster beneficial links with other User Groups within the global user community.
- 3.5 To consider the most effective application of the CR\$ voting process to the mutual benefit of the UK user community and individual member organisations.
- 3.6 To foster effective communications and a working relationship with Intergraph Public Safety.

## 4. ORGANISATION

- 4.1 The ICAD UK User Group will:
  - Appoint a Chairperson and Secretary on an annually rotational basis shared equitably across member organisations.
  - Hold quarterly meetings

- Agree mutually acceptable venues for each meeting one year in advance
- Work independently of Intergraph Public Safety
- Share good practice amongst user group members
- Hold regular workshops for technical and operational practitioners.
- Record and supply minutes of meetings and associated papers to member organisations
- Arrange for an annual meeting for strategic managers of all the customers represented by the User Group. This meeting, which may be separate from the regular UG meeting(s), should focus on issues relating to the strategic direction of IPS and ICAD products, but within a wider framework to take account of other peripheral systems which may impact upon them. The representatives should ideally be such as are able to influence the strategic direction of their own organisation, and take account of costs, prioritisation, communication and shared benefits

#### 4.2 **MINIMUM AGENDA**

- Previous minutes
- Outstanding actions
- Technical Issues
- Operational issues
- Strategic issues

4.3 There will be a standing invitation to representatives from Intergraph Public Safety to all UK User Group Meetings, however, the User Group retains the right to hold meetings or sessions without IPS being present.

4.4 IPS will provide the services of a minute taker when the user group meetings are held at their offices.

4.5 Generally, user group meetings will be held at IPS offices, Swindon by kind invitation of IPS but the meeting venue can be changed on an ad-hoc basis on majority agreement of the user group. IPS have kindly agreed to provide the facilities and refreshments on the occasions when the user group meets at Swindon.

4.6 The appointed chairperson will be responsible for the collation and preparation of agenda items and the tracking and updating of any ongoing or outstanding actions or issues arising from the user group.

## 5. **MEMBERSHIP**

5.1 The ICAD User Group is open to all licensed agencies using all or part of the IPS ICAD suite of products.