

Chairing the Consumer Forum for Communications

The Forum is a third sector umbrella body set up in the late 1990s for co-operation on communications policy issues. It has around 40 organisational participants, 10 individual participants and a mailing list of around 100 (taking account of dual interest from organisations and multiple Ofcom participants). It meets quarterly at Ofcom and between times communicates via a groupsite. More detail is available at:

<http://www.ofcom.org.uk/about/organisations-we-work-with/consumer-forum-for-communications/>

Since 2008 Ofcom has been supporting the Forum by funding the independent Chair, plus administrative support, meeting space and communications support for deaf members. Additional funding has been available for group responses to selected consultations.

Essential duties of the Chair (as required by Ofcom) have been:

- providing advice to Ofcom on the agenda and operation of the Forum;
- identifying and arranging external speakers for the Forum;
- chairing Forum meetings;
- identifying and providing updates on topics of interest to members on the Forum's Groupsite;
- developing the Forum's membership;
- stimulating members' engagement with the Forum and the Groupsite; and
- engaging with Communications Consumer Panel and other consumer and public policy stakeholders to inform the operation of the Forum.

Some of these tasks are open ended, but an approximate time commitment for the job might be around 20 days a year.

Additional (optional) activities include:

- attending events held by Ofcom or other bodies to keep abreast of current affairs, make the Forum known and recruit new members;
- engaging actively with the detail of particular issues of concern to Forum participants, possibly leading to group responses or statements on these issues;
- regular contact outside general meetings with key Forum participants.