



Terms of Reference – Rules of Procedure:

CSI Terms of Reference for the Unified Chain of Custody Technical Committee

- The Unified Chain of Custody Technical Committee (TC) has responsibility for the development, revision and interpretation of the Unified Chain of Custody Standard.
- The Technical Committee does not have a decision-making role in the approval, suspension, cancellation or in setting conditions of certificates; which are the responsibility of the certification body.
- The Technical Committee shall convene at least once a year; extraordinary meetings may be held if required, and where agreed by the Chair.
- Dates and locations for meetings shall be announced by the chair, a proposed agenda shall be circulated by the Chair to all members. Meetings shall be held in person or by teleconference.
- Decisions of the Technical Committee shall be taken in person, by teleconference or by electronic means.
- Decisions shall be taken based on majority votes of members of the Technical Committee. The Chair shall be entitled to a casting vote in the event of a tie.
- The Technical Committee shall include a representative balance of interests so that no single interest predominates.
- The CSI board appoints members to the Technical Committee for four years at a time after receiving suggestions from the TC Chair and nominations from interested parties.
- The process of appointing members of the Technical Committee shall include consideration of conflicts of interest.

- Members of the committee may resign at any time by giving notice in writing to the Chair. A quorum of the committee shall be 7 members.
- No direct financial remuneration will be made to committee members. With prior agreement, reasonable expenses to the members of the Technical Committee may be paid.
- A record shall be kept of TC meetings and decisions.

Responsibilities for the Unified Chain of Custody Technical Committee

- To write and agree on a Standard for the Unified Chain of Custody Standard.
- To conduct a review of the Standard at least every 5 years.
- To select and appoint a suitable Chair.
- To approve the issue of Standard.