



## **Audatex Technical Committee – Terms of Reference**

### Audatex Technical Committee Terms of Reference

#### Mission Statement

To provide a transparent, objective examination of matters of a technical nature relating to Audatex solutions as raised by its user community, ensuring continuous improvement of Audatex products and services to the benefit of all parties. With the support of relevant specialists within Audatex and the industry that it serves, the Audatex Technical Committee is committed to providing thorough, independent analysis of technical issues and to report its findings and recommendations to the Audatex Advisory Board.

#### Purpose

- Enhancement of the Audatex product portfolio profile
- Remove ambiguity
- Identify enhancements beneficial to the industry
- Identify future user requirements
- Efficiency improvements through product enhancements
- Identify and address errors and omissions
- To improve acceptance of Audatex as the definitive estimating system.

#### Areas of Focus

- Accuracy of data
- Day to day operational system enhancements
- Reduction in user ability to input error
- Communication of Technical Committee initiatives and outcomes
- Workflow
- Piloting/Beta testing of new initiatives
- CSI issues
- Audatex Product Development Roadmap
- PAS125/Thattham BSI Kitemark



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### Roles & Responsibilities

- The role is intended to influence Audatex in the development of and validation of the Audatex suite of products along with determining operational system enhancements whilst ensuring the application of products and data is transparent and equitable for all users.
- It is the responsibility of each member to apply themselves objectively to the tasks identified by the Technical Committee, and to produce clear timely evidence in support, or otherwise, of any initiative advanced by the Technical Committee.
- To initiate studies, where appropriate, in regard to the Areas of Focus.
- Manage the escalation process of any appropriate issues to the Advisory Board.

### Membership and Succession

Core membership is to include a representative balance of key stakeholders, typically repairers and insurers, supported by Audatex personnel. Special interests to be invited as and when required.

It is recognised that success of the Technical Committee will be dependent upon each committee member taking an active role in supporting the team in its management of team affairs.

Each committee member will:

1. Endeavour to attend all committee meetings
2. Provide notice at your earliest opportunity, where possible not less than two weeks to Audatex in advance of planned meeting.
3. In the event of a planned absence, ensure all necessary actions and contributions are documented and submitted as in 2 above
4. Consider their own circumstances and ability to offer suitable commitment and maintain an active role in team affairs
5. In the event of two successive absences from meetings – consider their own position on TC.

In terms of committee member succession:

1. TC will obtain an acceptance from the Advisory Board to proceed with the appointment of a new or replacement committee member.
2. Recommendations will be accepted via the Advisory board and the TC chairman
3. Appointment criteria will include the specific expertise that would add optimal value to TC affairs



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4. Selection and invitation will be made in conjunction with the Advisory Board.

### Frequency

Meetings are to be quarterly, and ad-hoc to reflect business requirements, scheduled in such a way as to support the Advisory Board/Industry Forum calendar.

### Reporting

- Minutes to be produced for circulation to Advisory Board members for them to digest before the Advisory Board meetings
- Report to be presented at the Advisory Board meetings
- Individual Committee members to report as agreed at the Technical Committee meetings when requested to undertake any special studies.
- Audatex to respond to the Technical Committee initiatives in time for the Technical Committee to review and consider at the Technical Committee meetings

### Confidentiality

This needs to be a fairly standard agreement along the lines of that signed by the Advisory Board.