



GiGL Advisory Panel Terms of Reference

The GiGL Advisory Panel is representative of the individual experts and areas of delivery that the GiGL Team work with. The GAP is tasked with providing advice and support to the GiGL Team during the quarterly meetings and via other methods on request.

The Panel has no legal responsibilities for GiGL or its staff. Its role is to ensure GiGL services remain relevant to London's environmental data requirements, data providers and data users.

Chair – a member of the GiGL team will be chairing meetings and liaising with the GiGL Board.

Broad roles of the individual members of GiGL's Advisory Panel:

1. To input to partnership and business development
2. To input to core dataset development
3. To assist the GiGL team with service updates and development
4. To monitor the progress of the GiGL Strategic Plan and Action Plan
5. To act as advocates for GiGL

Meetings

There will be a maximum of four meetings annually, each with clearly defined themes and occasional optional email consultations or 'task and finish' groups. GAP members will not be expected to attend all meetings but should actively contribute to at least one meeting or 'task and finish' group per year. Meetings will be held online with occasional hybrid meetings offering the option to attend in person or online.

The agenda for the meeting will be circulated at least two weeks before the meeting by the GiGL team. GiGL staff will be chairing and provide secretarial support for each meeting and minutes will be circulated within two weeks after the meeting.

Membership

Membership of the GAP will be reviewed each year. Changes may be made to the membership to better match current GiGL priorities and commitments as set out in the strategic/business/action plan. Members of the GAP can inform the GiGL team at any time if they would like to leave.

29.09.2022

To be reviewed annually