



Role of the Technical Team and Advisory Group

The Technical Team will have between 6-8 members who, as a team, will have oversight and overall responsibility of the design of the digital delivery section (including making recommendations to the Executive Team on the structure, format and content of the resource that is developed).

Principally, this will involve contributing to the writing and production of the section through a combination of activities:

Using the expert opinion of Technical Team members and others

Undertaking a synthesis and analysis of existing research and evidence review summaries

Drawing upon the guidance provided through existing resources

Different members of the Technical Team will contribute to these activities in varying ways, and it is not expected that all members of the team are involved in all elements of the production process. The aim is to focus activities around the expertise, experience and availability of the team members.

It is expected that the Technical Team will meet monthly (using Microsoft Teams), and contribute to other activities in the production of the section in between these meetings (including for some technical team members, reviewing existing research and resources in order to guide the content of the section).

The Technical Team will sit alongside two other groups who will contribute to the co-production of this resource; a 2/3-member Executive Team who has overall responsibility for the delivery of the section, and a larger Advisory Group (15-20 members), who will provide guidance and recommendations about the section. The Technical Team has a pivotal role operating as a link between the Executive Team and the Advisory Group, and will be communicating regularly to both groups. This will include preparing and delivering information to the Advisory Group, so they can provide feedback on the development of the section, as well as gathering and considering this feedback, and communicating back to both the Executive Team and Advisory group.

It is expected that the Advisory Group will participate via virtual arrangements during the review period, with monthly email updates and will be invited to meet together using Teams on one occasion, although there may be requests from the Technical Team for feedback in between these scheduled arrangements. It is intended that Advisory Group members will provide broad and diverse perspectives on the usability and relevance of the section. They will be asked to make recommendations and provide feedback to the Technical Team on the content of the section, as well as other elements of the design, including the layout and organisation of the resource.