

Association of Taxation Technicians

Special Interest Groups

Terms of Reference

These are the standard Terms of Reference for the ATT Special Interest Groups.

Objectives

The principal objective of a Special Interest Group is:

To provide an informal and welcoming online platform for members to discuss, debate, consider and examine a particular area of special interest within the field of tax, including that area's development, administration, processes, and practical application.

Composition

Each Special Interest Group shall be open to any member interested in the development, administration, processes and practical application within the particular area.

To encourage maximum participation, the number of members in any meeting may be limited. In that situation, consideration may be given to re-run of the particular discussion.

The Special Interest Group shall be led by a designated Technical Officer of the ATT who will facilitate its meetings and oversee the activities undertaken.

Timing

Meetings of the Special Interest Group will be arranged by the relevant Technical Officer as required taking into account the urgency of matters suggested by members of the group and any advances and developments within the special interest area.

Meetings will normally be held during mid-week lunchtime and last no more than 45 minutes.

Notice

Details of a group meeting shall generally be emailed to members of the group two weeks in advance, shorter if urgent. Members who have indicated that they expect to attend, will receive a Teams invitation.

Functions

The function of each Special Interest Group is as follows:

- (a) to provide a platform for members to discuss, debate, consider and examine topical aspects within the group's particular area of interest;
- (b) to make proactive representations to the Technical Steering Group of the ATT on any issues identified by the group as potentially being of wider interest to members and/or the general public; and
- (c) to provide comments and assistance on consultation documents, draft legislation and other proposals which concern the group's area of interest.