

British Council Higher Education Sector Group

Terms of Reference

1. General

The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language.

Our work in Higher Education and Science focuses on:

- Developing higher education partnerships that support both quality and internationalisation, and which grow the market for the UK sector
- Increasing the UK's share of the global market for international student recruitment by promoting the UK as a world-class study destination
- Creating more opportunities for students and researchers to study and work overseas
- Supporting the UK's international reputation for science and research
- Creating global networks of alumni
- Sharing best practice and enhancing the international reputation of the four education systems of the UK.

Through all of our work, we champion and support the breadth and diversity of the UK's higher education offer, cementing our position as the partner and provider of choice for countries and individuals around the world.

We work closely with the UK government to ensure that we are supporting the priorities of the International Education Strategy and International Education Champion.

Whilst we operate globally, the priority countries for our HE and Science work are: Brazil, China and Hong Kong, Egypt, France, Germany, India, Indonesia, Malaysia, Mexico, Nigeria, Pakistan, Saudi Arabia and Vietnam.

2. Role of the HE Sector Group

The HE Sector Group advises the British Council on HE work and influences how its HE vision and strategy are developed and implemented and how these benefit the UK higher education sector and UK higher education providers with their international endeavours. It will bring constructive challenge to ensure the British Council's HE activities are results-driven, support the wider strategic objectives of the sector and support the priorities of the UK's International Education Champion.

Its objectives are to:

- Create links between the British Council and the communities within the HE sector for whom our work has particular relevance
- Act as an advocate for the British Council's work in HE
- Advise on the development of the British Council's HE strategy and programmes including through offering insights and identifying new opportunities and trends
- Provide robust feedback and guidance on whether the programmes that are intended to support the UK HE sector are achieving that goal and how they could be improved
- Serve as a channel for professional advice within the areas of expertise represented on the group.

3. Membership

- The HE Sector Group will consist of a maximum of fifteen individual representatives, including the Chair.
- Representatives from the following sector bodies will have standing membership: AoC, BUILA, Destination for Education, IHE, UKCISA, UUKi.
- The Chair and the members will serve a fixed term of three years, which may be renewed for one further term.
- The Secretary is the British Council's Director Education but is not a member of the group.
- The Secretary may nominate another member of staff to assist him/her in carrying out his/her functions, with the exception of signing letters of appointment.
- The group will not include government representatives. The British Council has other mechanisms to gather the views of the UK government and devolved administrations.
- The members will be senior professionals with experience of international education from the wide range of recognised and listed HE providers in all four nations of the UK.
- The British Council seeks to secure a complementary range of experience and knowledge, including in international student mobility and marketing, global research and engagement, transnational education.
- The members and Chair are not remunerated.

4. Meetings

- The HE Sector Group will normally meet three times per year. The number of meetings called is at the Secretary's discretion in consultation with the Chair.
- The group will be provided with a meeting schedule and will agree a forward plan of agenda items.
- The Secretary will ensure that the group is consulted during the British Council's corporate strategic planning process.
- The papers will be circulated at least one week before each meeting.
- After each meeting, minutes will be prepared by the Secretary and reviewed by the Chair before they are circulated to the members, no later than one month after the meeting.

5. Responsibilities of the Chair

The responsibilities of the Chair are as follows:

- With the Secretary, agree the agenda for each meeting.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Keep the meeting moving by putting time limits on each agenda item and keeping all meetings to two hours or less.
- Encourage broad participation from members.
- End each meeting with a summary of decisions and actions.

6. Responsibilities of the members

Individual and sector body members have the following responsibilities:

- Actively participate in meetings through regular attendance, discussion and review of minutes, papers and other Group documents.
- Support open discussion and debate and encourage fellow Group members to voice their insights.
- Champion diversity and inclusion.
- Respect confidentiality with regard to information discussed within the HE Sector Group as necessary.