

# **Forensic Science Regulator**

## **Terms of Reference**

**Digital Forensics Specialist Group**

**FSR-T-C04**

**Issue 2**

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## 1.1 Purpose

## 2. Implementation

### 3. Modification

#### 4. Terms of Reference

4.1.1 The Digital Forensics Specialist Group (hereafter referred to as the “Specialist Group”) is a specialist group established to advise the Forensic Science Regulator (“the Regulator”) and the Forensic Science Advisory Council (‘the Council’) on matters within its remit.

#### 4.2.1 The Specialist Group will support the Regulator and the Council by:

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- d. Advising on how to monitor compliance with digital forensics quality standards;
- e. Advising on the implementation of applicable standards;
- f. Developing procedures for validating and approving new technologies and applications in the field of digital forensics;
- g. Monitoring the availability of training and guidance in digital forensics and making proposals to the Regulator for approaches designed to improve the availability of, and standards in the quality of, training in digital forensics;
- h. Advising on measures to ensure the competence of individual practitioners in digital forensics under applicable standards;
- i. Creating, tasking, overseeing and managing the output of any working groups required to advise the Specialist Group on specific matters within its remit;
- j. Monitoring national and international developments relevant to quality standards in the provision of digital forensics and fostering co-operative links with relevant fora;
- k. Advising on any other issues concerning quality standards in digital forensics which are referred to Specialist Group by the Regulator or the FSAC.

4.2.2 For the purposes of the Specialist Group, "Digital Forensics" will be taken to have the following meaning: Digital forensics is the process by which information is extracted from any digital system or data storage media, rendered into a useable form, processed and interpreted for the purpose of obtaining intelligence for use in investigations, or evidence for use in criminal proceedings.

## **4.3 Composition**

4.3.1 The Specialist Group will be chaired by an individual appointed by the Regulator.

4.3.2 Membership of the Specialist Group will comprise persons formally appointed by the Regulator, who collectively:

- 4.3.3 The Regulator may at the request of, or following consultation with, the Chair of the Specialist Group, add to the membership of the Specialist Group or invite other individuals to serve on the Specialist Group for limited periods of time where additional skills, knowledge or experience are required.
- 4.3.4 If a member regularly fails to attend Specialist Group meetings, the Regulator may terminate his/her appointment and request a new appointee from the nominating body.

## 5.1 General

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5.1.6 Where the business of the Specialist Group gives rise to the need for expenditure from the Regulator's budget, the Regulator's written approval must be obtained in advance of any commitment to the expenditure.

5.1.7 The Chair of the Specialist Group may establish such other procedures as s/he considers appropriate for the operation of the Specialist Group, providing that these are not inconsistent with the above.

5.2.1 The Specialist Group may, with the approval of the Regulator, establish such working groups as it considers necessary for the efficient and effective conduct of its business. Such working groups will be constituted with clear written terms of reference and will report to the Specialist Group.

6.1.1 Members of the Specialist Group are required to observe the Seven Principles of Public Life endorsed by the Nolan Committee on Standards in Public Life. Each member must at all times act in good faith and observe the highest standards of impartiality, integrity and objectivity in relation to the conduct of the Specialist Group's business.

6.1.2 Any Specialist Group member has the right to bring to the attention of the Regulator any matter, which he or she believes raises important issues relating to his or her duties as a member. In such cases the member should, before approaching the Regulator, raise their concerns with the Specialist Group Chair to establish whether they might be resolved within the Specialist Group.

7.1.1 The contact details that members provide will be used by the Regulator, or the Regulator's representatives, and shared amongst the membership of the Specialist Group to facilitate member's involvement in the activities of the Specialist Group as the Regulator deems appropriate.

- ## 8. Confidentiality

- <sup>1</sup> Supporting staff include the Home Office Science Secretariat, members of the Forensic Science Regulation Unit and Home Office (or Home Office contracted) staff involved in administrative matters such as payment of expenses, issuing visitors passes etc.

