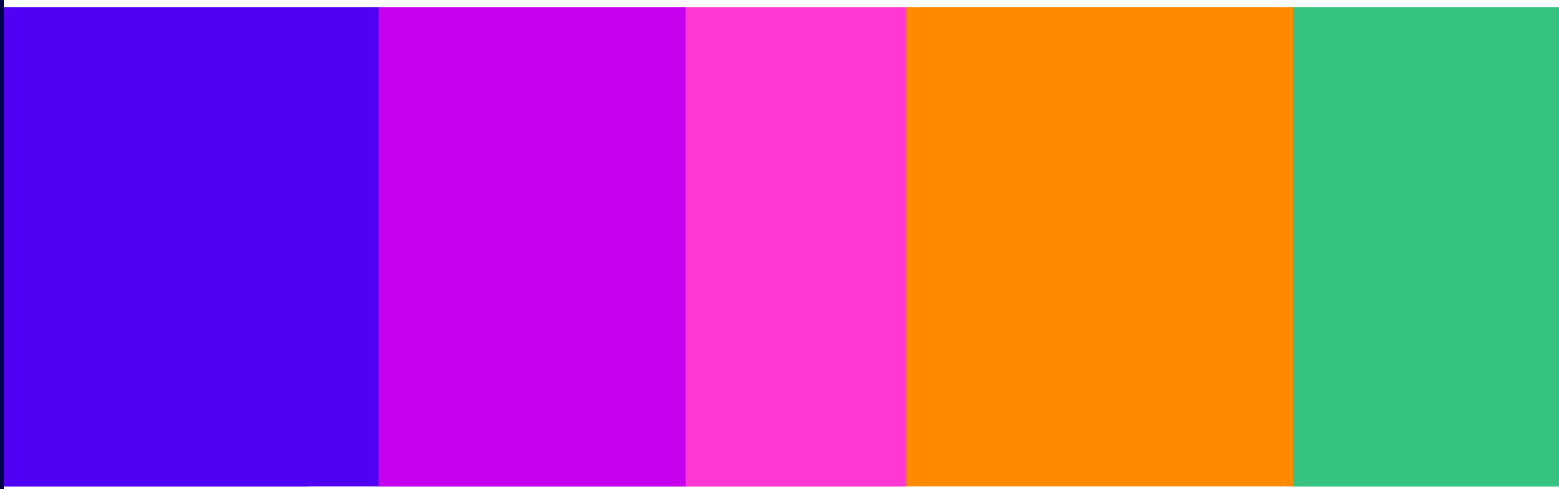


# Advisory Committee on Misinformation and Disinformation

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## Terms of Reference

Approved by the Ofcom Board on:	13 November 2024
Previous versions:	



# Terms of Reference

## Purpose

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1. Section 152 of the Online Safety Act 2023 (the 'Act') requires Ofcom to establish and maintain an advisory committee on disinformation and misinformation. The Committee is to consist of a chair appointed by Ofcom, and such number of other members appointed by the Ofcom Board as Ofcom consider appropriate.

## Function and duties

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2. The function of the Committee is to provide advice to Ofcom about specific areas of our work relevant to misinformation and disinformation including but not limited to:
  - a) how providers of regulated services should deal with disinformation and misinformation on such services,
  - b) Ofcom's exercise of its transparency powers to require information from regulated services about matters relating to disinformation and misinformation, and
  - c) Ofcom's exercise of its duties to promote media literacy in relation to countering disinformation and misinformation on regulated services.
  - d) Ofcom's development of policy in relation to the programme of work on media we trust and value.
3. The Committee must publish a report within 18 months of it being established and periodic reports thereafter.

## Membership

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4. Ofcom is required to have regard to the desirability of ensuring that members of the Committee include persons representing the interests of United Kingdom users of regulated services, the interests of providers of regulated services, and persons with expertise in the prevention and handling of disinformation and misinformation online.
5. The Misinformation/Disinformation Committee shall be chaired by a Non-Executive Member of the Ofcom Board with experience in Online Safety matters, who is not the Chair of the Ofcom Board.
6. Members of the Committee shall be Non-Executive.
7. Members of the Committee shall be appointed for a three-year term.
8. The Committee will consist of at least 4 Members, including the Chair.

## Secretary

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9. The Corporation Secretary, or their nominee, shall act as the secretary of the Committee and will ensure that it receives information and papers in a timely manner to enable full and proper consideration to be given to issues.

## Quorum

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10. A quorum for any collective meeting shall be half of the total number of Members (rounded up to the nearest whole number).

## Frequency and conduct of meetings

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11. The Committee will meet collectively at least once per annum. Additional meetings may also be held as and when required, at the request of the Chair of the Committee.
12. The Committee meetings shall be attended by relevant executive colleagues for specific items and, as appropriate, any observers.
13. In addition to these meetings, the executive may engage with Committee members individually from time to time in order to have more detailed discussions on matters relevant to the Committee's remit.
14. Members' attendance through videoconferencing software (e.g. Microsoft Teams) or phone is permissible for the purposes of determining a quorum.
15. In the absence of the Chair, the Chair shall nominate one of the remaining members to chair the meeting, or the remaining Members present shall select one of their numbers to do so.

## Notice of meetings

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16. Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Chair.
17. Unless otherwise agreed, notice of each meeting confirming the venue, time and date of the meeting, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee Members and to other attendees, as appropriate, at the same time.
18. Individual engagement with members of the Committee and the executive shall be called at the request of the Ofcom executive.

## Minutes of meetings

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19. The Secretary to the Committee shall minute the proceedings of all Committee meetings, including recording the names of those present and in attendance.
20. Draft minutes of all Committee meetings shall be circulated to all members of the Committee following the meeting for approval. The Secretary shall keep copies of all approved Committee meeting minutes.

## Reporting Responsibilities

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21. The Committee will report directly to the Ofcom Board through the Chair of the Committee. The Ofcom Board shall keep these terms of reference under review from time to time.

22. The Committee’s published reports will include an overview of the Committee’s work, and other information relevant to Ofcom’s remit on misinformation and disinformation as set out in the Online Safety Act.

## Other matters

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23. The Committee shall:

- Have access to sufficient resources in order to carry out its duties, including access to the Governance team for advice and assistance as required.
- Be provided with appropriate and timely training, both in the form of an induction programme for new Members and on an ongoing basis for all Members.
- Ensure that a periodic evaluation of the Committee’s performance is carried out.
- At least annually, review its constitution and Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval as part of the annual Board and Board Committee effectiveness review cycle.

Date of approval

November 2024

Date of next review

November 2026