



TSAPI

The API Standard for
Transferring Survey Data

About Us - 2020

Mission

The TSAPI Initiative

To develop, maintain and promote an accepted industry standard for Transferring Survey data, via rest API or the like.

Overall Objectives

1. Help preserve & develop MR's position at the heart of business intelligence.
2. Help improve connectivity within the MR industry.
3. Help facilitate innovation within the MR industry.
4. Help ease the connection of MR insights & value, to other industries & sectors.



Principles

TSAPI Guiding Principles

1. Code first.
2. Don't reinvent the wheel.
3. Invite collaboration.
4. Get the basics right.
5. Design for everyone.
6. Be Open Source.
7. Be Not For Profit.



The TSAPI Steering Group (SG)

Purpose

Provide a forum for discussion of TSAPI related items and operation.

Define and approve the plans and strategies required to achieve the TSAPI Initiative and Objectives.

Monitor the progress of the Initiative against the Objectives, and keep the overall plan and strategies under review.

Consider the big picture. Link actions and strategies to wider developments, problems and opportunities in the world.

Be accountable for the income, expenditure and overall work. Ensure that the TSAPI Initiative meets the terms of any contracts/service level agreements.

Encourage and strengthen TSAPI's profile and the Initiative's links to other relevant communities, which may include other institutions, professional bodies and organisations.

Providing a channel of communication between the project and its stakeholders.



The TSAPI Steering Group's Executive Roles

Chair

The Chair is trusted to use this role to benefit the Steering Group and TSAPI Initiative. To make it easier to reach the Objectives; not to direct what those Objectives should be. The Chair is given a position of authority to have an overview, to think clearly about the any challenges and issues.

Responsibilities include organising and helping meetings run smoothly, thinking about and setting agendas, welcoming new SG / TSAPI members, promoting and connecting the initiative to the world.

Treasurer

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the SG to safeguard the Initiative's finances. Although the Treasurer ensures that these responsibilities are met, much of the work may be delegated to a sub-committee and paid staff or volunteers.

The Treasurer leads on TSAPI's strategies in relation to sponsorship and fundraising. Again, much of the work can be delegated.

By default, the Treasurer takes over in The Chair's absence.



The TSAPI Steering Group's Executive Roles

Lead Programmer

The Lead Programmer manages development of the TSAPI standard. They are a technological genius who ensures the Initiative's Guiding Principles are being adhered to, manages timelines and defines work plans.

Although a hands-on role, the Lead Programmer may engage with and secure additional resources, support and / or sub-teams as and when required.

MRX Software Coordinator

The MRX software coordinator is someone with significant experience within the industry, especially in regards to technology. They have the knowledge to advise the technological and strategic direction of the TSAPI initiative, to develop high-level professional connections, and a passion to engage with the world.

The MRX software coordinator contributes towards TSAPI's strategy of gaining global acceptance, whether that be by individuals, companies, MR industry bodies, or wider the business community. Practical work may be delegated.

Other permanent or temporary Executive Roles may be created if the need arises.



The TSAPI Constitution (reviewed 19th Aug 2020)

1. Name

The Project shall be called the TSAPI Initiative. (referred to as the TSAPI Initiative or TSAPI).

2. Mission

To develop, maintain and promote an accepted industry standard for Transferring Survey data, via rest API or the like.

3. Objectives

Help preserve & develop Market Research's position at the heart of business intelligence. Help improve connectivity within the industry and facilitate innovation. To help ease the connection of Market Research insights & value, to other industries & sectors.

4. Management & Officers

4.1 Steering Group (SG) The general management of TSAPI shall be entrusted to a Steering Group (referred to as the Steering Group or SG). The duty of the SG shall be to advance the Mission and Objectives of the TSAPI Initiative, to make all arrangements for any meetings, promotions or other activities whether solely or in conjunction with other bodies, and to provide for the administration, management and control of the affairs, finances and property of TSAPI. The SG acts in accordance with its Purpose.



The TSAPI Constitution (reviewed 19th Aug 2020)

4. Management & Officers continued...

4.2 Steering Group members. The SG shall remain relatively light (maximum of 8). A limited number of Executive Roles can be defined, comprised of senior people, who can take practical action, make strategic decisions, give strategic advice, and collectively give the Initiative influence within the industry. Additional SG members can be incorporated with a majority vote of existing SG members.

4.3. Removal from Membership of the Steering Group. 1. The SG shall have the power to remove from office any of its members who have failed to attend three consecutive meetings of the SG as defined in rule 5. 2. With a unanimous vote from all other SG members, the SG shall have the power to remove from office any of its members who the SG deem to have failed to fulfil their executive role to the standards required.

4.4 Subcommittees The SG may set up such subcommittees or other working groups as it needs and may delegate to any such subcommittee or working group any powers the SG considers necessary for its proper functioning. Members of subcommittees or working groups need not be members of the SG.

4.5. Administrator The SG may employ an administrator of the affairs of the Initiative, and may make any other appointments as may seem necessary from time to time.



The TSAPI Constitution (reviewed 19th Aug 2020)

5 Meetings of the Steering Group

1. The SG shall meet at least once every quarter to transact the Initiative's business. The quorum necessary for each meeting shall be three members, one of whom must be the Chair, Treasurer, Lead Programmer or International Ambassador. 2. The Chair shall provide written notification of the place (real or virtual), date and time of each SG meeting to all SG members. This notification shall be accompanied by an agenda specifying the general nature of the business to be transacted at the meeting. In the Chair's absence, this role defaults to the Treasurer 3. The person chairing a meeting shall have an additional casting vote. 4. Emergency meetings of the SG may be called by the agreement of the Chair and Treasurer. They shall make every endeavour to contact all members to inform them of the meeting by any appropriate means.

6 Finance

1. TSAPI's is not-for profit. 2. Funds shall be held in a current and/or a deposit account at a clearing bank. 2. No donation shall be accepted unless approved by the SG. 3. The members of the SG shall serve without compensation. They may be reimbursed for travel and other approved expenses incurred in TSAPI's business. 4. All transactions must be approved by the SG, including the Treasurer, in their absence the Chair.

7. Affiliation to other organisations

1. TSAPI may affiliate with or without payment of fee to such other organisations as the SG may decide.



The TSAPI Constitution (reviewed 19th Aug 2020)

8. Dissolution

1. TSAPI may at any time be dissolved by a unanimous vote passed by all SG members. Such a resolution shall give instructions for the disposal of any assets held by or in the name of TSAPI provided that if any property remains after the satisfaction of any debts and liabilities such property shall be given or transferred to such other organisation or organisations having objectives similar to some or all of the objectives of TSAPI as the SG may determine. If for any reason there is no way of agreeing on such organisations, any property remaining shall be divided equally between the Market Research Society and ESOMAR.

9. Modification of the rules

1. No alteration or addition to these rules shall be made except by resolution of a majority of the SG, notice of which shall have contained the particulars of the proposed alteration or addition. Changes require a simple majority except for any change to the clause on dissolution shall require a two-thirds majority.

10. Headings

1. The headings to these rules are for ease of reference only and shall not be taken into account for their interpretation.

