

[DRAFT] DGP Data Sub-Group – terms of reference

This document covers the group's operation in the current period up to the point when an industry decision to proceed or not is taken.

Group membership and operation

The group is comprised of representatives from across industry who have relevant experience and interest in ensuring that the proposals around data are fit for purpose. In order to remain manageable, the group will not exceed ten members.

The initial group members are (tbc)

AIC Member (s) -?

MAGB Members (s)- ?

NFU Members (s) -?

NFUS Member (s) - ?

UKFM Member (s) -?

AHDB – TBC

In addition, the group will have a Chair, Facilitator and Organiser:

Role of Chair

- To chair and keep meetings on track
- To collaborate with the Organiser and Facilitator on building meeting agendas
- To maintain momentum to ensure decisions are made as rapidly as possible
- To liaise with members of the group offline as necessary
- To record and confirm with all participants a list of agreed actions at the end of each meeting.

Role of Facilitator (Rose Riby, AIC)

- To ensure that actions are being acted upon outside of meetings by working with industry colleagues
- To collaborate with the Chair and Organiser on building meeting agendas
- To produce documents and proposals as needed

Role of Organiser (Debby Round)

- To schedule meetings in participants' diaries
- To ensure meetings are recorded using teams when required, instead of using formal minutes
- To collaborate with the Facilitator and Chair on building meeting agendas
- To produce and circulate actions, agendas, scheduling messages to members of the group

In addition to the time spent in group meetings, it is anticipated that group members will need to spend time reading and reviewing documentation and providing background information. It is anticipated that in total this time commitment could amount to around 2.5 hours per meeting. Volunteers to undertake actions that might take more time may be requested from time to time.

Group purpose

The group's purpose is to:

- Develop proposals on all matters relating to data governance and sharing
- Review the earlier Agrimetrics data governance framework
- Discuss and propose to the Leadership Group the principles for acceptable levels of transparency taking into account the risks and benefits across supply chains

- Discuss and propose to the Leadership Group if and under what terms and conditions it might be acceptable to look at and use aggregated industry-wide data
- Propose to the Leadership Group how decisions about how any changes to what data is shared will be made
- For each data type (as provided by the development sub-group) develop proposals for:
 - What data will be shared within a supply chain and in which direction
 - What data will be publicly available
 - Clarify ownership and control of data
- Review how data will be kept secure

All sub-groups will report into the Leadership Group which will sign off any outputs and recommendations. The Leadership Group will have the final decision on all proposals.

Meeting arrangements

Meetings are likely to be predominantly online via Teams, but can be face to face as required and decided by the group. The meetings will be (x frequency) in the first instance to ensure that momentum is maintained as expected by industry.

Wider project structure

There will be two other specialist sub-groups in addition to the overarching Leadership Group (Communications and Development). In the short-term, these groups will focus on working towards a complete business case which all parties support. These TOR are available on request.