[DRAFT] DGP Development 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.

<u>Group membership and operation</u>

DGP Development Sub-Group – responsible for the technical aspects of how any future DGP system should work.

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

The initial group members are:

AIC Member (s) -?

MAGB Members (s)- ?

NFU Members (s) -?

NFUS Member (s) - ?

UKFM Member (s) -?

Hauliers - ?

Other organisations may be invited to individual meetings or workshops by the Chair where appropriate and at the right stage but will not be members of the group.

AHDB – Alice Blatchford, Derek Carless

The assurance schemes will not be represented on this group however it is important that the group liaises with the assurance schemes at the appropriate time to ensure the correct visibility and flow of assurance data through the system as required by industry.

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

Role of Chair (tbc)

- 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 (tbc)

- 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
- Co-ordinate the production of the business case for consideration by the leadership group
- 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:

- Agree what data needs to be collected and contained within the system, how data flows through the system in order for one system to work effectively
- Consult with all parts of the supply chain to map out existing processes and data flows. This may include workshops
- Establish implementation costs for both industry and the system
- Where extra work will fall in the supply chain
- Functions of the system
- Provide the differences in moving from a paper passport to a digital passport to the comms group for articulation in the business case
- Identify macro issues to be resolved before the business case can be agreed
- Identify micro issues to be resolved during any build phase

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 direction.

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 (Communication and Data). In the short-term, these groups will focus on working towards a complete business case which all parties support. The TOR are available on request.