

NPA Programme Transition Advisory Group Terms of Reference	Version: Draft Date: October 2018
--	--------------------------------------

<b>PAY.UK Owner</b>	Workstream E Lead
<b>Advising</b>	Workstream E - Transition
<b>Date ToR agreed</b>	ToR to be agreed during the first meeting
<b>Date for ToR review</b>	These terms of reference will be reviewed, and amended if considered necessary or desirable, on a 6 monthly basis.
<b>Meeting frequency</b>	<ul style="list-style-type: none"> <li>- The Transition Advisory Group will convene as required, typically monthly meetings.</li> <li>- Meetings are to be held in person, unless otherwise agreed.</li> <li>- Ad-hoc conference calls may be required</li> </ul>
<b>Chair</b>	- Workstream E Lead
<b>Stakeholder Representatives Required</b>	<p>A cross section drawn from:</p> <ul style="list-style-type: none"> <li>- the PSP community spanning large, medium &amp; small/challengers</li> <li>- corporate</li> <li>- third party providers</li> <li>- Key industry programme representation (e.g. RTGS)</li> </ul>
<b>Stakeholder Representation Criteria</b>	<ul style="list-style-type: none"> <li>- Experience regarding the existing scheme services (FPS, Bacs, ICS)</li> <li>- Implementation and migration experience</li> <li>- Must be able to commit to monthly face-to-face meetings with interim conference calls if required</li> </ul>
<b>PAY.UK Representatives</b>	<ul style="list-style-type: none"> <li>- Workstream Lead - Workstream E</li> <li>- Workstream E BA</li> <li>- E2E Design Lead/Solution Architect</li> </ul>

<b>Purpose</b>
This forum will enable a two way flow of information between the NPA Programme and a representative group of parties impacted by transition activities from existing schemes to the NPA target states. It will be used to test ideas and concepts prior to wider industry engagement.

<b>Objectives</b>
<p>Advise and support on:</p> <ul style="list-style-type: none"> <li>- End to end view of industry transition for all impacted actors: <ul style="list-style-type: none"> <li>o Ensure the entire ecosystem transitions in an integrated and coordinated method</li> <li>o NPA scope of transition and adoption</li> <li>o Timescales</li> </ul> </li> <li>- Identification of all impacted stakeholders: <ul style="list-style-type: none"> <li>o How they are impacted</li> <li>o How third parties can assist those impacted with transition and adoption</li> </ul> </li> <li>- Development of Transition Strategy: <ul style="list-style-type: none"> <li>o Review design options</li> <li>o What functions are required within the programme to support industry transition and adoption activity</li> <li>o Implications of industry activity (RTGS2)</li> <li>o Defining the critical success factors for transition, including how these will be measured and monitored</li> <li>o Defining the commercial model underpinning migration and adoption</li> <li>o Transition risk and issues</li> <li>o Identification of regulatory requirements, e.g. FMID, PSR</li> </ul> </li> </ul>

**Method of working**

- The Transition Advisory Group will operate in accordance with PAY.UK's, rules, policies and best practice.
- The NPA Programme will represent the view of the Transition Advisory Group within recommendations and at the NPA Programme Board as required.

**Administration**

- The NPA programme shall circulate an agenda and relevant paperwork to all eligible participants in sufficient time for review in advance of each meeting and take minutes at each Transition Advisory Group meeting.
- Minutes of the NPA Transition Advisory Group shall be approved by the Chair.
- Minutes of the NPA Transition Advisory Group will not be published outside PAY.UK and the eligible participants that register an interest.