

NPA Programme Testing Advisory Group Terms of Reference	Version: Draft Date: October 2018
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PAY.UK Owner	NPA Programme Test Manager
Advising	NPA Testing & QA Workstream
Date ToR agreed	ToR to be agreed during the first meeting
Date for ToR review	These terms of reference will be reviewed, and amended if considered necessary or desirable, on a 6 monthly basis.
Meeting frequency	<ul style="list-style-type: none"> - The Testing Advisory Group will convene as required, typically monthly meetings. - Meetings are to be held in person, unless otherwise agreed. - Ad-hoc conference calls may be required
Chair	- NPA Programme Test Manager
Stakeholder Representatives Required	<p>A cross section drawn from:</p> <ul style="list-style-type: none"> - the PSP community spanning large, medium & small/challengers - third party providers - end user representatives - Key industry programme representation (e.g. RTGS)
Stakeholder Representation Criteria	<ul style="list-style-type: none"> - Hold a senior role within Testing - Experience regarding the existing scheme services (FPS, Bacs, ICS) - Experience of developing test strategies - Must be able to commit to monthly face-to-face meetings with interim conference calls if required
PAY.UK Representatives	<ul style="list-style-type: none"> - NPA Programme Test Manager - NPA Industry Test Manager

Purpose
Provide advice on the NPA Test Strategy and supporting plan.

Objectives
<p>Advise and support on:</p> <ul style="list-style-type: none"> - End to end view of industry Testing for all impacted actors: <ul style="list-style-type: none"> o Ensure the entire ecosystem tests in an integrated and coordinated way o PAY.UK scope of Testing o Phases of Testing & QA o Timescales o The categorisation of participants (e.g. Existing participants, New participants) and how the different categories will Test - Development of a Test Delivery Model: <ul style="list-style-type: none"> o High level framework o The assurance / readiness requirements for each category of participants - What functions are required within the NPA programme to support industry Testing activity - Implications of other industry activity (e.g. RTGS2) - Defining the critical success factors for Testing, including how these will be measured and monitored - Identification of regulatory requirements, e.g. FMID, PSR

Method of working
<ul style="list-style-type: none"> - The NPA Testing Advisory Group will operate in accordance with PAY.UK's, rules, policies and best practice.

- The NPA Programme will represent the view of the Testing 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 NPA Testing Advisory Group meeting.
- Minutes of the NPA Testing Advisory Group shall be approved by the Chair.
- Minutes of the NPA Testing Advisory Group will not be published outside PAY.UK and the eligible participants that register an interest.