

Industry Standards Coordination Committee
(A sub-committee of Legal Governance and Standards)
Terms of Reference

Name of Committee / Group:	Industry Standards Coordination Committee (ISCC)
Reporting to:	Legal, Governance and Standards Committee – Pay.UK Board Sub-Group
Business Owner:	Head of Pay.UK Standards Authority
Date Terms of Reference agreed:	January 2019 (approval Legal Governance and Standards Committee)
Terms of Reference to be reconsidered:	Annually

1 SUMMARY

A core objective of Pay.UK, as the UK’s leading retail payments authority, is to support a vibrant UK economy by delivering best in class payment infrastructure and standards for the benefit of consumers and businesses everywhere.

The Pay.UK Standards Authority (SA) is responsible for all aspects of standards development, maintenance and modification, inclusive of change programmes such as the NPA. The authority has the duty to support the development and delivery of standards according to the principles and procedures set out by the Standards Framework.

The Industry Standards Coordination Committee [ISCC] will be the lead reference group to the SA and will report to the Legal Governance and Standards Committee, a sub-group of Pay.UK Board. The SA will work closely with the ISCC covering the development, maintenance and modification of Pay.UK standards, including direction, advice and guidance on matters including, but not limited to:

- a) The processes and procedures as set out in the Standards Framework (governance), including modification to the framework
- b) The development, maintenance and change process for new Industry Standards (such as ISO 220022) and existing Pay.UK standards (such as ISO 8583(FPS) or Standard 18(Bacs))
- c) External standards issues relevant to the scope of Pay.UK, including changes to legislation impacting standards

- d) Any strategies approved by the Pay.UK Board as relevant to the Standards Framework or to Pay.UK Standards Authority
- e) The reconciliation of uncertainty or conflict between working groups in Pay.UK or relevant programmes including escalation procedure and dispute management
- f) Providing advice to external stakeholders, including regulators on standardisation matters relevant to the scope of the Standards Authority and Standards Framework
- g) Other, additional, purposes as deemed appropriate in the scope of ISCC.

2 ROLE AND ACTIVITY

The role of the ISCC shall be to:

- a) Lead on the approval of proposals under the Standards Framework for new standards and modification to existing standards in scope of Pay.UK
- b) Consider industry and end user needs relevant to standards are aligned to Pay.UK strategic objectives.
- c) Consider and advise on specific economic, operational and technical considerations relevant to industry standards in scope of Pay.UK.
- d) Consider and advise on external changes relevant to Pay.UK standards and to liaise with the Bank of England and other relevant standards groups to establish alignment and cooperation on standards and strategies, particularly focused on interoperability.
- e) Manage strategic coordination across relevant emerging national, European and international standards
- f) Monitor the composition and scope of external working groups established under the auspices of the Standards Authority.

3 ISCC MEMBERSHIP

Membership will be balanced and consist of members drawn from the following stakeholder constituencies:

- a) ASPSPs (including for example banks, building societies, non-bank PSPs) - with a variety of business models and sizes [3]
- b) Fintechs (including for example Payment Initiation Service Providers and Account Information Service Providers and e-money providers) [3]
- c) Standards solution providers and vendors (excluding infrastructure providers) [2]
- d) End users from businesses, corporates and end-users, including Her Majesty's Government (such as Government Banking Service) [2]
- e) Recognised open standardisation bodies relevant to the scope of Pay.UK [1]
- f) Bank of England as operator [1]

Members will have a good understanding of payments business processes, procedures and standards and should be able to contribute to the standards debate at a strategic/policy level as well as understand implementation considerations.

The ISCC secretariat will undertake the selection and appointment of members. Prior to appointment the selection choices will be reviewed with the PSR, BoE and chair of the Legal Governance and Standards committee. Initial appointments will be for a 1 year term with a 6 month review point.

Discussion of standardisation should not be a source of competitive advantage. If however there is the risk of conflicts of interest, the ISCC secretariat reserves the right to intervene or to temporarily or permanently revoke membership.

4 CHAIRMAN

The Chair will be a member of the ISCC in good standing and nominated by the ISCC. In the absence of the Chair, the remaining members present shall elect one of their number to chair the meeting. The chair will serve on a 12 month term of office, without term limits. The chair will ideally have experience of leading or chairing standardisation initiatives or industry groups.

5 QUORUM

To be quorate, at least 8 of its members must be present across the membership in the following categories, ASPSPs, Fintechs and at least one end user or solution provider.

ISCC shall take decisions regarding standards ensuring that the representative stakeholder constituent(s) most likely to be affected by that decision have been adequately considered.

6 METHOD OF WORKING

At least annually the ISCC shall review the adequacy of its remit and composition. The terms of reference for the ISCC will be publically available on the Pay.UK website. Secretariat of the ISCC will be provided by the Pay.UK Standards Authority.

- a) All meeting agendas and papers will be circulated 1 week in advance of any scheduled meeting
- b) The Secretary shall minute the proceedings of meetings, including the names of those present and in attendance. Draft minutes of meetings shall be circulated to all members of the group
- c) Relevant standards information will be communicated on a regular basis with the ISCC membership
- d) The group may include ad hoc events or workshop sessions to consider specific issues, made up of either a subset of its members or with additional experts
- e) Task forces and sub-groups will be defined as per need and based on topics and priorities established
- f) Any Committee member can put an item on a meeting agenda

The committee will work under the principles of consensus, defined as follows:

“consensus: General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: Consensus does not imply unanimity.”

7 MEETING FREQUENCY

The ISCC will have at least four physical meetings a year, on a quarterly basis. It will be upon the discretion of the Chair to increase the meeting frequency if necessary. Exceptional meetings and/or conference calls can be scheduled when appropriate.

Members are expected to actively contribute to the agenda set by the Chair.

For reasons of continuity, members should attend as many meetings as possible and may not send alternates. The Secretary will monitor group participation and address issues with members if needed.

8 SECRETARY

Pay.UK Standards Authority will provide the secretariat services to the group.