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| Name of Committee / Group | WS5 VRP Working Group (**VRPWG**) |
| Chair | The VRPWG will be jointly chaired by OBL and Pay.UK on a rotational basis, alternating each meeting. The Chairs will be senior representatives appointed by their respective organisation. |
| Reports to | The VRPWG will report to the WS5 VRP Implementation Group. The WS5 VRP Implementation Group will be a regular, monthly meeting with Pay.UK, OBL and FCA/PSR attendees. As well as covering off immediate, tactical discussions it will agree recommendations to the JROC Board.  The VRPWG will simultaneously provide regular input into the JROC Non-Order Workplan Implementation Group JWIG) as the key body for ensuring progress in the delivery non-Order programme outcomes as a whole, ,providing transparency and accountability for use of Funders budget across WS5, potential choices of funding options and enabling cross-cutting programme activities to be considered in the round with complimentary activities being progressed by other organisations.  The rationale for this split is that it recognises that the components WS5 are being delivered by several parties. |
| ToR Review Frequency | These ToR and meeting effectiveness shall be reviewed after three months (ie in or around October 2024). Ahead of this members are able to provide feedback to improve the ongoing working of the VRPWG. It is anticipated that ToR will subsequently be reviewed at the commencement of further funding periods. |
| Purpose & Objectives | The purpose of the VRPWG is to take forward and deliver the cross-industry agreed recommendations from the VRP blueprint for Phase 1. Alongside this, the groups will consider what further enhancements/requirements/decisions are needed to support expansion beyond Phase 1.  The VRPWG’s objectives are to:   * To develop the framework, standards and guidelines (for agreement by JROC) to enable a launch of the VRP rollout * To provide feedback, challenge and industry **and consumer** knowledge across all VRP sub-streams (technical, disputes, engagement, MLA) to enable decisions taken to reflect the requirements and opinions of key industry stakeholders and consumers * To provide feedback, challenge and industry, consumer, and merchant knowledge across all VRP sub-streams (technical, disputes, engagement, MLA) to enable decisions taken to reflect the requirements and opinions of key industry stakeholders and end-users. * To provide recommendations that will help maximise the overall success of the rollout * To provide recommendations and input to ensure that decisions take into account the specific requirements and perspective of ASPSPs, TPPs, Billers and Consumers * To set direction to the substreams, and aggregate the views from these groups. * To identify risks to consumers and provide recommendations to mitigate those risks * To identify [and conduct] consumer research necessary to develop the recommendations and support the roll-out.   Providing recommendations that will help maximise the overall success of the roll-out, and the measures of success.  The purpose of the VRPWG is to decide/confirm where there is broad consensus in developing and implementing VRPs, and to refer up any areas that are unable to achieve a consensus view.  For clarity, the VRPWG is not a decision-making body and shall not have any decision-making rights. |
| Scope | As set out in the Appendix |
| Membership | Membership will be based on the following criteria:   * firms with a live VRP proposition in market or * currently in the Managed Rollout process.   Invited firms will have a standing invite to attend each VRPWG.  End-user representation to be achieved by inclusion of a consumer representative (Dominic Lindlay) and the BRC (Chris Owen)  OBL and Pay.UK Programme Leads and sub-stream leaders to attend, as well as SMEs as required.  Each member of JROC shall be entitled to have one attendee on the VRPWG with observer status. |
| Authority | The VRPWG will use best efforts to arrive at consensus and make recommendations to the Programme Implementation Group (in addition recommendations will be transparent across all governance groups) .  However, it is acknowledged that since the supply side (ASPSP) and demand side (TPP) representatives on the VRPWG may have diverging incentives, consensus may be impossible to reach on some points. Where consensus cannot be achieved, the divergence will be noted and considered by the WS5 VRP Implementation Group and referred to the Programme Implementation Group, if appropriate. Ultimately recommendations will made to JROC if required for resolution and/or decision.  The spectrum of views across the VRPWG will be collated and presented to JROC so that they are fully informed of different points of views when making decisions.  The VRPWG shall have the right to create sub-groups as required to address specific areas, issues, etc |
| Standing Agenda | Each VRPWG meeting shall address the following standing agenda items (unless agreed otherwise):   1. Whether the quorum for the meeting is met and may proceed. 2. Approval of the minutes of the previous meeting if required   VRP Programme status overview   1. Update on each sub-stream, including key deliverables, recommendations and milestones, issues/challenges, risks and next steps 2. Any other specific agenda items (as required) |
| Frequency and Duration | Meetings will be held virtually, unless otherwise agreed by the VRPWG. Meetings are expected to last 1.5-2 hours (unless agreed otherwise by the members of the VRPWG).  The VRPWG will be held every other week (unless agreed otherwise by the members of the VRPWG). |
| Quorum | Meetings will be deemed quorate if at least 50% of member firms are in attendance.  If the Co-Chairs are unable to attend a meeting, then OBL and Pay.UK will be responsible for providing a suitable alternate. |
| Inputs | Any papers prepared by the Secretariat (including minutes of the prior meeting) shall be shared with all attendees no less than two working days in advance.  Members may submit materials for these meetings with agreement from the Secretariat.  Written member feedback will generally be requested at each meeting of the VRPWG. The deadline will be specified with each request.  Written responses submitted by VRPWG members will be treated as confidential and the views not attributed to individual firms  unless expressly agreed in advance. |
| Outputs | Minutes and actions will be captured and issued to all members with the subsequent meeting agenda and pack.  Outputs from the meetings, eg minutes, notes and updates, may be shared beyond the meeting attendees to broader ecosystem stakeholders and are to be considered public knowledge in  support of full transparency.Documented outputs will be redacted so as not to identify individual firms. |
| Secretariat | OBL and Pay.UK shall share responsibility in providing secretarial services in support of all VRPWG meetings (including preparation of agendas, papers to be presented to VRPWG meetings, taking of minutes, etc). |
| Competition considerations | It is the responsibility of members to ensure they understand their responsibilities under all applicable competition laws, including UK and EU competition law. Members should consult their own legal and/or compliance teams if they are unclear of their responsibilities under competition law.  If, during a meeting, a member has concerns about the discussion from a competition law compliance perspective, they should make their concerns known to the Co-Chairs and the discussion giving rise to such concerns should cease immediately. |

**APPENDIX – Scope July 2024 – Dec 2024**

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| Scope | *Substream 1 – Technical and Functional*  Scope:   * All technical requirements for Wave 1, such that there are, including additional operational / CX guidance and the measurement of outcomes * Longer term technical / functional roadmap to support Waves 2+   Dec 2024 deliveries:   * Fulfilment of all technical requirements for Wave 1, including a centralised billing framework and engine, if required * Development of long-term technical and functional roadmap to support Waves 2+   *Substream 2 – Disputes*  Scope:   * Designing and implementing a disputes framework and mechanism as required for Wave 1 * Review of customer protection gaps for Wave 2+   Dec 2024 deliveries:   * Development of Disputes Framework for Wave 1 * Development of fit for purpose Disputes Mechanism for Wave 1 * Definition of protection gap and consideration of options for Wave 2+   *Substream 3 – Industry Co-ordination*  Scope:   * Sector definition by wave. * Coordination across industry to ensure good levels of rollout participation, onboard participants and work with them bilaterally / collectively to resolve issues.   Sep 2024 deliveries:  Clear definition of in scope sectors for Wave 1 so that TPPs have some lead time to enable appropriate customers  Dec 2024 deliveries:   * Clear definition of in scope sectors for Wave 1+ * Extensive engagement across ecosystem * Tracking Wave 1 participant rollout readiness (ASPSPs, TPPs. Billers that are in scope of the wave.   *Substream 4 – MLA*  Scope:   * Creation of MLA for Wave 1, building on Model Clauses work * Defining an outline, sustainable commercial framework for Waves 1+   Dec 2024 deliveries:   * MLA 1.0 in draft form, ready for consultation * Commercial Framework evaluation complete, for phases beyond phase 1, and ready for broader industry consultation   Note: *The scope of activities and deliverables outlined above may be changed as necessary to reflect issues identified in the course of the development of the framework, standards and guidelines if deemed necessary to enable a launch of the VRP rollout* .  *The definition of “waves” to be agreed as part of the scope of VRPWG activities.* |