

UK LINK Market Trials Working Group Terms of Reference

V1

22nd September 2014

Purpose of this Document

- To outline the purpose and objectives of having a Market Trials Working Group (MTWG)
- To show how the MTWG fits into the UK LINK Programme and wider business
- To outline the key roles and responsibilities of the MTWG and convey what is expected from the individuals who will perform those roles
- To outline the activities the MTWG will be involved in
- To outline the governance of the MTWG
- To articulate the mechanism for monitoring the effectiveness of the MTWG
- To outline the selection criteria and approach for appointing the MTWG
- To be used to communicate all of the above to the wider Programme and Market Trials participants

Executive Summary

<p>Why do we need a Market Trials Working Group?</p>	<ul style="list-style-type: none"> ▪ The MTWG provides an opportunity for Xoserve and industry participants to discuss the approach, content and responsibilities of Market Trials as all participants prepare to undertake joint testing in readiness for 1/10/15 delivery ▪ The UK LINK Programme needs support from external stakeholders to provide information and to support Market Trials approach ▪ The Programme needs to ensure they understand what success looks like for the shipper community ▪ The shippers need to understand any constraints around market trials testing and be prepared for them.
<p>How will we implement the Market Trials Working Group?</p>	<ul style="list-style-type: none"> ▪ The MTWG will be a 'virtual team' of interested parties selected from across all business areas, who will act as the link between their business area and the Programme
<p>When do we need the Market Trials Working Group?</p>	<ul style="list-style-type: none"> ▪ Market Trials approach will be developed during Qtr4 2014, to establish and document a Market Connectivity and Trials Approach document that can be circulated as planned in Qtr1 2015 ▪ Meetings will be scheduled to take place regularly, aligned to meet key programme deliverables. These will alternate between face to face meetings and telephone conferences.
<p>What are the Critical Success Factors?</p>	<ul style="list-style-type: none"> ▪ Agreed, supported and resourced approach that is defined in a timely manner to enable all organisations to prepare to participate

Overview and purpose of the Market Trials Working Group

- The MTWG will comprise an extended team of influential and knowledgeable individuals from across the external stakeholder community as well as a representation of parties from Xoserve & Wipro
- The MTWG will provide information and insight from an external perspective, representing the wider external stakeholder group.
- The MTWG will help Xoserve shape the Market Trials approach and plan by providing awareness of our customers' organisations.
- The MTWG will promote the Programme, assisting in delivery of consistent key messages.
- The MTWG will feed back any concerns or questions from their organisations about the Market Trials to the Testing team.

MTWG External Representative – Role Description

Responsibilities and Key Activities

- Attends MTWG meetings
- Supports Market Trials phase of testing by providing relevant input into:
 - Key concerns for Shipper organisations
 - Feedback on testing approach
 - MT Test schedule and prioritisation
 - Business readiness : Xoserve gaining an insight

Experience / Competency Required	Number of people required	Time required from each person
Attendees likely to change across the meeting schedule, dependant on agenda items.	2 per nominated Shipper	<ul style="list-style-type: none"> • Attendance at monthly MTWG meetings • Attendance at selected workshops • Progress updates