



Operational Framework Review Working Group

Terms of reference

1. Context

The Operational Framework Review working group is a key engagement between the Australian Taxation Office (ATO), a group of self-nominated DSPs and members of existing engagement groups to identify solutions and improvements to the DSP Operational Framework. The process will include one working group of all members in addition, a split of members into four smaller focus groups of key topics.

2. Purpose

The purpose of the Operational Framework Review working group is to foster an environment that facilitates productive working relationships between ATO and industry. It provides a forum to discuss improvement opportunities including those identified through the independent review and through DSP feedback to the Operational Framework team. The working group will discuss, identify and agree on mutually acceptable outcomes that:

- Strengthen the framework to keep up with emerging technology,
- Provide appropriate timelines for implementation, and
- Identify any items which may require additional consultation e.g. potentially due to future work or significant technical design.

3. Membership

The working group has membership from a range of Digital Service Providers representing all sectors of the DSP community, including existing Strategic Working Group and DSP Architecture Reference Group members. Focus groups will have 12 -15 members from the working group, membership will remain current through to finalising and publishing of outcomes of the review. Membership is guided by the ATO Consultation Protocol.

3.1 Expectations of Members

All participants in these consultations will:

- Actively participate and share expertise.
- Respect the confidentiality of information provided by other participants to the discussions.
- Engage in good faith and a transparent manner, demonstrating mutual respect for the expertise, contributions and role of other participants.
- Work together to bring a broad industry wide perspective to issues representing all types of DSPs including the members own entity, and
- Engage in constructive and open discussions to contribute to the effectiveness of the group in meeting its purpose.

Members must not use their membership for commercial advantage, including marketing or access to privileged information. Each person who represents a company or organisation on the group is responsible for making their company or organisation aware of the responsibilities associated with membership of the group.

Members will be able to nominate one delegate to attend meetings in their absence, although this should occur only in exceptional circumstances and the Secretariat should be advised of any changes prior to the meeting date.

4. Operations

4.1 Roles

Chair

The role of the Chair will be filled by the Digital Partnership Office (DPO), Australian Taxation Office.

The chair will be responsible for (and supported by the Operational Framework team members and secretariat):

- Ensuring participants are aware of, and adhere to, the protocols of participation described in this Terms of Reference.
- Approving the agenda and any associated documentation.
- Facilitating open and constructive discussion.
- Documenting all relevant discussions, advice, and action points.
- Preparing findings and outcomes for publication, and
- Reviewing the relevance and value of the focus group outcomes

Secretariat

The Secretariat function for the committee will be conducted by the DPO and will be supported by the Operational Framework team.

The secretariat can be contacted via DPO@ato.gov.au and is responsible for:

- Scheduling meetings, preparing and distributing agendas and relevant papers.
- Ensuring outcomes are kept, records maintained, and progress of action items are tracked.
- Requesting updates to the Software Developers website and DSP Newsletter communications, and
- Supporting the Chair in the activities noted above.

5. Frequency and timing of meetings

The first working group meeting is planned for 21 October 2020. Focus group meetings will occur throughout November and December 2020 with the aim to have no longer than 2 weeks between focus group meetings to progress action items. Meetings will be scheduled as advised by the DPO. An open DSP information session will be scheduled following outcomes of the working groups to present updated draft requirements and documentation.

Version Control - 19 October 2020

The Terms of Reference may be amended or modified after consultation and agreement by members.