



COVID-19 DSP focus group

Terms of Reference

Purpose

The COVID-19 DSP focus group will:

- launch strategic conversations on the direction of industry support and response to COVID-19 and the related stimulus measures,
- influence issues and challenges identified by both industry and the ATO, and
- share intelligence and data collectively .

Membership

The COVID-19 DSP focus group has a limited membership and extends to Strategic Working Group (SWG) members and select members of the DSP community identified by the ATO chair.

Membership is guided by the ATO Consultation Protocol.

All participants in these consultations will:

- 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 perspective to issues, rather than solely that of a particular entity
- meet their own costs of attending meetings.

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.

Chair

The role of the Chair will be filled by the Assistant Commissioner, Digital Partnership Office & e-invoicing, Australian Taxation Office.

The chair will be responsible for (and supported by the secretariat):

- ensuring that participants are aware of, and adhere to, the protocols of participation described in this Terms of Reference
- facilitating open and constructive discussion
- documenting all relevant discussions, advice, and action points
- finalising the agenda, and
- varying the group membership as necessary.

Secretariat

The Secretariat for the committee will be conducted by the Australian Tax Office (ATO).

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 is tracked, and
- supporting the Chair in the activities noted above.

Frequency and timing of meetings

Meetings will be scheduled weekly (frequency may change as required) to be held via teleconference.