

FINAL DRAFT - Terms of Reference

Payment System Operator Consultative Group

Background

1. The Payment Systems Regulator (PSR) has a duty to promote the development of, and innovation in payment systems in the interests of those who use, or are likely to use, the services provided by those payment systems (service-users).
2. The PSR has established the Payments Strategy Forum (the Forum) to ensure that changes and innovations in payment systems which require collaboration between firms can happen in an effective and timely manner. It aims to help overcome coordination difficulties and to proactively engage with a broad and diverse range of service-users to put their views at the beginning of the strategy setting process.
3. A Consultative Group (the Group) has been established to enable Payment System Operators (PSOs) to provide input to Forum discussions.

Scope and deliverables

4. The purpose of the Group is to provide an effective mechanism to:
 - allow the PSOs to provide input into and be kept informed of the Forums discussions
 - enable the Forum to understand and take into account the existing developments and individual strategies of PSOs, where relevant to the Forum's work programme
 - enable the Forum and the Strategy Work Programme to benefit from the PSO's' payments expertise and prior collaboration experience with industry to deliver market innovation and gain system wide perspectives
5. Each Group meeting will reach a set of key points for the Forum to consider

How the Consultative Group will operate

6. The Group will be chaired by the Forum Chair
7. The Group will meet ahead of each of the Forum's regular scheduled meetings

8. Before each Group meeting, the PSO's will reflect on previous discussions of the Forum and the papers for the next Forum meeting and prepare key points it considers important to raise at the Forum.
9. At the Group meeting, it is the responsibility of the PSOs to collectively reach a clear and concise set of key points to be reported to the next Forum meeting, including diverse views where a consensus cannot be reached
10. The Chair will communicate these key points as a standing agenda item at each Forum meeting.
11. It is the role of Forum to consider these key points, alongside any other views, when developing its strategy. The outcome of the Forum's considerations will be communicated in writing to the Group by the Secretariat, at the same time as issued to the Forum, and discussed at their next meeting.
12. At the Forum Chair's discretion, the Group could meet with the Forum from time to time to discuss emerging relevant key themes.
13. Any points which Group members wish to raise separately to the Group discussion should be communicated in writing to forum@psr.org.uk and will be taken into account as part of the engagement with the Payments Community.

Membership

14. The Group is open to all interested PSOs. Attendance will be restricted to one representative per PSO unless agreed otherwise by the Chair.
15. The PSR and other authorities may attend the Group's meetings as observers.

Resourcing

16. The PSR will provide Secretariat support to the Group. This will involve organising meetings, drafting agendas at the direction of the Chair; and taking meeting minutes.
17. The Secretariat will make all Forum papers available to the Group at the same time as they are made available to the Forum.

Meetings

18. Meetings will take place in advance of Forum meetings. The Secretariat will schedule these meetings in discussion with the Chair and advise the Group.
19. At the Group's request and at the Chair's discretion additional meetings could be scheduled to address specific concerns / issues.
20. Outputs of each meeting will be tabled at the Forum and made available by the Secretariat on the Forum website.