



## TERMS OF REFERENCE

### TECHNICAL WORKING GROUP (TWG)

<b>Introduction</b>	APRA has established the Technical Working Group (TWG) as a forum to support APRA's Data Collection Solution (DCS) project that will deliver a replacement solution for the Direct to APRA (D2A) tool through which reporting entities meet their reporting obligations by submitting data to APRA.
<b>Functions and responsibilities of the TWG</b>	<p>The objective of the TWG is to contribute to understanding and resolution of technology-related issues for implementation and transition to the new DCS. The TWG is a two-way advisory forum to assist with technical matters related to the design and implementation of the new data collection solution. It does this by:</p> <ul style="list-style-type: none"><li>• facilitating discussions to assess and review proposals and technologies;</li><li>• addressing technical issues relating to the implementation of the DCS; and</li><li>• providing oversight of implementation activities and readiness.</li></ul>
<b>Composition and Chair of the TWG</b>	<p>APRA will chair and select members for the TWG.</p> <p>Members will be representative of a cross-section of stakeholder groups, will provide technical expertise, and be appointed in a personal capacity for the duration of the DCS project.</p> <p>Members are expected to have a high level of personal and professional integrity, work together and bring a broad perspective to issues, rather than solely that of a particular stakeholder community. Members should declare any conflicts of interest as they arise.</p> <p>To encourage openness and the sharing of information, participants are free to use the information discussed, but neither the identity nor the affiliation of the speaker(s), will be revealed</p>



	<p>Members will be required to meet their own costs of attending meetings and contributing to the work of the TWG. They will not be paid consultancy or sitting fees.</p>
<b>Attendees at TWG meetings</b>	<p>The group may invite observers to attend meetings.</p> <p>The TWG may invite attendees to its meetings to assist in its deliberations.</p>
<b>Frequency and conduct of TWG meetings</b>	<p><i>Frequency</i></p> <p>The TWG will meet monthly. Meetings may be held more or less frequently at the discretion of the Chair</p>
<b>Decision making</b>	<p>The TWG advisory only and has no decision making authority.</p>
<b>Administrative arrangements</b>	<p><i>Secretariat</i></p> <p>The TWG will be supported by a Secretariat located within APRA. The Secretariat will be responsible for the preparation and circulation of relevant papers including agendas and minutes.</p> <p>APRA will publish a summary of meeting outcomes on its website.</p>
<b>Location</b>	<p><i>Location</i></p> <p>The TWG will be held face-to-face in APRA's Sydney offices, or via video conference, as determined by the Chair.</p>