



Strategic Advisory Forum Terms of Reference

Purpose

The purpose of the Strategic Advisory Forum (the 'Forum') is to support an ongoing and effective dialogue between the RTGS/CHAPS Board, the executive responsible for CHAPS, and a balanced set of senior and experienced users in respect of the CHAPS service.

The management and operation of the CHAPS service includes service delivery i.e. day-to-day operations and risk management; system development; and operational incident management.

The Forum is advisory to the RTGS/CHAPS Board through its Chair, and the Bank's executive responsible for operating the CHAPS service. It has no decision-making responsibilities and is not a statutory body.

Activities of the Forum

There are two overarching objectives for the Forum:

- For the Forum to provide the RTGS/CHAPS Board, and the Bank's executive, with informed views from CHAPS users about the CHAPS service, key risks facing the CHAPS service, and implications for CHAPS arising from the changing external landscape.
- For the RTGS/CHAPS Board, and the Bank's executive, to give the Forum an insight into its deliberations in respect of the CHAPS service.

In support of the above objectives:

- The Forum will meet a minimum of four times a year.
- The RTGS/CHAPS Board and the Bank's executive responsible for CHAPS will engage the Forum on a number of material areas to do with the CHAPS Service. These include the strategic direction and context within which CHAPS is operated..
- The Forum will be chaired by an independent member of the Bank's RTGS/CHAPS Board. The Bank will provide the Secretariat. The Chair will be responsible for reporting views from the Forum to the RTGS/CHAPS Board, with support from the Secretariat, for the Board to incorporate into its discussions.

Membership composition, roles and responsibilities.

Members will consist of around a dozen senior users. Members should be able to provide informed views and bring a good understanding of the broad interests of their respective sectors. Members should be senior executives within their own organisation while acting in an independent capacity.

Members are expected to offer candid advice and robust challenge, and take a view beyond that of their organisation. Members are not expected to be a formal conduit to and from their respective sectors. Instead, members should express illustrative views based on their experience and understanding of the sector they operate in.

Members should be aware of their obligations under competition law. In particular, members should avoid potentially anti-competitive behaviour or sharing competitively-sensitive information. Any member that has competition concerns should contact the Chair and/or Secretariat without delay.

Members will be appointed by the Chair, in discussion with the Bank, from the below user sectors.

User sector	Member(s) and other attendees
Chair	<ul style="list-style-type: none"> Kevin Brown (independent on the RTGS/CHAPS Board)
Members: Large CHAPS Direct Participants (Up to 3)	<ul style="list-style-type: none"> Julian Richings (JPM); Simon Eacott (RBSG); Jo Towers (HSBC)
Members: Other Financial Institutions (Up to 7)	<ul style="list-style-type: none"> Angus Scott (CLS); Chirag Patel (Rabobank); Douglas Peel (Goldman Sachs); John Lyons (TSB); Vanessa Manning (Deutsche).
Members: End-users such as corporates. (Up to 4)	<ul style="list-style-type: none"> Jo Oxley (ex-officio - Government Banking Service); Thom Wilkinson (MMW LLP); Graeme Middleton (ex-Honda Motor Europe), Scott Johnson (Chas Smith).
Bank of England.	<ul style="list-style-type: none"> Mike Jones, Head of Market Services. Forum Secretariat. Others as agreed by the Chair.

Supporting governance processes for the Forum

Membership

- Members will be appointed for up to three years unless otherwise agreed with the Chair.
- Members are responsible for identifying and declaring any relevant conflicts of interest. If appropriate, recusal from specific agenda items may be considered or required by the Chair or the Bank.
- Members are not required to sign non-disclosure agreements.
- Changes to membership will be agreed between the Bank and the Chair, to support the Forum's objectives. Membership is conferred on an individual, reflecting their skills, knowledge and experience. If a member steps down, a replacement is not necessarily appointed from the same organisation.
- Given the importance attached to the input of named members, alternates will not be permitted.

Meetings – agenda and papers

- The agenda and any supporting papers will be circulated by the Secretariat to the Chair, members and other attendees at least four working days before each meeting.
- Written feedback may be provided off-line to the Chair and/or Secretariat.

Meeting summary

- We will aim to publish a summary on the Bank's website no later than ten working days following the Forum. Comments will typically be attributed at the level of constituency rather than individual members.

Terms of Reference

- These terms of reference were approved by the RTGS/CHAPS Board in July 2019, following consultation with the Forum. Updates to the terms of reference should be proposed via the Secretariat. The terms of reference will be reviewed annually.

Other user/stakeholder engagement relating to the CHAPS service

There are a number of other channels, other than the Forum, through which the Bank and the RTGS/CHAPS Board will seek input from users. These include:

- An independent member of the RTGS/CHAPS Board may also chair or attend other two-way engagement with users. Any regular meetings will have a separate set of Terms of Reference.
- Confidential engagement with Direct Participants (DP) and a range of other users/stakeholders including critical suppliers. For DP this includes through the all-DP Technical and Operations Committee and bilaterally for example, about each DP's operational performance and compliance with CHAPS rules.
- The RTGS Renewal Programme's 'External Advisory Body' and its working groups are the primary forums for input to the RTGS Renewal Programme. Regular updates will be provided to the Forum and certain CHAPS-specific issues may also be discussed with the Forum. Communication on both the RTGS Renewal Programme and CHAPS service will be carefully coordinated to minimise overlaps and underlaps. The Forum Chair attends the External Advisory Body.