

## **Copyright Advisory Panel Terms of Reference**

### **1. Purpose of Panel**

- 1.1. The overarching purpose of the advisory panel is to provide a forum for IPO and a broad range of representatives of the creative industries<sup>1</sup> (CIs) to discuss issues of common interest in copyright policy making, with an emphasis on horizon-scanning for factors that should be taken into account at an early stage of policy development.
- 1.2. This panel will neither replace nor substitute for other mechanisms that IPO employs for ensuring proper engagement with all stakeholders, including formal consultations, ad-hoc meetings and publication of policy documents
- 1.3. The objectives of the panel are to provide a regular forum in which the IPO and representatives of the CIs can:
  - 1.3.1. discuss development of copyright policy both domestically and internationally;
  - 1.3.2. share information about innovation and changes to technology and business practice that are, or are likely to become, relevant to copyright policy development;
  - 1.3.3. share up-to-date market intelligence about the health of the copyright-intensive industries;
  - 1.3.4. share information about relevant new evidence & research.

### **2. Composition of panel**

- 2.1. Members are selected based on their individual expertise in copyright as well as their ability to synthesise and represent the views and experiences of this diverse sector of the UK's economy.
- 2.2. Membership of the panel is limited to 15 senior representatives of the CIs in order to promote fluid discussion.
- 2.3. Members will not be permitted to delegate their place at a meeting to a substitute; however, in the event that they are unable to attend a meeting they will be able to provide written comments in advance.
- 2.4. The members are: [to be added]

### **3. Ways of working**

- 3.1. The panel is expected to meet up to 3 times per year for up to 2 hours. Meeting dates will be published for the year ahead in advance
- 3.2. The panel will be chaired by Tim Suter as an independent member of the IPO's steering board and IPO will provide a secretariat

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<sup>1</sup> The definition of creative industries used is wide in scope and includes creative businesses and public funders of creative works. It is described in more detail in the DCMS publications "Creative Industries Economic Estimates January 2014".

- 3.3. A draft agenda will be circulated to the members approximately 10 working days before each meeting, with a call for additional agenda topics; the final agenda and any discussion papers will be issued 5 days before the meeting.
- 3.4. Topics for substantive discussion will be scoped out and agreed at the proceeding meeting, wherever possible
- 3.5. Members are encouraged to participate fully in the discussion at the panel meetings, and to represent the views and experiences of all parts of the sector about which they have expertise, not just the particular organisation that they are affiliated with. This is without prejudice to member's rights to respond to a formal consultation or formal policy statement from the Government from the viewpoint of the organisation that they represent.

#### **4. Outcomes**

- 4.1. The purpose of the panel is to advise the IPO as set out in sections 1.3.1–1.3.4. As with all policy development, the IPO will consider information from a number of sources before making recommendations to Ministers about policy and, whilst fully committed to taking the advice of the panel seriously, will not be obliged to accept any particular recommendation of the panel. Similarly, the IPO will not regard any conclusions that the panel reaches as being binding on the panel members or on the organisations which they represent.

#### **5. Transparency**

- 5.1. The terms of reference of the panel and membership list will be published on the IPO's website
- 5.2. A minute of the meeting will be taken by the panel's secretariat and will be circulated to the group following the meeting before publication on the IPO's website no later than 20 working days following the meeting

#### **6. Review**

- 6.1. All arrangements for the panel's operation, including membership, will be reviewed within 2 years or earlier. This review will be published online and will include an assessment of how the panel meetings may have contributed to the development of copyright.