

Food Data Transparency Partnership

Design Partnership Group Terms of Reference

Background

1. The Food Data Transparency Partnership (FDTP) is a partnership between government and agencies in England and the devolved governments, industry and civil society which will aim to create a positive shift in the food system towards the production and sale of healthier and more environmentally sustainable food and drink.
2. The FDTP has two main work areas, the eco workstream (led by Defra and informed by the Eco Working Group) and health, developed by the Health Working Group, co-chaired by DHSC and an industry representative. The Data and Technical Working Group will inform both work areas.
3. The Eco workstream is initially focused on standardising the methodology and data sources used for the measurement and communication of scope 3 greenhouse gas emissions. The eco workstream will also establish a mandatory methodology for voluntary food eco-labels.
4. For DHSC and the Health Working Group, the focus is on developing recommendations for a mutually agreed set of health metrics for large food and drink companies that support companies to report in a consistent way. It will consider metrics that incentivise and more effectively measure progress towards improving the healthiness of food and will enable and encourage food companies to demonstrate progress on the healthiness of their sales. Reporting will be voluntary.

Purpose

5. Members will draw on their experience and knowledge of their food and drink industry sector and business model to provide feedback on the working group proposals. This feedback should focus on:
 - a. Operational feasibility of proposals for different business models and sectors
 - b. Reducing unnecessary burden for industry and assessing the impact on the consumer
 - c. Streamlining of data collection and reporting where possible
6. The DPG will provide advice on the proposals for methodology and reporting developed by the technical working groups for health, sustainability and data. The DPG will provide

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this feedback to the technical working groups, which will inform the development of proposals with the policy decision-making authority ultimately resting with Ministers.

7. The DPG will also be a space for members to update wider industry on progress and development of the FDTP and to generate wider cooperation and interest.

8. DPG feedback will mainly be provided during meetings, for example through breakout discussions or following a paper or presentation provided by a technical working group. Feedback or information could also be requested to be provided in between meetings or over email.

Membership

9. The Design Partnership Group (DPG) will bring together representatives with suitable operational and technical expertise from across the food and drink industry.

10. The DPG will be co-chaired by the Defra Director General for Food, Biosecurity and Trade and Chris Tyas (Advisor to Defra), who will agree the agenda for each meeting with the Secretariat.

11. DPG members have been selected by DPG co-chairs, to ensure broad representation from across the food chain, including a mix of sectors, business sizes, operating models and geographic locations. The full list of members can be found in Annex A.

12. Membership of the DPG is unpaid. Members' willingness to support this initiative is appreciated, and the Secretariat will endeavour to provide early indications of meeting dates and any papers so that members can manage their input alongside their existing responsibilities. Members may send deputies by exception with the agreement of the co-chairs. It is the members' responsibility to notify the Secretariat if they are unable to attend.

13. Group membership may be reassessed and amended to remain fit for purpose at strategic points for subsequent phases of what is envisaged to be a multi-year programme.

14. Membership of the DPG is by invitation only and is subject to change at the discretion of the co-chairs. Failure to attend three consecutive meetings will lead to a review of membership. If a member of the DPG wishes to resign from their role, they should notify the co-chairs and Secretariat in writing as soon as is possible to do so ahead of the next meeting. In the event where a member of the DPG is removed or resigns, the Secretariat will work with the co-chairs to seek a suitable replacement.

Meetings

15. DPG meetings will be held every other month and take place virtually.

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16. The estimated time commitment for members is 1.5 hours of meetings every other month and up to 2 hours of work outside of meetings (such as reading or commissions).

17. Members of the DPG will be able to discuss progress with their member networks or other organisations and can represent the views of organisations who have not been invited to be members; however to ensure open discussion, the DPG will operate under the Chatham House Rule (discussions can be reported but not attributed to individuals or organisations). DPG members should seek permission from the Secretariat before speaking to the media about the FDTP and their involvement in the programme, as unauthorised media contact may result in removal from the group.

18. Meetings will be conducted in a competition compliant manner which will not involve any discussions, decisions or subsequent behavioural change that may be construed as anti-competitive. Members shall not act in a manner that could be construed as advertising or promoting their own business or business concerns or soliciting for business or work.

19. Competition Law concerns can arise in a number of ways including from the exchange of sensitive information, from an agreement (or more general understanding) or decisions to boycott or to refuse to deal with certain businesses, agreements amongst competitors to impose unfair trading terms as well as agreements which fix prices, or which otherwise limit output or supply. Failure to adhere to these conditions will result in the premature termination of the meeting.

Secretariat

20. Defra and DHSC will provide the joint secretariat to the DPG, including managing membership and administering meetings, including drafting and circulating agendas, papers, meeting notes, in addition to coordinating action plans.

Review

21. These terms of reference will be reviewed periodically and may be updated with the agreement of members.