



THE AUTHORITY FOR TELEVISION **ON DEMAND**

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## **INDUSTRY FORUM - TERMS OF REFERENCE**

Version agreed by the ATVOD Industry Forum and ATVOD Board on 24 May 2011. Updated on 26 November 2012 to reflect decisions made in relation to Associate Members at the Industry Forum meeting in July 2011 and other decisions relating to frequency and format of meeting.

### **Introduction**

The ATVOD Industry Forum will facilitate a two-way communication between the industry and ATVOD, the independent co-regulator for the editorial content of UK video on demand services as designated by Ofcom. The relationship exists to ensure regulation is well informed through the discussion of regulatory issues to understand issues from the industry perspective, tap into industry expertise and gain input to draft consultations at an early stage.

### **Membership**

Meetings will be open to representatives of providers of a notified ODPS who are co-regulated by ATVOD (known as Members). Each notified ODPS will be entitled to one Membership vote on matters requiring a vote.

In addition the meeting will be open to the following trade bodies: PACT, PPA, NPA, BSG, COBA, United for Local Television, Community Media Association, AITA, ASA and BSAC (known as Associate Members). Associate Members will not be entitled to vote on matters requiring a vote.

All Members should be in good standing with ATVOD and should not have direct company association with any provider of an ODPS whose breach record with ATVOD is such that their membership of the ATVOD Industry Forum would undermine its integrity. Such matters will be judged on their merits by the collective membership of the ATVOD Industry Forum and ATVOD.

The CEO and Chair of ATVOD and other ATVOD Board Members will attend ATVOD Industry Forum meetings.

Representatives of Ofcom will be invited to attend Industry Forum Meetings.

## **Chairman and Deputy Chairman**

The Chairman will be appointed by the membership and be a representative of a provider of a notified ODPS co-regulated by ATVOD. The appointment shall be for a period of one year.

The Deputy Chairman will be appointed by the membership and be a representative of a provider of a notified ODPS co-regulated by ATVOD. The appointment shall be for a period of one year.

## **Role**

- To be informed by ATVOD of the fulfilment of its statutory regulatory duties including being consulted on any proposals for significant changes on how those duties are carried out.
- To advise ATVOD on any relevant issues relating to its regulation of UK video on demand providers, including relevant industry developments and concerns.
  - To provide feedback and advice on guidance and consultations issued by ATVOD.
  - To act as a key forum for ATVOD to raise and inform on matters relevant to on-demand programme services.
    - To discuss trends in complaints, breaches, sanctions and other ATVOD activity with a view to early identification of concerns and pre-emptive solutions.
    - To provide a means of reaching out to, and engaging with, the broader industry, including by selecting individuals to represent the VOD industry in other fora.

## **Meetings**

The ATVOD Industry Forum will normally meet three times a year. Additional meetings will be organised if required.

Working party meetings may also be convened on an ad hoc basis where such a meeting would be desirable to either ATVOD Industry Forum or ATVOD. Membership of such meetings may be extended to others who are not ATVOD Industry Forum members where it is deemed desirable to do so and where the expertise of those others is generally recognised to be of benefit to the task or issue in hand.

Notes of the Industry Forum meetings will be circulated for comment after each meeting and then published on the ATVOD website as unapproved. They will also be circulated with papers for the subsequent meeting and be provided to the ATVOD Board. Once formally approved they will be published on the ATVOD website as approved.

The forum, via its Chair and Deputy Chair, will decide on the agenda for meetings. Forum members will be offered opportunities to meet in private.

## **Administration**

ATVOD will provide reasonable administrative support for the ATVOD Industry Forum, including note taking, paper distribution and meeting space.