

# Open 3P iSCB Proposal

## Document control

<b>Title</b>	Proposed iSCB to SCB transition process
<b>Prepared by</b>	Julian Tait (DSHB)
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## Version control

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Name</b>
1.0	8th August 2023	Draft for approval	Julian Tait
1.1	15th August 2023	Date of PPP meeting changed	Sophie Walker

# Proposed iSCB to SCB transition process

## Background

The interim Standard Custodian Board (iSCB) was established on the 12th December 2022 to oversee the development of the Open 3P data standard through the second phase of the Innovate UK-funded PPP project. Its purpose is to ensure that the Open 3P data standard has utility and represents the needs of all involved and affected by the packaging value chain.

The Terms of Reference of the iSCB adopted on 12th December 2022 set out the membership of the iSCB and their roles and responsibilities, the role of Open Data Manchester as the Data Standard Holding Body (DSHB) and chair of the iSCB and the time-period that the board would be operational before the custodian role would be transferred to the Standard Custodian Board (SCB) drawn from a broad group of industry stakeholders. The five members of the iSCB represent the organisations in the PPP consortium.

This transition to the SCB was originally stated as being on or around 30th September 2023, but due to revisions in the iSCB timetable, the last iSCB meeting will be Tuesday 21st November 2023 where it is expected that the SCB will assume the role of custodians.

## SCB development

Although this proposal covers the transition from iSCB to SCB, the development of the SCB is expected to evolve over three phases:

Phase I: SCB will have a membership of 9 with a term-limit of one year. The SCB will have a UK focus and will oversee the development of the standard in-line with international context. Timescale: Short - 2023-24.

Phase II: SCB transitions to an internationally representative board, comprising of multiple groups of stakeholders, to manage the standard through international implementation as well as oversight of the development and maintenance of the standard. Expected maximum term limit of 3 years on a rotating basis. Timescale: Medium - 2024-25

Phase III: SCB grows to 17 members maintaining a similar proportion of stakeholder representation to that found in Phase II. Expected maximum term limit of 3 years on a rotating basis. Timescale: 2025-onwards.

## Proposal

The transition from the iSCB to the SCB and subsequent SCB evolution should broadly track with the development of the Open 3P data standard itself. It is envisaged that the SCB will evolve in three phases over the short, medium and long-term.

## Membership

The SCB will consist of 9 members drawn from the packaging value chain and other important stakeholders, of which Open Data Manchester will have a permanent position as chair of the SCB as DSHB and its facilitation of the SCB and Open 3P standard maintenance and development.

It is proposed that the remaining board members should comprise of a representative from each of the following sectors:

- Compliance scheme
- Base materials /materials manufacturers
- Packaging component manufacturer
- Product manufacturer
- Retailer/brand
- Logistics
- Technology provider
- Waste / Recycling

If a board composition is not agreed by the iSCB on 22 August 2023, the iSCB will determine what the best representative make up for the other 8 members of the board through an online process, with a final decision being made at the PPP Catch Up on Wednesday 6th September 2023.

## Recruitment

Following the board composition decision there will be an open call for members of the SCB with partners circulating the opportunity amongst their communities. Applicants will be able to complete an online application form. The call for applicants will close 9am Monday 9th October 2023.

**Existing board members can apply to remain on the board.**

Shortlisting will take place up to 13th October 2023 by the Open 3P secretariat and interested iSCB members who aren't disqualified through applying to remain on the board.

If it is determined that the quality or diversity of representation of applicants doesn't meet the threshold for drawing 9 good quality applicants, the iSCB shall propose suitable people and reach out to them.

Interviewing of applicants will take place week beginning 23rd October 2023 by iSCB members not disqualified through applying to remain on the board.

Successful applicants notified on Monday 30th October 2023.

## Transition

The iSCB meeting on 21st November 2023 will be the final iSCB at which point the iSCB will be dissolved.

Following dissolution of the iSCB, the inaugural SCB will commence according to the prior circulated agenda and to updated Terms of Reference.