

Open 3P Standard Custodian Board

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Version	Date	Summary of changes	Name
0.9	9th December 2022	iSCB draft for approval	Julian Tait
1.0	12th December 2022	Agreed iSCB ToRs	Julian Tait
1.9	19th September 2023	Revised for SCB	Julian Tait
2.0	22nd September 2023	Text finalised	Julian Tait
2.1	23rd November 2023	Quorum changed to 4	Julian Tait

Standard Custodian Board - Terms of reference

1. Vision and purpose
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1. Vision and purpose

The vision for Open 3P is for a more circular economy in the packaging sector through the development of standardised data that enables resource and process efficiencies, benefiting people, planet and our future prosperity.

The Standard Custodian Board (SCB) is responsible for decisions relating to the development, implementation and maintenance of the Open 3P data standard.

The purpose of the board 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 aim of the Open 3P data standard is that it:

- is a technology agnostic open and extensible data standard that can be used 'freely' by anyone.
- will enable data to be shared within and beyond the packaging value chain.
- offers resource and process efficiencies enabling more sustainable practices.
- balances the needs of stakeholders within and beyond the packaging value chain.
- satisfies the needs of statutory and regulatory reporting regimes.
- is compatible with international reporting regimes and requirements.

The SCB is supported by the Data Standard Holding Body (DSHB) – Open Data Manchester CIC – a not-for-profit organisation based in the UK – who hold the Intellectual Property Rights (IP) to the standard within an asset-lock. The role of the DSHB is to develop and maintain the standard Open 3P data standard under direction from the SCB, as well as providing secretariat services, training and technical support and other duties regarding the promotion and development of the data standard.

2. Membership of the Standard Custodian Board (SCB)

The SCB shall consist of nine (9) members - eight (8) members drawn from the packaging value chain and other interested parties, plus one (1) permanent member from Open Data Manchester as chair.

Members are appointed through a process of open recruitment and application, with new members chosen by the incumbent board or by the delegated authority of a recruitment sub-committee.

From time to time it may be necessary for board members to nominate proxies from their organisations to attend SCB meetings.

The SCB will also be attended in a non-voting capacity by the DSHB secretariat and data team. Others may also attend by invitation.

3. Duration of SCB membership

The term for the inaugural SCB is one year after which members will step down and if desired seek reappointment. The maximum continuous term limit for board members is three years.

4. Roles and responsibilities

The board will:

- be responsible for overseeing the development of the Open 3P data standard so that it fulfils the needs of the packaging value chain and those affected by it.
- ensure that the standard and SCB are being developed in line with its development plan.
- periodically review the Open 3P standard reference template.
- ensure that the schema documentation remains up to date.
- evaluate proposals to change the standard from:
 - SCB on behalf of those involved and affected by the packaging value chain
 - DSHB data team

and determine appropriate action.

- provide expert advice to the DSHB as and when required.
- provide oversight of consultation processes to ensure that the needs of a range of stakeholders have been considered.
- task the DSHB to develop changes to the standard.
- task the DSHB to seek expert advice
- ensure that the proceedings of the SCB are open and transparent with support of the Open 3P secretariat.
- oversee the recruitment of new board members.

Individual members will:

- remain appropriately informed on developments related to the Open 3P data standard.
- make best efforts to attend all SCB meetings and be adequately prepared to contribute to discussions.
- exercise independence of judgement, acting legally and in good faith to promote and protect the interests of the Open 3P data standard.
- notify the board of any conflicts of interest.

- contribute to the broader promotion of the Open 3P data standard, its aims and reputation of the standard through the application of their skills, expertise, knowledge advocacy and contacts.

5. Resourcing

The SCB will be supported by the DSHB who will provide technical and secretariat support. All meetings will take place online using Zoom or Teams with relevant meeting documents provided in advance.

The DSHB data team will provide technical evaluation support and implement decisions made by the SCB.

Proceedings of the SCB will be published online at www.open3p.org and circulated to the Open 3P data standard user group.

6. Decision making

Decisions will be made based on motions and votes, with each member receiving one vote. The chair will have the deciding vote in case of a tie. A majority vote in favour passes any motion. Voting may take place during meetings or electronically via email, as designated by the chair.

Quorum for the SCB will be 4 members. DSHB data team, advisors and secretariat are not be entitled to vote.

7. Meetings

Meetings will take place quarterly via Zoom. Additional special meetings may be called as needed by the chair.

Board papers will be circulated 14 days prior to board meetings.

8. Governance

The Open 3P data standard is owned and maintained on behalf of organisations involved with the packaging value chain by Open Data Manchester CIC (DSHB). A not-for-profit, asset locked organisation that is overseen by the Community Interest Company Commissioner.

The SCB has decision making powers and oversight as to the development of the Open 3P data standard. No substantive changes to the data standard can be made without appropriate authorisation from the SCB.

The standard change process is outlined separately.

9. Review of Terms of Reference

The ToR will be kept under review and amended as necessary by agreement of the board.