

## **Data Working Group (DWG)**

### **Terms of Reference**

#### **Purpose**

1. To enhance IPReg's internal and external data management, analysis and utilisation capabilities in order to ensure compliance with statutory obligations and to improve the evidence base used to support the Board's decisions and IPReg's performance.
2. The DWG's work will include (but is not limited to):
  - a. Supporting the development of IPReg's data analytic capabilities;
  - b. Identifying priorities for internal and external data collection, analysis and utilisation;
  - c. Identifying data sources that support those priorities;
  - d. Implementing measures to monitor and improve the quality of data across IPReg to ensure accuracy, consistency and reliability;
  - e. Making recommendation to the Board as appropriate.

#### **Responsibilities**

3. Provide six monthly reports to the Board on progress.

#### **Membership**

4. The Group shall comprise at least three IPReg Board members.

#### **Quorum**

5. The quorum shall be two members of the Group

#### **Frequency of meetings**

6. The Group will meet as required with a minimum of two meetings a year.

#### **Attendees**

7. The Group members, the Chief Executive and any nominated member of the Executive shall attend the meetings.

8. The Group may invite any attendees as may be desirable or necessary to advise on specific issues to support the discharge of its duties.

## **Reporting**

9. The Chair of the Group will report to the Board at least every six months on the progress of matters within its responsibilities.
10. Formal minutes are not necessary but notes of agreed actions points will be circulated as appropriate.

December 2023