

## **IPSA Implementation Panel Draft Terms of Reference**

### **Membership of the Panel**

1. To be convened, chaired and staffed by members of the IPSA Implementation Team. The Panel Secretariat is Sam Reed.
2. Panel members will represent a range of independent bodies who have knowledge and expertise in this field.
3. Attendance at the Panel meetings in no way compromises the independence of the member, or the members' organisation.
4. Additional attendees will be invited to meetings when particular issues are under consideration.

### **Role of the Panel**

5. To inform the IPSA Implementation Programme through the provision of subject expertise and advice on public opinion
6. To provide independent advice on the designing of policies for the new organisation, including the designing of a new allowances scheme for MPs
7. To share ideas and offer a range of different viewpoints to stimulate debate

### **Publication of Panel Information**

8. In line with IPSA's ethos of openness and transparency, the Panel Secretariat will publish meeting agendas and attributable minutes shortly after every Panel meeting.

### **Frequency of Meetings**

9. The Panel will meet approximately every 6 weeks. The Panel Secretariat may convene a meeting more or less frequently than this, depending on programme pressures.

**IPSA Implementation Panel Secretariat**