**COPYRIGHT HUB LAUNCH GROUP: TERMS OF REFERENCE**

1. **Purpose/role of group**
	1. The Copyright Hub Launch Group (CHLG) has been established in line with the recommendations made in the report *Copyright Works: streamlining copyright for the digital age* (IPO, July 2012).
	2. The CHLG will be responsible for overseeing the design and implementation of the Hub. This will include agreeing the broad principles/policies underpinning the Hub’s operation.
	3. To deliver against this broad remit the CHLG will establish a number of workstreams to lead on developing robust proposals on issues crucial to the Hub’s development and operation. These workstreams will include:
* Business Case – Mark Lawrence (Chair)
* Funding – Ros Lynch (Chair)
* Governance – Serena Tierney (Chair)
* IT strategy – Mark Douglas (Chair)
* External relations (to include communications) – Richard Hooper (Chair)
* Hub management – Kevin Fitzgerald (Chair)
	1. Other workstreams may be added at the discretion of the CHLG
	2. The CHLG will have responsibility for establishing the Hub Management Company or any similar organisation established to manage the day-to-day running of the Hub.
	3. The CHLG will liaise with and be supportive of other projects that will impact upon or support its development including the Linked Content Coalition, ARROW, the Global Repertoire Database and the Global Recording Database.
	4. The CHLG will work with Government and other relevant bodies to determine the role of the Hub in the delivery of any new policy on orphan works.
1. **Membership**
	1. CHLG’s membership is made up of senior representatives from the creative and cultural industries.
	2. CHLG members are:

Mark Bide (PLS)

Paul Brown (BAPLA)

Fiona Clarke-Hackston (BSAC)

Mark Douglas (PPL)

Jane Dyball (Warner Chappell)

Kevin Fitzgerald (CLA)

Michael Healy (CCC)

Charles Hodgkinson (Soundmouse)

Mike Holderness (Creators Rights Alliance)

Andrew Hughes (NLA)

Richard Hooper (CHLG Chair)

Simon Juden (Pearson)

Mark Lawrence (PRS for Music)

Fiona Lennox (Ofcom Consumer Panel)

Jonathan Lockwood (Getty Images)

Ros Lynch (Copyright Licensing Coordination Office)

Tom Morgan (National Portrait Gallery)

Godfrey Rust (Linked Content Coalition)

Serena Tierney (BDB Law)

Jane Turton (All3media)

Ben White (British Library)

2.3 Meena Toor (PRS for Music) will join each meeting of the CHLG as minute taker.

2.4 CHLG can decide to invite other representatives from the creative and cultural industries to join the group.

2.5 CHLG members will be expected to declare any conflicts of interest at the start of each meeting.

1. **Outputs**
	1. The CHLG will be responsible for providing reports as necessary on progress being made on developing the Hub. This will include signing off contributions for the report to Government due in September 2013.
2. **Ways of working**
	1. The CHLG will meet monthly, except for December 2012 and August 2013. Additional meetings may be added at the discretion of the CHLG.
	2. Meetings will last no more than 3 hours.
	3. CHLG members are expected to volunteer to host the monthly meetings.
	4. In most cases the agenda for CHLG meetings will be generated at the preceding meeting.
	5. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the CHLG and any other person required to attend, no later than [five] working days before the date of the meeting. Supporting papers shall be sent to CHLG members and to other attendees as appropriate, at the same time.
3. **Accountability**
	1. The CHLG is part of the overall approach being taken to simplify copyright licensing being overseen by the Copyright Licensing Steering Group (CLSG).
	2. The Chair of the CHLG is expected to attend the meetings of the CLSG and to provide updates on progress in developing the Hub.
4. **Sharing of information**
	1. Once agreed, papers and minutes from each meeting of the CHLG will be published on the website.
	2. The Copyright Licensing Coordination Office (CLCO) will be responsible for maintaining the website and for ensuring that all approved papers from the CHLG are published on the site.