

**TERMS OF REFERENCE between the BSB and DCT pilot participants**

<b>Purpose</b>	To agree terms of participation in the DCT pilot. This document should be read together with the DCT guidance and code of conduct provided.
----------------	---

**The BSB**

- will provide guidance to DCT participants. This guidance outlines:
  - the pilot's objectives
  - what promotional opportunities are available to DCT pilot participants
  - what evaluation data the BSB will request from DCTs
  - the voluntary code of conduct that pilot participants should sign up to, ahead of the pilot's launch.
- will identify those DCTs involved in the pilot through various marketing and communications channels
- will communicate regularly with DCT pilot participants about the pilot's progress.
- will explain how feedback received by DCT pilot participants has been acted on.
- will host workshops during the pilot, on issues of common interest between DCTs. The first workshop will focus on access to BSB data.
- will evaluate the pilot after 12 months. Draft evaluation findings will be shared with DCT participants for comments and feedback prior to publication.

**DCT pilot participants:**

- agree to provide data, requested by the BSB to aid the evaluation of our DCT pilot, on time. The timings for data delivery by the DCTs will be agreed at the start of the pilot, or when the DCT joins the pilot.
- agree to abide by the BSB's voluntary code of conduct for DCT pilot participants.
- agree to assist the BSB with its DCT pilot promotional activities.
- will attend meetings and workshops organised by the BSB, and will inform the BSB in advance when they are not able to do so. DCTs also agree to actively participate on the agenda items discussed at these meetings and workshops.
- are encouraged to offer feedback to the BSB on all aspects of the pilot as it progresses.
- will provide timely responses to request for review of any parts of the draft DCT evaluation report shared with them by the BSB.