

# Large Letter Automation Working Group

## Terms of Reference

January 2020

### 1. Purpose

- 1.1. The purpose of the Large Letter Automation Working Group (the “**WG**”) is to review the current circulation and handover of Downstream Access (DSA) Large Letter mail to maximise the use of large letter sorting equipment. Currently, a number of Royal Mail Mail Centres do not have any large letter automation equipment and when machineable DSA large letters are handed over at these Mail Centres they have to be manually sorted.
- 1.2. The key areas of focus of the WG will be (but are not limited to):
  - What are the opportunities & benefits changing the handover of DSA machineable Large Letters
  - What are the critical issues to be addressed before any changes are made
  - How should the changes be managed (phased or big bang)
  - Any other stakeholders who need input before a decision is made
  - Does the Working Group actions impact on other change activity already progressing?
- 1.3. These Terms of Reference set out the commitments of all Members of the WG and must be adhered to at all times as a condition of all Members’ continuous membership of the WG.
- 1.4. All Members undertake to act in good faith and in a transparent manner towards the objectives and purpose of the WG and commit to supporting these Terms of Reference.

### 2. Membership

- 2.1. The WG comprises of:

Area Representing	Company	Lead
Mailing House Production	The Lettershop Group Communis The Mailshop Metromail	Simon Cooper & Melvin Green Chris Ingham Nigel Maybury Chris Pygall
DSA Carriers	Whistl UKMail Secured Mail	Jen Rufus Warren Rimmer James Wilkins
RM Operations	Royal Mail Letters Design	Garry Preece
RM Commercial	Network Access	Fiona Thomson Mike Haskins Heather Middleton Dan Karadza

and any organisation that becomes a Member from time to time.

(Together known as the “**Members**”)

### 3. Roles and Responsibilities

3.1. The WG is accountable for:

- Putting forward ideas and potential solutions to increase volumes of large letter automation;
- Explaining the impact of proposed ideas on each part of the mail pipeline
- Identifying all the risks and benefits of options identified.

### 4. Meetings

4.1. All meetings will be chaired by Fiona Thomson, Royal Mail (the “Chair”).

4.2. Meetings will be held on an as required, at a location to be agreed by the Members.

Some meetings may be held virtually via Skype

4.3. Meetings will be held on the basis of a pre-agreed agenda.

4.4. A written copy of the agenda of the meeting will be circulated in advance of any meeting by the Chair and will be held on file by the Chair.

4.5. Accurate minutes of all meetings will be maintained and circulated to all Members once approved.

4.6. Minutes will include an accurate list of all Members present at the meeting.

4.7. When attending meetings, Members (and any other persons that attend meetings) shall comply with applicable competition laws at all times and shall strictly adhere to the Competition Law Compliance Protocol (attached at Annex I).

By signing this document you are agreeing to comply with these Terms of Reference, including the Competition Law Compliance Protocol at all times.

NAME: .....

COMPANY: .....

ROLE: .....

SIGNED: .....

DATED: .....

## ANNEX 1

### Competition Law Compliance Protocol for the Large Letter Automation Working Group

It is not the intention of competition law to limit meetings for the purpose of legitimate activities. However, certain information should not be discussed or shared between competitors and certain practices should not be engaged in to avoid any infringement of competitive law, which can have serious consequences for those involved. This competition compliance protocol must be observed by all LL WG Members (and any other persons who may attend meetings) both before, during and after LL WG meetings and at any other LL WG meetings or events.

This protocol is intended to give a non-exhaustive list of the types of behaviour that are and are not acceptable before, during and after LL WG meetings and at any other LL WG meeting or events under competition law. It is not a statement of law and is not a substitute for taking legal advice. Members must individually ensure that they are aware of, and comply with, all applicable competition rules.

DO	DON'T
<input checked="" type="checkbox"/> Share and discuss publicly available information, such as market research, statistical data or information shared in publications or conferences	<input checked="" type="checkbox"/> Exchange, discuss or share commercially confidential information, such as current or future prices (or any element of price information i.e. costs, margins, payment terms, rebates), business plans or strategy, investment decisions or plans, forecasts, volumes/capacity, revenue or marketing plans
<input checked="" type="checkbox"/> Share non-commercially confidential technical information for the purposes of standardisation or for developing best practices	<input checked="" type="checkbox"/> Agree with other members to set prices at a certain level, minimum prices or the timing of price movements or to boycott certain suppliers
<input checked="" type="checkbox"/> Discuss issues that allow Members to improve the mail pipeline, such as technical, logistical or operational issues, potential product developments or improved processes	<input checked="" type="checkbox"/> Agree with other members not to bid for specific business opportunities or discuss dividing up markets by geography or customer type
<input checked="" type="checkbox"/> Openly discuss health and safety issues or proposed changes in the law relevant to the industry	<input checked="" type="checkbox"/> Exchange individualised data - i.e. data that identifies a specific competitor or a specific transaction.
<input checked="" type="checkbox"/> Exchange aggregated data - data should be aggregated by an independent third party and as a general rule there should be at least three significant players' data aggregated, however it will be more prudent to have more.	<input checked="" type="checkbox"/> Exchange private or confidential information that is not in the public domain.

<input checked="" type="checkbox"/> Exchange independently collated data – e.g. collation of statistical information/market data which provides an industry wide general overview of the relevant sector or market trends, without it being possible to identify the prices or volumes of an individual competitors	<input checked="" type="checkbox"/> Exchange current or recent data
<input checked="" type="checkbox"/> Exchange historic data – As a general rule the data should be older than the average length of supplier contracts. Generally data older than 1 year may be considered historic.	<input checked="" type="checkbox"/> Discuss specific suppliers or customers unless the information is already in the public domain