

## **Panel and Committee Recording and Broadcasting Policy v1.0**

### 1. Audio Recording

#### **Purpose**

Audio recordings of Panel and Committee meetings may be made for quality and training purposes only, which is at the Panel's discretion. The recordings will be used by the secretariat to help ensure that the approved minutes present an accurate view of Panel and Committee deliberations and decisions. It is anticipated that recordings will not be shared outside the Panel and Committee secretariat unless there is a significant concern over the representation of the discussion set out in the minutes. In such case the policy provisions relating to publication and distribution noted below will apply.

#### **Storage**

Audio recordings will be stored by MOSL and retained for six months.

#### **Publication and Distribution**

Audio recordings of Panel and Committee meetings will not be published.

Audio recordings will only be shared, on a confidential basis, with Panel or relevant Committee Members, Affiliated Panel Members and employees of MOSL on request.

Files must not be shared with any other person or persons either in part or in total and verbatim extracts must not be quoted (in writing or any other form) without the express permission of both the individual who made the comment and the Panel or relevant Committee Chair. Audio files should be securely destroyed once they have been finished with.

Audio recordings will not be shared with the Market Auditor as a matter of course. In the event that the Market Auditor requests access to recordings, this request will be notified to the Panel or relevant Committee.

Audio recordings may only be shared with other parties pursuant to requirements for disclosure arising under UK law. Unless otherwise required under UK law, MOSL will notify the Panel or relevant Committee where such requests have been received.

#### **Consents**

By attending or participating in Panel and Committee meetings, attendees, Panel Members (including Affiliate Members) and Committee Members agree that their contributions will be recorded and waive any right of access to these audio recordings with the exception of those permissions granted in any such capacity as a Panel Member, Affiliate Panel Member, Committee Member or attendee as noted above, or as an employee of MOSL, or to any extent permitted or required by UK law.

## **Notifications and Announcements**

The Panel or relevant Committee Chair will confirm that meetings are recorded at the beginning of each meeting.

The recording facilities will be administered at the meeting by the secretariat. Recordings will start when the meeting commences as indicated by the Chair. Recordings will be paused when the meeting is temporarily adjourned for coffee and lunch breaks through the day and will stop when the meeting is closed by the Chair.

General announcements and notifications will be made available in order to ensure that attendees understand and agree that their contributions will be recorded. These notifications will include:

- An opening slide in each Panel (or relevant Committee) slide pack to be displayed at the start of the meeting;
- Hand-outs to be made available around the Panel (or relevant Committee) table and the audience (where meetings are held in open session) to cover any attendees who were not present at the start of each meeting;
- Written confirmation of the arrangements to be included in e-mail communications with attendees and presenters; and
- Standard text on the MOSL website in relation to the operation of the Panel and Committee meetings.

## 2. Broadcasting

### **Remote Attendees**

The open session of Panel and Committee meetings may be broadcast via teleconference or webinar facilities. The broadcast will be stopped when the open session is concluded.

Trading Parties, the Authority and any other persons entitled to receive notice of Panel or Committee meetings will be able to log in to teleconference or webinar facilities.

Remote attendees must register in advance of Panel or Committee meetings and will be provided with controlled log-in details in order to access the broadcast and it will be explicitly expressed they are not to be shared with others Any Trading Party found to be abusing their access codes will have them revoked. The secretariat will maintain a log of remote attendees.

Remote attendees may not speak at meetings unless invited to do so by the Chair. Any contributions made by remote attendees may appear in the written minutes of the Panel meeting in the same manner as if the attendees were present in the room.

### **Panel Member Independence**

It must be made clear to remote attendees that Panel and Committee members are bound by the provisions of the market codes, in particular, that they must act impartially and not be representative of any one party or parties (unless otherwise provided for in the MAC or Terms of Reference). Consequently,

the views expressed by Panel Members and Committee Members are their own, and should not be interpreted as the views of their employer or any Affiliated Member or persons.

### **Code of Conduct**

Panel Members, Affiliated Members, Committee Members, employees of MOSL and all other attendees must refrain from the use of inappropriate or offensive behavior during Panel or Committee meetings. This includes, but is not limited to:

- Defamatory comments regarding another person or persons;
- Unsubstantiated statements that could be considered slanderous or subject to libel proceedings;
- Use of foul language; and
- Use of threatening language towards other persons whether present or not.

The Panel or relevant Committee Chair reserves the right to remove any attendee in the event that they consider the guidelines set out above are breached, or to adjourn the meeting as appropriate.

### **Intellectual Property Disclaimer and Reservation of Rights**

All information and materials presented during a Panel or Committee broadcast are provided for information purposes only. MOSL is the owner of all copyright and intellectual property rights of materials presented (including text and images) save for materials which otherwise appear with the consent of the copyright owner.

All other rights of the copyright owner not expressly dealt with above are reserved.

No representation, warranty or guarantee is made that the information accessible via a Panel or Committee broadcast is accurate, complete or current. To the fullest extent permitted by law, MOSL shall not be liable for any errors, omissions, misstatements or mistakes in any information and materials presented during the broadcast or damages resulting from the use of materials presented during the broadcast or any decision made or action taken in reliance of information or materials presented during the broadcast.

### **Availability**

MOSL will make reasonable endeavors to ensure that broadcast facilities are available and able to be accessed by remote attendees.

### **Notifications and Announcements**

The Panel or relevant Committee Chair will confirm that meetings are being broadcast at the beginning of each meeting.

The broadcast facilities will be administered at the meeting by the secretariat. The broadcast will be opened/unmuted when the meeting commences as indicated by the Chair. The broadcast will be paused/muted when the meeting is temporarily adjourned for coffee and lunch breaks through the day and will stop when the meeting is closed by the Chair.

General announcements and notifications will be made available in order to ensure that attendees understand that the meeting is being broadcast. These notifications will include:

- An opening slide in each Panel (or relevant Committee) slide pack to be displayed at the start of the meeting;
- Hand-outs to be made available around the Panel (or relevant Committee) table and the audience (where meetings are held in open session) to cover any attendees who were not present at the start of each meeting;
- Written confirmation of the arrangements to be included in email communications with attendees and presenters;
- Standard text on the MOSL website in relation to the operation of the Panel and Committee meetings; and
- Notifications and instructions regarding remote attendance during the registration process for each broadcast.