

**ANNEX B****HORIZON WORKING GROUP: PROPOSED TERMS OF REFERENCE**

In relation to carrying forward the work on the POCL/ICL Horizon project:

- to oversee the negotiations between POCL and ICL which will develop the letter of agreement signed between the parties on 24 May into a Codified Agreement governing the contractual relationship under which the project will be taken forward, together with the consequential arrangements between POCL and the Benefits Agency; and to facilitate solutions to any problems which may arise;
- to oversee, to contribute actively to, and to facilitate solutions where problems arise, the completion of the development phases of the Horizon project, and in particular the smooth and timely roll-out of the system to all offices within the post office network, and the subsequent satisfactory migration of benefit payments from the present paper-based methods to more modern, ACT-based, methods of payment also accessible through post offices; and
- to contribute through ideas, contacts and other practical measures, to maximising the commercial potential of the Horizon infrastructure and the future viability of the post office network as a whole.