Annex 2: DMaP Terms of Reference

1. Annual review meeting
   1.1. daa will engage technical advisors to review available monitoring data and prepare a summary data review document and associated briefing presentation for the annual review meeting.
   1.2. daa will provide secretariat services for the TWG and minute taking at the annual review meeting.
   1.3. The summary data review document and an agenda will be issued to the TWG at least 2 weeks in advance of the annual review meeting. A typical agenda is included below.
      - Introductions/Procedures
      - Appointment of TWG Chair
      - Key Findings from Data Review
      - Review of Incidences and Events
      - Review of Catchment Specific Targets & Measures proposed in Annex 1
      - AOB
      - Recap and Agree Future Meeting Date
   1.4. A Chair will be nominated from the TWG at each annual review meeting. The Chair will conduct the annual review meeting according to the agenda.
   1.5. The Chair will follow up actions agreed at the annual review meeting and check progress prior to each subsequent annual review meeting.
   1.6. Action minutes and, as required, an updated Drainage Management Plan Document, will be issued 1 month after the annual review meeting.

2. 5-yearly review meeting
   2.1. To coincide with the 6-yearly review of the River Basin Management Plan (RBMP), at the conclusion of each 6 year cycle a Targets and Measures review exercise will be undertaken as follows:
      2.1.1. daa will engage technical advisors to review data from the preceding 4 years and assess performance against the Targets and Measures in Annex 1 of the DMaP and associated briefing presentation. A proposed revised Annex 1 document, specifying Targets and Measures for the forthcoming cycle will also be prepared.
      2.1.2. The Targets and Measures review document, and the proposed Annex 1 document will be issued 2 weeks in advance of the 5-yearly review meeting.
      2.1.3. The Chair of the TWG will collate feedback on Targets and Measures document and revised Annex 1 document and present same at the 6-yearly review meeting.
      2.1.4. The Annex 1 document will be revised and finalised on foot of feedback provided at the 6-yearly review meeting.
   2.2. The revised DMaP will be issued 1 month after the 6-yearly review meeting.
   2.3. The 6-yearly review and revised DMaP will form the basis of daa’s engagement and submissions to the Department of the Housing, Local Government and Heritage in its reviews of the RBMP.