

Guide for Consulting the TAM Transparency Panel (TTP)

This document is to help facilitate communication with the TAM Transparency Panel (TTP) and thereby invite their involvement on relevant aspects that as a subscriber of TAM services, you might wish to seek help or a view on.

Background Requirement from the TAM Subscriber

1. Subscriber Detail
 - 1.1. Company Name
 - 1.2. Contact Person Detail
 - 1.2.1. Mail Address (official mail address only)
 - 1.2.2. Designation
 - 1.2.3. Telephone Contact Detail
 - 1.2.4. If more than one persons are to copied on communication
 - 1.2.4.1. Designations & Particulars of the persons mentioned earlier
2. Subject
 - 2.1. Channel Name (that is managed by the company & possibly the one affected)
 - 2.2. Specifications Pertaining to the Subject
 - 2.2.1. A detailed narrative pointing out the following –
 - 2.2.1.1. Topline Summary of the Concern
 - 2.2.1.2. Data/Analysis undertaken by the team to qualify the validity of the concern
 - 2.2.1.2.1. A Summary of the Methodology
 - 2.2.1.2.2. Attach the Analysis Done including data sheets and a presentation deck of the findings/representations
 - 2.2.2. Interaction details with TAM (in specific context to the subject)
 - 2.2.2.1. Specific Information shared/sent to TAM (with the attached mail)
 - 2.2.2.2. Response from TAM (with the attached mail including attachments, if any)
 - 2.2.2.3. Adequacy/Inadequacy of the TAM response
 - 2.2.2.3.1. Enumeration of what is/was the expectation, which if served, would not require the involvement of the TTP
3. Action expected from the TTP
 - 3.1. State a clear expectation from the TTP towards comprehensive treatment of the subject

Any material submitted by the Subscriber must be marked 'CONFIDENTIAL' on the top of the page & full supporting details must be listed as 'EVIDENCE', if any claim is made basis such material/evidence.

With the above mentioned details, the TAM Subscriber can write to the listed mail address to initiate communication with the TTP – ttp@tamindia.com.