



Supply Chain Development

SME Regional Steering Group - Terms of Reference

Revised October 2014

Terms of Reference

To provide a forum for strategic engagement between the Nuclear Decommissioning Authority (NDA), the Site Licence Companies (SLCs), Tier 2 suppliers and Small and Medium Enterprises (SMEs) representing the Supply Chain, on topics relating to improving the attractiveness and the health of the market supporting the portfolio of NDA sites with particular focus on the SME community.

Specifically the aim of the group is to:

- Be an advocate for SMES and give a direct communication route between representatives of the SME supply chain and NDA
- Connect up all levels of the supply chain
- Act as focus group, being a sounding board and identifying improvement areas:
 - providing an arena for SME input
 - acting as a focus for SME input/assisting with taking on actions
 - monitor and measure success
- Focus on areas where support is best applied
- Address issues common across the NDA estate, but recognising that:
 - there may be specific regional issues ie drawing together single solutions for common issues
 - allowing flexibility for local answers as long as these do not undermine a proposed National solution
 - with no 'hijacking' to focus on a particular local issue and not consider wider supply chain issues

The group shall not replace the normal Supply Chain activities within the individual Site Licence Company's (SLCs) or normal Regional events supporting the Supply Chain, but shall operate to support any of these initiatives which have merit across the one or more of the SLC's. The group may also act in a coordination role, with the aim of preventing duplication of effort to improve cost effectiveness.

The group may appoint sub-groups to take forward specific projects, these sub groups will be under the chairmanship of one of the permanent members of the group but may involve other individuals or parties who are not members of the group.

The group will feed into the National SME Steering Group via its Chair or other nominated representative, to promote shared learning, best practice and coordination.

Standing of Group:

The group is a regional stand-alone steering group, sponsored by the NDA, which meets on a broadly quarterly basis. Exceptional meetings may be called by agreement.

The meetings are chaired on a rolling appointment by an SME from within the group. The chair will stand for 3 years unless circumstances force a change. After 3 years a new chair will be elected and the incumbent may remain on the committee for another year as an SME representative. It is anticipated that the Regional Chair will represent the Region at the National SME Steering Group.

Group member organisations:

Individual organisations can be nominated to be included or invited by the NDA or SLCs. The basic desire is to have a representative membership of the NDA Estate supply chain consisting of the NDA, SLC, Tier 2 (up to 2 companies), and SMEs (up to 5 companies per meeting). Guest speakers may be invited to attend meetings without joining the committee.

After 2 years there should be a minimum 25% change of committee members (both SMEs and Tier 2s) either voluntarily or through natural turnover.

If a member (company) does not attend at least three meetings or nominate a representative, they will be asked to leave the committee.

The group may include representatives from other economic support organisations or Trade Associations if considered beneficial.

The general focus of the group will be on the NDA Estate, however the group may consider it beneficial to include representatives/promote supply chain issues across the Nuclear Industry or where there are common interests with other groups

Individuals shall bear their own costs associated with participating in the group.

Minutes of each meeting including all sub groups shall be recorded and published on the NDA's and the SLC member's websites.