

## Background

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In 2018, the Logistics Cluster community approved a number of Working Groups (WG) that have had a variety of outputs over the years, although some WGs have stalled due to lack of stakeholder or member support, or not meeting clear outputs. In December 2018, the Strategic Advisory Group (SAG) agreed that a more structured process was required to clarify the purpose of a WG, the role of the members, reporting requirements, outcomes, and the roles and responsibility of the SAG towards the WG (and the wider Logistics Cluster community).

## Purpose of this Document

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This document outlines how a WG should be structured, the need to identify requirements and deliverables, and how it defines its governance, roles, and responsibilities.

WGs are expected to work to specific Terms of Reference (ToR) and towards clearly defined outcomes in line with the Logistics Cluster strategy. WGs will discontinue upon completion of their tasks, or when the SAG or plenary of a Global Meeting decides that the WG is no longer relevant or required.

This ToR explains the process by which a Logistics Cluster WG can be set up, outlines the preconditions and prerequisites of a WG, the roles and responsibilities of the members, reporting lines, and clarifies the difference between a WG and an information sharing group.

## Requirements

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### Setting up a WG

To set up a WG there needs to be a Logistics Cluster partner who commits to undertake the roles and responsibilities laid out below, and a number of partners who are able to commit to the support required to ensure the WG meets its purpose.

- A WG must be in line with the current Logistics Cluster strategy or be able to show benefit to the Logistics Cluster community in general. A principled need for a WG will be agreed upon at a Global Logistics Meeting (GLM) but will not be formally approved until the specific ToR, commitment from WG members and a work plan has been submitted, reviewed and agreed upon by the SAG.
- When developing a work plan, a WG should aim to only include activities that are likely achievable within a one-year time period.

## **Roles and responsibilities of WG members**

The WG will be composed of members of the Global Logistics Cluster (GLC) and Logistics Cluster partners, and will require the following roles:

### ***WG Lead***

The WG will need to decide on a lead who will be responsible for:

- Deciding on the relevant number of members for the WG. Caution should be taken to keep WGs to a manageable size.
- Notifying the SAG of the names and organisations who are represented on the WG.
- Reporting on progress of the WG to the SAG.
- Producing reports on activities and updating the implementation plan.
- Ensuring all WG meetings are minuted and minutes shared on the Logistics Cluster Website.
- Presenting updates at GLMs as required by the SAG or any member of the community, and as fits within the meeting agenda.

### ***WG Members***

WG members should ensure that any commitment they make is reasonable, manageable and that they do not over commit. Members should clearly understand the commitment and time required and any special actions required of them, such as technical support.

## **WG Specific ToR**

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The WG lead will be responsible for ensuring a detailed ToR for the WG is drafted and submitted to the SAG for approval before any work is undertaken. The ToR must include:

- Details of WG lead and contact details
- List of all members of the WG
- Clear description of the purpose of the WG
- Implementation plan with clear inputs/outputs and outcomes, which should be in line with the current Logistics Cluster strategic plan
- Timelines for the work
- Any specific support required

## **Reporting**

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The WG will report regularly to the SAG through the WG lead, and reporting schedules must be stated in the ToR for the WG. The SAG may also ask the WG lead to present at face-to-face meetings as required.

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## Meetings

The WG will meet as required to follow up on actions made in the implementation plan, and agree on the work for the next period, including prioritisation of activities, expected outcomes, responsibilities, resource mobilisation, and deadlines. Where possible, meetings should be online, with face-to-face meetings linked to GLMs and other face-to-face opportunities (e.g. HNPW). Support required from the SAG in respect to guidance on direction and strategy, etc. must be passed through the WG lead to the nominated SAG member.

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## Strategic Advisory Group (SAG)

The SAG, which endorses the ToR of the WG and the associated work plan and governs the WG, will also oversee its efficient and coherent implementation. The SAG will allocate a SAG focal point who will be the point of contact for the WG lead.

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## Funding

There is no dedicated funding for WG activities however, WG members are strongly encouraged to support activities as laid out the work plan (e.g. hosting of meetings, provision of experts/consultants).

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## Information Sharing Group

Contrary to a WG, an information sharing group is a loose group of interested stakeholders providing a central platform to share best practice and ideas for the benefit of the Logistics Cluster community. It is not classed as a WG and has neither governance or associated reporting structures, nor does it need an endorsement to be activated or has a platform to publish results or accomplishments.