

### **Purpose of the Group**

The NoWAL Procurement Group aims to:

- oversee the work of NoWAL joint procurement of Library materials (monographs and serials) ensuring best value for money
- ensure NoWAL representation at national negotiations of purchasing consortia and to co-ordinate NoWAL involvement in national procurement deals
- facilitate exchange of experience and horizon scanning among NoWAL members on procurement related issues

### **Membership**

The NoWAL Procurement Group consists of representatives from NoWAL libraries:

Chair:	Elizabeth Gillespie (Liverpool)
NoWAL Monographs Co-ordinator:	Fiona McLean (Chester)
NoWAL Serials Co-ordinator:	Elizabeth Gillespie (Liverpool)
E-books sub-group representatives:	Jane Cooke (Liverpool)
Other representatives:	Helen Charles (Manchester)
	Vacant
	Vacant
Secretary:	Nicky Freeman (NoWAL)

### **Discussion List**

All members of the Group are automatically enrolled on the NoWAL Procurement Group JISC discussion list.

### **Meetings**

The Group meets three times a year, allowing for face-to-face discussions to review contracts, discuss issues relating to framework agreements or specific hot topics / themes, or matters beyond the scope of online discussions, and networking. The meetings take place in one of the member institutions, usually a central location such as Manchester.

### **Organisation & Governance**

The Group's Chair is drawn from one of the member institutions. The role of Chair changes as necessary, to allow for other staff to gain experience of chairing a regional group. The Chair is responsible for:

- developing the agenda for the meeting based on suggestions from the group
- liaising with the NoWAL Operations Officer to identify a suitable date via a doodle poll
- liaising with the host library re appropriate rooms, directions etc
- circulating details of the meeting to the group
- arranging for the minutes of the meeting to be sent to the mailing list

**Finance**

Travel and expenses of the Procurement Group members will be borne by their institution. Expenses of invited speakers will be covered by NoWAL, subject to prior discussion with the NoWAL Operations Officer.

**Accountability & Review**

The Group will provide a report for each Board meeting (3 times a year), providing a summary of activity, and on an annual basis, usually for the June meeting and AGM, will review the terms of reference.