NoWAL
North West Academic Libraries

NoWAL Procurement Group
October 2019

Purpose of the Group
The NoWAL Procurement Group (NPG) 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-ordinators:	Fiona McLean (Chester) James Stephens (Cumbria)
NoWAL Serials Co-ordinator:	Helen Charles (Liverpool) Sarah Taylor (Salford)
Secretary:	Nicky Freeman (NoWAL)
E-books sub-group representatives: *Will attend when required*	Jane Cooke (Liverpool)

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:

- liaising with NWUPC and attending meetings of the Library group (or sending a deputy)
- providing a means for NWUPC to canvas opinions of NoWAL members and the NPG
- developing the agenda for the NPG meetings based on suggestions from the group

NoWAL Operations Officer
The Operations Officer is responsible for:

- liaising with the NPG to identify a suitable date via a doodle poll
- organising appropriate rooms, directions etc

- circulating details of the meeting to the group
- taking the minutes of the meetings and arranging for them to be sent out via 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.