

National Winter Service Research Group

Terms of Reference

January 2024

1. Background

- 1.1 The National Winter Service Research Group (NWSRG) is a members group dedicated to advancing understanding of winter service delivery best practice for Local Highway and Road authorities in the UK, through disseminating currently available knowledge and supplementing any gaps with new research.
- 1.2 The NWSRG is a Technical Group of the UK Roads Board and the Wider UK Roads Leadership Group (see Figure 1).

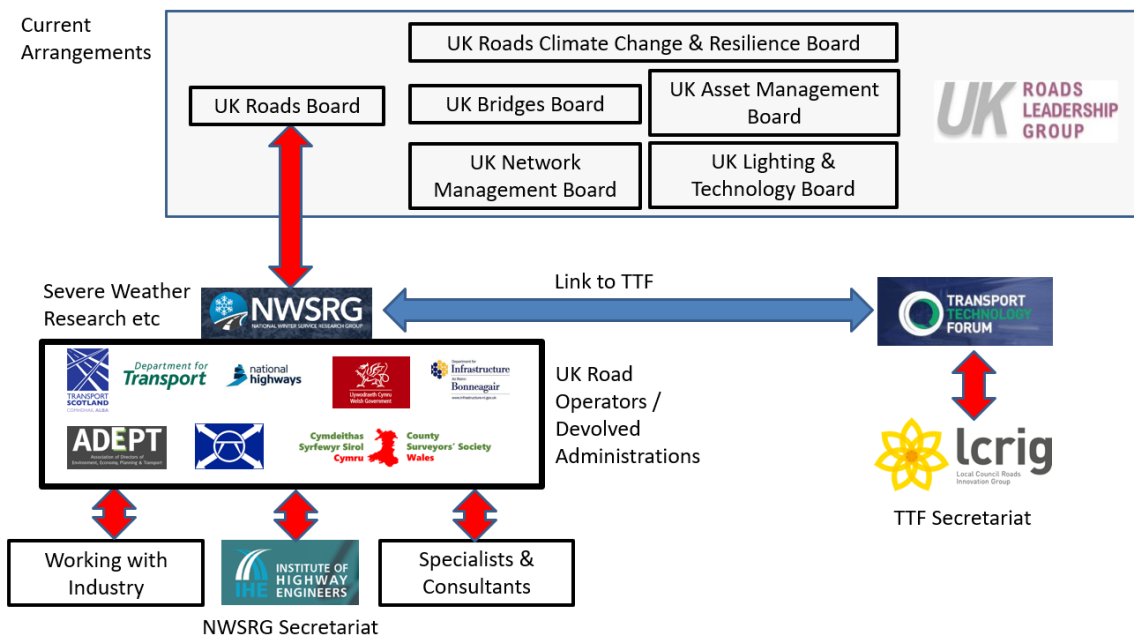


Figure 1: UK Roads Leadership Group

- 1.3 The internal governance of the NWSRG is structured into four permanent sub-groups, and Temporary Working Groups may also be formed to oversee research activities in specific service/topic areas, such as updates to or drafting of guidance documents (see Figure 2).

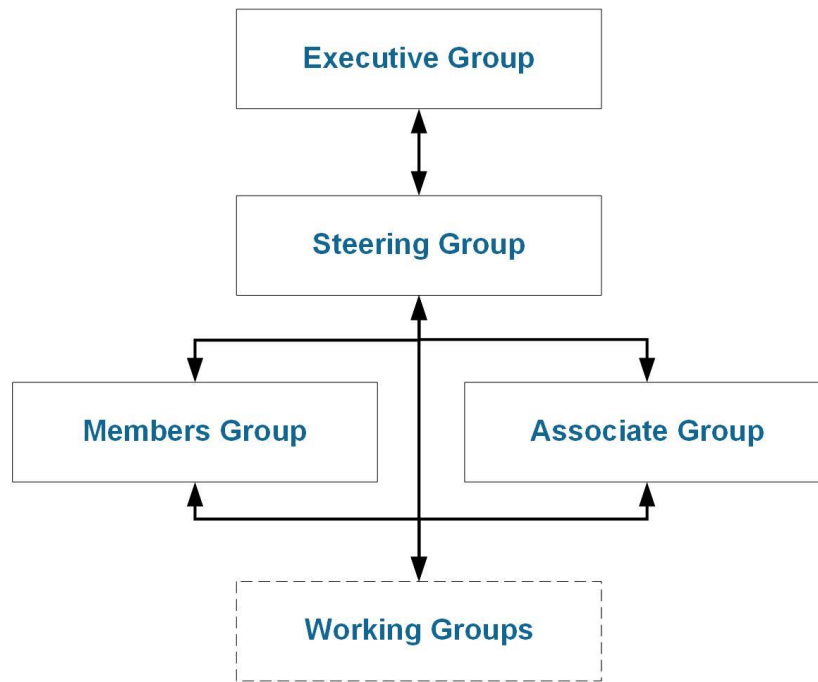


Figure 2: NWSRG group structure

2. Composition

- 2.1 The Executive Group will comprise the NWSRG Chair, Vice Chair, Secretary, Secretarial Support, Group Advisor and Technical Advisor.
- 2.2 The Steering Group will comprise representatives from the Members Group, elected representatives from the Technical Advisory Group and external organisations relevant to the delivery of winter maintenance services.
- 2.3 The Members Group will comprise representatives from National and Local Road and Highway Authorities in the UK
- 2.4 The Technical Advisory Group will comprise representatives from organisations undertaking highway winter maintenance services, manufacturing or supplying highway winter service equipment, supplying winter service anti-icing materials and those conducting research related to winter maintenance.
- 2.5 Temporary Working Groups will comprise NWSRG members with the relevant expertise in relation to the Working Group objective. These working groups will be dissolved following the fulfilment of the task.
- 2.6 Members not participating in any of the groups mentioned above will be kept updated by methods outlined in Section 6, and benefit from peer-to-peer knowledge transfer.

3. Objectives

- 3.1 The Executive Group will comprise selected members of the Steering Group to provide an agile approach to the day-to-day management of the NWSRG.
- 3.2 The Steering Group will manage and provide the leadership, strategic direction and stewardship of the NWSRG on behalf of the UK Roads Board and disseminate best practice and lessons learned to identify issues and resolutions in relation to the delivery of winter maintenance services.
- 3.3 The Technical Advisory Group will propose solutions to identified issues and areas of collaborative research in relation to the delivery of winter maintenance services.

4. Voting Rights

- 4.1 The Executive Group will comprise members of the Steering Group and will therefore have the same voting rights as the Steering Group (see 4.2) except for the Secretarial Support and Technical Advisor roles which do not have voting rights.
- 4.2 The Steering Group will comprise a maximum of 12 voting members (4 from National Road and Highway Authorities and 8 from Local Road and Highway Authorities).
- 4.3 Local Highway and Road Authority members of the Steering Group with voting rights will be selected through an election process involving all members of the Steering Group.
- 4.4 Steering Group members with voting rights shall hold their position for three years and will then be eligible for re-election/nomination.
- 4.5 The Technical Advisory Group will elect a group Chair and Vice Chair to organise Technical Advisory Group meetings, events and represent the group at the Steering Group.

5. Responsibilities

- 5.1 The Executive Group will be responsible for:
 - Financial management of the NWSRG.
 - Organisation and facilitation of Executive Group meetings.
 - Dissemination of Executive Group meeting discussions and outcomes to the Steering Group.
 - Ensuring timely response to enquiries made to the NWSRG.
 - Management of the NWSRG website.
 - Managing contracts let by the NWSRG for research and other purposes.
 - Review and provide feedback on proposals to the Steering Group from the Technical Advisory Group.
 - Prepare Working Group briefs, appoint Working Group Chairs and review associated Working Group outputs.
- 5.2 The Steering Group will be responsible for:
 - Overall management of the NWSRG.
 - Represent the NWSRG on the UK Roads Board.
 - Disseminating best practice and lessons learned in relation to the delivery of winter service.
 - Production of progress reports and recommendations to the UK Roads Board.
 - Liaising with NWSRG members.
 - Organisation and facilitation of four Steering Group meetings per year (including the Annual General Meeting) and any other required seminars and workshops.
 - Preparation of meeting agendas and meeting minutes.
 - Appointment of Working Group members to oversee the delivery of each Working Group brief as prepared by the Executive Group.
 - Maintaining a priority list of research projects.
 - Review updates to practical guidance chapters.
 - Review and revision of the Business Plan.

- Attend and present at industry events.
- Identification of relevant members to join Working Groups based on their area of expertise.

5.3 The Technical Advisory Group will be responsible for:

- Organisation, facilitation and funding of its meetings and events.
- Providing best practice, innovation and research ideas to elected Steering Group members for discussion and consideration by the Steering Group.
- Preparation of proposals following initial approval by the Steering Group or as requested by the Steering Group. Proposals will include a methodology, programme, and cost estimate informed by the proposed resource input to be submitted to the Executive Group for review.
- Identification of relevant members to join Working Groups based on their area of expertise.

6. Communication

- 6.1 The Steering Group will communicate with all NWSRG members via email, newsletters, the NWSRG website and other methods as necessary.
- 6.2 The Chair and Vice Chair of the Technical Advisory Group will be responsible for communication between the group and the Steering Group.

7. Membership

- 7.1 There is no fee to join the NWSRG as a member.
- 7.2 Requests to join the Steering Group will be made to the Steering Group for consideration.
- 7.3 Requests to join the Technical Advisory Group will be made to the Technical Advisory Group for consideration.
- 7.4 The Steering Group will periodically review input from all members and withhold the right to terminate membership if necessary.