



## STEMed and Labs LUPC Category Group

### DRAFT TERMS OF REFERENCE

#### **VISION**

The STEMed and Labs LUPC Category group will provide a confidential and neutral forum for LUPC member procurement staff and technical specialists, to raise and discuss topical subjects affecting the sustainable supply of laboratory related goods and services.

Note: These terms of reference will be adjusted annually to reflect changing priorities, and the requirements of the customer base and the market in general.

#### **AIMS AND OBJECTIVES**

1. To widen the understanding of end customer needs, and how they interface with procurement teams and the regulations.
2. To share member procurement and technical interests and on supplier performance and Value for Money matters. This may include framework spend analysis and feedback from customers, suppliers and contract managers.
3. To promote collaboration and share information between procurement teams within Member organisations.
4. To raise, share and discuss topics and themes affecting the wider scientific industry and educational / R&D sectors.
5. To provide a practical and efficient two-way flow of information between members and LUPC throughout the year.
6. To share the benefits of using STEMed and Labs UKUPC agreements.

## MEETINGS

- The Group will meet quarterly; the number of meetings may increase or decrease depending on member needs.
- Minutes of meetings will be anonymized and circulated to LUPC members institutions within a reasonable period from date of the last meeting. They will also be made available on LUPC website behind the firewall, for only members to access.
- Other interested parties may be invited to attend upon occasion.

## GOVERNANCE

Although the group aims to deliver a pragmatic and flexible approach to collaboration, a governance model will be implemented to ensure all participants have the opportunity to bring forward ideas and discuss their views appropriately.

For this, the roles of Group Chair will be Group Secretary will be created:

**Group Chair:** The chair is responsible for managing meeting timings and ensuring the sessions are conducted in the spirit of a constructive and open discussion amongst colleagues. Members can nominate themselves or other group members for the role, and the group will elect the Group Chair every two years.

**Group Secretary:** The secretary will administer the group calendar and manage meeting documentation such as minutes, agendas, presentations, etc. The secretary will also receive ideas, contributions and suggestions from the group. This will be Antonio Ramirez, LUPC.

## ETHICS

Members should carefully consider the kind of information that can be cascaded to their colleagues or kept confidential within the group. The latter will include sensitive commercial information such as pricing, T&Cs, sales data, etc. Members must also be mindful of group debates and discussions, and how these may affect supplier, client and consortia relations going forwards.