

UK WATER INDUSTRY RESEARCH LIMITED

Collaborative, Impartial Research

Role and Responsibilities of UKWIR Project Steering Groups

- The Project Manager is appointed by UKWIR (with the concurrence of the funding parties) and will normally chair the PSG.
- The Project Manager's role (*inter alia*) is to ensure that the outputs specified in the Project brief issued to potential contractors are delivered on time, of acceptable quality and within budget.
- The role of the Project Steering Group (PSG) is to provide technical advice to the UKWIR Project Manager and the appointed Contractor and to facilitate the successful outcome of the project.
- Where a project has more than one sponsor, the PSG shall consist of representatives of the funding parties together with such other representatives as the Client Manager agrees.
- From time to time, the PSG will meet with the appointed Contractor. The purpose of these meetings is to assist the Contractor in the carrying out of the project.
- Steering Group members should try to attend all meetings and should only nominate deputies who are fully briefed.
- Steering Group members should maintain all information about the project as confidential.
- The responsibilities of the PSG include:
 - Assisting with developing a detailed project specification with the Client Manager and the Project Manager;
 - Assisting in the selection of contractors to tender;
 - Evaluating tenders and selecting the contractor;
 - Steering the project to ensure that outputs meet the needs of UKWIR members and collaborators;

- At an early stage in the project, agreeing the format, audience, and dissemination routes for the final report;
 - Assisting with the dissemination of outputs and securing their timely application in the sponsor companies.
- The benefits to those participating in the PSG include:
 - Opportunity to provide information and experience to the project that has relevance to their own company.
 - Receiving the latest project information and reports as they become available.
 - Opportunity for company data to be used in the project and to trial any software under development.
 - Opportunity to meet and network with colleagues from other companies and organisations.