

1. Introduction

This document provides the Terms of Reference for the Ports Skills Group

2. Definitions / Abbreviations

PSkG – Port Skills Group

PSS – Port Skills and Safety Ltd

Secretariat – The PSS Skills, Careers and Diversity Lead supported by the PSS Office and Events Manager

SCDL – Skills Lead

OEM – Office and Events Manager

CEO – Chief Executive Officer

3. PSkG Mission and Purpose

The Port Skills Group (PSkG) is established to:

- share best practice and resources
- collaborate on projects, training and technologies
- develop consistent standards and language
- engage experts on specialisms that impact skills
- benchmark and measure progress
- influence government strategies for skills within the sector

in order to explore, determine and drive consistent delivery of the highest standards of skills within the sector.

The group will meet quarterly per annum following a fixed core agenda (refer 5.2) with additional items to include topical areas of mutual interest across the membership. Participants in the group will include representatives of the member organisations who are:

- best placed to report on the agenda items
- able to present requested information
- able to drive related change in their host organisations and other industry related groups
- able to provide learned guidance to the group and membership

The outcomes will be shared with all member organisations with encouragement that identified improvements be implemented for the benefit of the industry.

PSS Quality Assurance / Governance Documents will define the processes to be followed in managing PSkG execution.

4. PSkG Functional Levels

Varying levels of the PSkG may need to be established to ensure pan-industry effectiveness.

4.1 Core PSkG

The core PSkG meetings will consist of suitable representatives of the full PSS membership organisations (see 3. above).

A Chairperson will be determined by suggestion from the membership organisations invited by the PSS Secretariat (or nomination by the PSS Board). The Chair is expected to remain in position for a 2-year period, this period is to ensure proper drive to identified improvements that may require longer term implementation.

The PSkG and Chair will be supported by the PSS Secretariat for the purposes of recording meeting outcomes and facilitation of Agenda implementation.

4.2 PSkG Working Groups

To support pan-industry representation it may be necessary to establish Working Groups under the direction of the Core PSkG to consider specific issues relevant to the nature and operations of certain Ports or Port sectors. Such Working Groups may also be required to see through action plans determined by Core PSkG.

The need for such Working Groups will be determined by membership either through communications from PSS Secretariat or as directed by Core PSkG outcomes.

5. PSkG Administration

5.1 Planning

A programme of PSkG meetings will be determined each January for the ensuing year. The basis is 4 quarterly meetings.

The planning programme will include for key issues, to include as a minimum:

- internal planning meeting(s)
- meeting basis (e.g., virtual, in person or hybrid)
- agenda development (see 5.2)
- meeting announcement and information calling
- required administration (e.g., location incl. catering)
- specific organisational matters for the meeting (i.e., Chair, minute recording, meeting recording, session facilitators)
- required resources (e.g., support personnel and equipment)

5.2 Agenda

The core agenda and organisation for the meetings to include:

- Chair's opening address covering current / upcoming themes / focus areas and status of implementation
- Past minute agreement
- Action register status
- Skills performance dashboard data
- Knowledge share – specialists/members, Working Group updates on early careers, training programmes, succession planning, CPD, professional accreditation, diversity
- Flexible sessions appropriate to current skills 'climate', e.g., new programmes, awarding/industry bodies, new technologies, etc.,

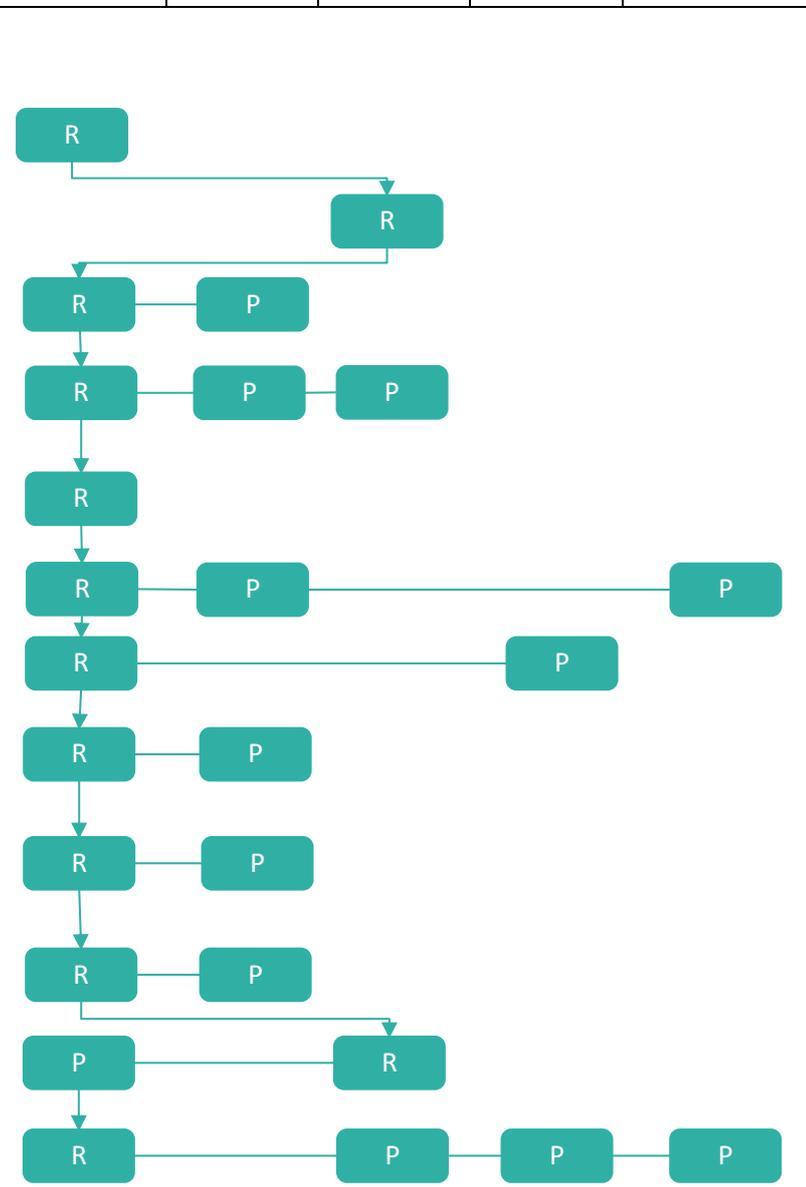
5.3 Action Tracking

The secretariat will ensure that the outcomes of the meetings are established, to include:

- Minutes, adopting a clarity and brevity approach accurately reflecting the issues presented and raised
- Recording all identified actions with clear ownership within an Action Tracking Register that will be maintained ongoing for all PSkG Meetings
- Publishing on website for visibility and transparency to members

6. Process Maps

Key:	
R	Responsible
P	Participant

Step	SCDL	OEM	CEO	SkG Chair	Members
6.1 Skills preparation & execution					
6.1.1 Develop annual programme, include planning detail					
6.1.2 Approve programme					
6.1.3 Issue to the membership community					
6.1.4 Hold internal planning meetings in line with programme					
6.1.5 Issue meeting outcomes, track actions and implementation					
6.1.6 Determine SkG Chair					
6.1.7 Determine agenda content					
6.1.8 Coordinate required meeting resources (e.g. external speakers, material logistics etc.)					
6.1.9 Issue meeting notification, agenda and information calling notice					
6.1.10 Stage meeting, record outcomes and establish action plan					
6.1.11 Approve meeting outcomes					
6.1.12 Issue meeting outcomes, track actions to implementation					

Step	SL	OEM	CEO	SkG Chair	Members
6.2 PSkG Working Group assignment & execution					
6.2.1 HOLD					
6.2.2 HOLD					