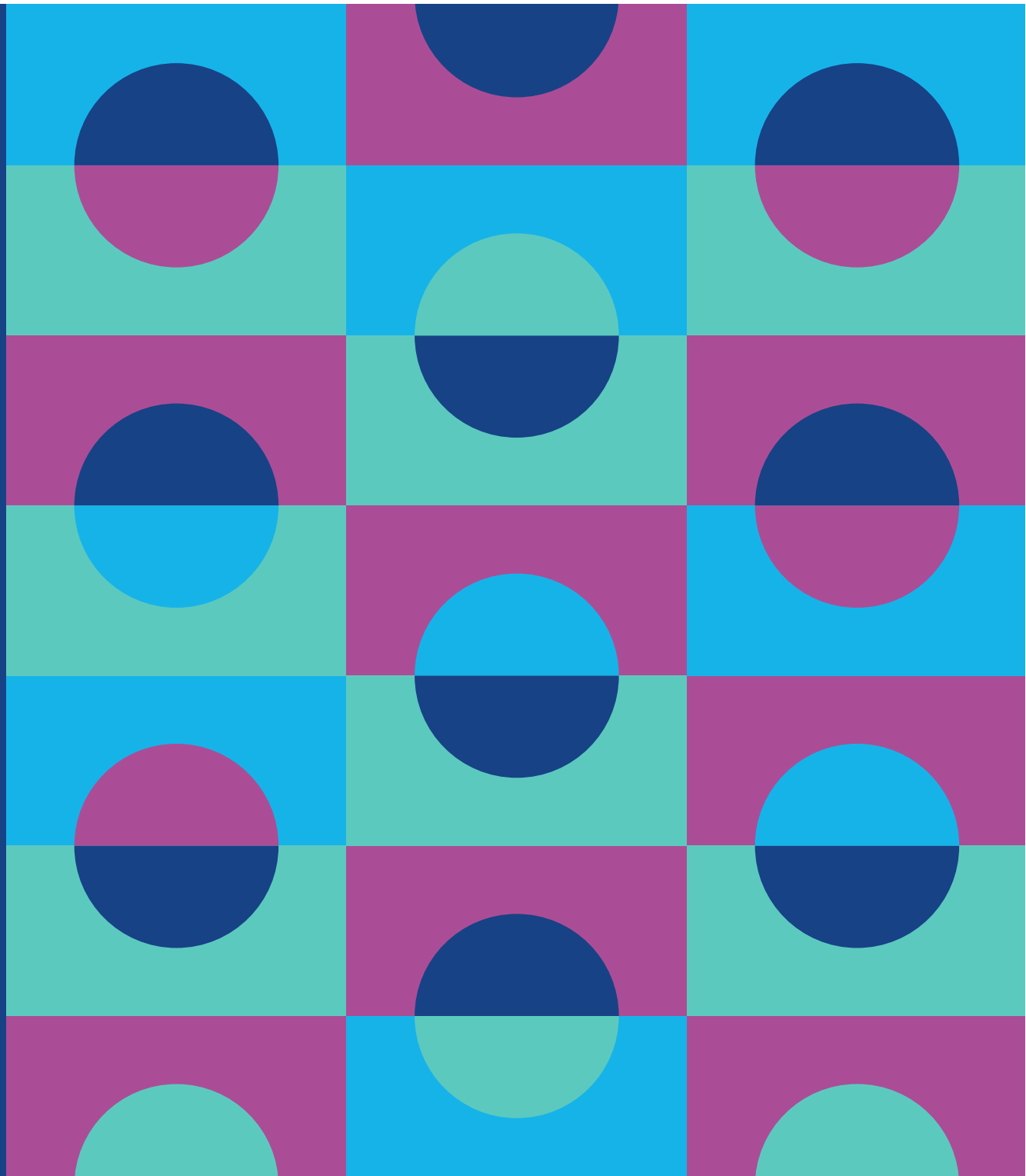


April 2021 to March 2022

MOSL Support for RWG Activities

RWG



MOSL have agreed to provide administrative and other support to the RWG to support the delivery of the RWG portfolio of projects.

The support, resource requirements and funding for undertaking these activities will be assessed annually for the following year by the RWG Steering Group and MOSL in line with the timescales for the annual MOSL business plan. In accordance with Section 8.1 of the RWG Governance Framework the cost of any support provided by MOSL will be funded by MOSL.

Details of the support provided by MOSL will be documented here with a copy made available on the RWG web pages. Following review this document will be updated accordingly and re-published.

Meetings:

- Support with arranging meetings, sending invitations, capturing and issuing minutes and actions for - RWG main group meetings, RWG steering group meetings, quarterly sub-group chairs meetings and sub group meetings as agreed between MOSL and the RWG chairs
- Note: There will be no such support for RWG sub-group meetings unless otherwise agreed between the sub-group chair and MOSL

Communication:

- Creation and maintenance of RWG distribution lists including an all members list
- Issuing general RWG communications
- Support with management of communication volumes with consideration of the volumes of other industry communications

Consultations / RFIs:

- Issuing RWG consultations and RFIs and collating responses
- Note: MOSL will not review and consolidate consultation responses – responses will be provided to the relevant sub-group chair

Membership:

- On boarding of new RWG members
- Management of membership withdrawal

Website:

- Creation and maintenance of a RWG branded presence on the MOSL website – with dedicated RWG page to include those items specified under section 15

Social media:

- Creation and management of RWG social media accounts where appropriate

Project and programme management support:

- Development of an RWG programme plan
- Work with sub-group chairs to define the scope, deliverables and milestones for each of the RWG sub-group projects
- Tracking and reporting of progress against the plan
- Tracking and reporting of benefits against metrics defined by RWG Steering Group"
- Management of the RWG project pipeline and coordinating the appraisal and prioritisation of candidate projects
- Development of RWG document templates and management of Good Practice Guides

Data and data insight:

- Provision of data and data insight to inform the prioritisation and delivery of RWG projects