

TERMS OF REFERENCE**Aim**

1. The Steering Group will provide oversight, co-ordination and direction for several working groups within an overarching framework and facilitate their delivery of a comprehensive and timely response to 10 of the 32 Buncefield MIIB Emergency Preparedness, Response and Recovery (EPRR) report recommendations requiring a joined-up approach by several dutyholders.

Scope

2.

<u>Recommendations</u>	<u>Title</u>	<u>WG</u>
9-20	Communicating with the public	1
14-15 & 17-18-19	National guidance for off-site planning	2
23-24	Mutual aid & national inventory	3
32	Information on environmental harm	4
3. Annex 1 sets out full details of these 10 recommendations.

Members

4. The active Steering Group will be composed of members from the CAP-EPLG forum with direct responsibility for, or a close interest in, the response to the 10 MIIB EPRR report recommendations covered. The aim of creating this sub-set to the full CAP-EPLG forum is to prevent the process from becoming unwieldy and difficult to manage. Annex 2 contains a list of the stakeholder representatives who have committed to being members of the Steering Group.

Role, Responsibilities and Tasks

5. The Steering Group will:
 - provide specific and focused representation with the aim of keeping the delivery process manageable, closely co-ordinated and maintaining a sustained forward momentum.
 - facilitate the setting up and management of several working groups comprising of representatives for dutyholders tasked by the MIIB EPRR report with responding to specific recommendations.
 - ensure each working group is set up within a sound and transparent project management framework and has the necessary skills and knowledge set to develop good practice guidance for relevant recommendations.
 - oversee the work of the working groups to ensure they deliver what is required in response to relevant recommendations to a satisfactory standard and within acceptable timescales.
 - agree responsibilities for overseeing the implementation of recommendations.
 - act as a communications node allowing the timely, consistent and co-ordinated sharing of information and advice between dutyholders and with others
 - present a unified voice when liaison with interested parties is necessary.
 - facilitate the analysis of the EPRR recommendations to identify relationships and any dependencies between them that will allow sensible implementation.
 - provide a centralised point for the ongoing monitoring and reporting of progress on the development of guidance for these recommendations to interested parties.
 - provide progress reports to CAP-EPLG members (and possibly other interested parties).
 - facilitate consultation on outputs from the working groups.
 - agree that the finalised guidance is fit for purpose and submit it to CAP-EPLG for endorsement.

Timescale

6. The Steering Group will aim to deliver the outputs for these 10 EPRR recommendations by the end of December 2009. This timescale may be subject to revision where there is a sound evidence base to justify a revised timescale.

Outcomes

7. Outcomes for the 10 recommendations under consideration will be delivered by the working groups reporting to the Steering Group, and will be set out within each working group's delivery plan.