

**Scottish Programme and Project Management Group**  
**Founded March 2006**

**Constitution / Terms of Reference**

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***Name***

The name of the group shall be Scottish Programme and Project Management Group (SPPMG) as voted for by the initial group members.

***Aims***

- The group will promote best practice utilizing Office of Government Commerce trade-marked methodologies already available within the public sector, including but not limited to: PRINCE2™ (PRoject IN Controlled Environments), MSP (Managing Successful Programmes) and M\_o\_R™ (Management of Risk).
- The group will share experiences / knowledge and learn from each other primarily regarding the methodologies stated above.
- The group members will work collaboratively to increase the profile of the methodologies and use of them within each organisation.
- The group will respect members (individual and organisational) privacy
- The group will ensure open relationships between members
- The group will endeavor to meet on a regular basis with an agreed, clear and focused agenda
- The group will ensure that there is no discrimination on the basis of race, sex, disability, sexuality, age or on the basis or political, religious or other opinions
- Hosting the group meetings will be rotated
- The group will communicate with other members outside the meeting either by mail, email, telephone or the SPPMG community server and members agree to share contact details for this purpose.

***Powers***

The group has no power or authority over any organisations or other external resources. There are no assets controlled within this group

## **Membership**

- Membership to this group is open to anyone who has an interest in the public/voluntary/education sector along with an interested in developing Best Practice in Programme and Project Management
- The Group may invite any individual who supports the aims of the group.
- Suppliers or private sector organisations may come along to present or participate in-group discussions. This must be discussed and have the approval of the majority of group members before any arrangements are finalised. Group members who have a suggestion to invite an outside organisation must raise at a regular meeting with the majority of group members attending.
- Any individual who invites an outside organisation to a meeting (once approved by the majority of group members) has the responsibility to ensure that the invitee/invitees understand that any discussions which take place remain confidential.
- Any individuals whose work supports the aims of the group may request to become a group member, this requires the majority of current group members to agree

## **Current membership of the group:**

<b>Name</b>	<b>Company</b>
Shelagh Turnbull	Scottish Borders Council
Lynn Turner	City of Edinburgh Council
Eddie Lamont	City of Edinburgh Council
Alvin Gardiner	PR-02
Craig Stewart	General Register Office for Scotland
Gillian Drysdale	General Register Office for Scotland
Sophie Armstrong	Anite Scotland
Charlie Fisher	Scottish Executive
Billy Hislop	Heriot-Watt University
Jim McKillop	Scottish Enterprise

Matt Tombs	Scottish Enterprise
Fraser Fergusson	NHS National Services Scotland
Greg Anderson	City of Edinburgh Council
Nickey Boyle	City of Edinburgh Council
Barbara Stavert	City of Edinburgh Council
Norman Milligan	NHS National Services Scotland
Carolyn Hand	NHS National Services Scotland
Peter Sinclair	NHS National Services Scotland
Jonathan Cameron	NHS National Services Scotland
Alex Brown	Scottish Borders Council
Stewart Barrie	Scottish Borders Council
Stuart MacQuarrie	Scottish Natural Heritage
Kath Oakes	Lothian Health Board
Zoë White	Strathclyde Police

Membership of this group will be subscription free and all current contacts will become members. There is no limit to the number of representatives from a member organisation that can attend any given group event, unless when venue or catering places a constraint on this.

The host for each meeting will assume the responsibility of the secretary on a temporary basis and be responsible for organising and issuing meeting materials.

The membership secretary will be responsible for updating the membership contact list of the group and issuing passwords to the Community Server. This will be the responsibility of Norman Milligan of NHS National Services Scotland, any new members should inform Norman using the email address:

[progsupportoffice@psd.csa.scot.nhs.uk](mailto:progsupportoffice@psd.csa.scot.nhs.uk)

## **Membership Fees**

Membership to this group will be completely free of any charge although organisations will be required to host meetings/workshops on an equitable rotational basis.

## **Ceasing to be a member**

Members may resign at any time in writing to the membership secretary or verbally at a meeting. Any material uploaded to the Community Server site by a member who has requested to leave will automatically remain on the site unless a specific request is received to remove any material. Ownership of these documents will transfer to the membership secretary.

## ***Meetings***

Group meetings will take place on a regular basis, with no longer than 6 months between meetings, with a target of 3 or 4 meetings per annum. The meetings will be action / topic led to ensure we are retaining focus and working towards continuous improvement.

Informal networking for the sharing of best practice of two or more members from the group membership is encouraged.

**Last amended: 13<sup>th</sup> September 2006**

**Agreed: Friday 13<sup>th</sup> October 2006**