

COP415

Goods & Services

Working Group Terms of Reference (GSWG)

1. PURPOSE

To ensure that all general goods and services in use by National Ambulance (NA) are subject to robust cross- functional analysis and approval processes before being procured or introduced. The Working Group is tasked with ensuring Government funds achieve value for money while maintaining patient, public and staff safety.

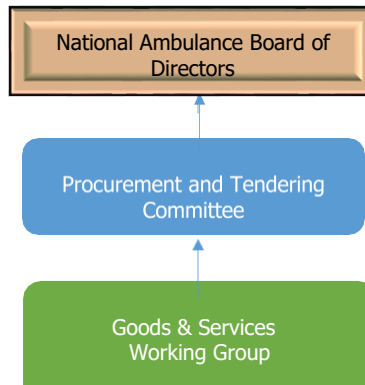
2.SCOPE

To oversee the continuation, introduction, substitution and removal of general goods and services. General goods and services apply to the entire organization and are not confined to any department or function and include goods and services not covered by the IT or Medical Supplies and Equipment Working Groups.

3.OBJECTIVES

- Analyze the continuation introduction, substitution and removals of general goods and services against company requirements, ensuring appropriate Policies and Procedures are followed to support recommendations.
- Set minimum purchasing criteria and test against the organization's business requirements, ensuring goods and services meet international certification and standards and the expected outcomes.
- Be the final arbiter as to suitability, sustainability and standardization of general goods and services to ensure the organization can maximize their useful life.
- Agree on the validity time frame for blanket purchase orders before seeking the approval from GSWG.
- Recommend the cataloguing and raising of blanket orders for general goods and services.
- Recommend general goods and services and their suppliers to move to the National Ambulance Catalogue Master.
- Confirm appropriate asset management practices of any general goods and services in line with best practices and Finance Policy and Procedures.
- Comply and consider ISO and JCI requirements.
- Complete QHSE Risk Assessments where risk management / usage controls are required.

4. ACCOUNTABILITY AND GOVERNANCE



5. FUNCTIONAL MEMBERSHIP

The Chair will review the membership of the group and terms of reference, annually. Such review will be discussed and minute on an annual basis.

Current membership is as follows and allows for the member to delegate their replacement, if necessary:

- Chair - Supply Chain Manager
- Member- Operations Team
- Member - Fleet Team
- Member - QHSE Team
- Member - Financial Team
- Support- Procurement Coordinator

The Chair has the authority to co-opt other members, as and when required.

The Terms of Reference must be reviewed annually and changes proposed to the Board of Directors.

6. PROCESS FOR SUBMISSIONS

Submission will be made to the Goods and Services Working Group via process outlined in the Policy and Procedure.

Product item value will be limited to below Dhs50,000. Any items exceeding this will first be approved for review by the Procurement and Tendering Committee.

All submissions must be provided in English. If referred to the Board (over Dhs999,999) they will be subsequently translated to Arabic prior to submission.

7. CONFLICTS OF INTEREST

For the duration of their membership, members will be required to declare any interests that could reasonably be anticipated to lead to a conflict of interest.

A Conflicts of Interest Register will be maintained and updated at each meeting and declared to the Internal Auditor and Executive Office.

8. QUORUM

Minimum one representative from each area i.e. QHSE, operations and supply chain.

In the event of the Chairperson unable to attend the meeting or where the Chair registers a Conflict of Interest then a Deputy will be appointed.

9. MEETINGS

GSWG meeting is hold in weekly bases.

GSWG meeting will be conducted through face/face or any other distance meeting options.

GSWG members are to meet no less than four times per year with an annual audit and review or when required.

All submissions must be provided in English.

10. URGENT MEETINGS

If an urgent meeting is required and a quorum is unavailable, or where an emergency is declared, members of the GSWG may convene a meeting through email outlining their request and call for action.

Any actions must be reported at the next meeting, along with supporting documentation.

11. AGENDA

The agenda will be circulated seven calendar days before any meeting along with the previous minutes of meeting.

The minutes of meeting, with action points, will be distributed five working days after the meeting by the Secretary.

The agenda items must include at a minimum:

1. Declarations of Conflicts of Interest
2. Minutes of the previous meeting
3. New business (by work streams)
4. New risks
5. New actions
6. Any other Business

12. MINUTES

The procurement coordinate must circulate Minutes of Meetings within five working days to its members and the Procurement and Tendering Committee.

Minutes are to be published and kept in the company shared drive with access only to approved members. The minutes are to be provided in English.

13. PROCEDURES AND FORMS

Form Number	Forms relevant to this procedure

14. DOCUMENT CONFIGURATION CONTROL

Change Brief

Version No.	Date	Changes
1	June 2020	Minute of Meeting
2	February 2021	Update members Update meeting point

Review & Approval: Executive Office

Date: