



Terms of Reference National Water Safety Forum - Information Group

Name

- The group will be known as the NWSF Information Group

Aim:

- To bring together in one place, information and research about incidents, casualties and fatalities in, on or by the water.
- To improve the quality of information and data available enabling the forum, UK government and those authorities and organisations with responsibility for water safety to develop strategies and policies based on statistics, analysis and research

Objectives:

- To encourage the gathering, monitoring and evaluation of fatalities or incident data and relevant research
- To assess the need for intervention
- To assess the need for better information and data

Outputs:

- Improvements to statistics and levels of analysis
- Regular reporting to the coordinating committee
- A data led approach to incident prevention

Contributors:

- Nominated person from each of the NWSF Advisory Groups
- Academics and other experts from organisations with specialist interest in water safety

Methods of Working:

- The agenda for Info group meetings will be formed from:
 - Projects Table (A rolling programme of current projects)
 - Correspondence Table (Table of new and current correspondence)
 - Additional items notified to the Information group chairman and secretary.
- The outcome of Info group meetings will take the form of revisions to the Projects and Correspondence Tables.
- Working Groups will be formed as required to deal with issues brought to the Info Groups attention by any Info Group or other NWSF member.

Working Groups will be formed from the most relevant sources of knowledge and experience amongst Info Group/NWSF members and will be kept as small as possible. Working Groups can co-opt specialists from outside NWSF members where it is agreed necessary.

- Formal meetings will be kept to a minimum (Probably three per year but four or five during formation).
- Any NWSF member can submit an issue to the Info group for consideration. [Note: The Information group will be dealing with information and national guidance issues: it will not deal with or adjudicate on individual cases]

Communication

- Progress of the main and any working groups will be recorded on a projects table which will be made freely available through the NWSF website.
- The correspondence table will be used to track all issues brought to the Group's attention, and the outcome.
- Projects and correspondence tables will be published on the NWSF website.
- Communications to the Information Group will be directed to its chairman and secretary

Relationship with NWSF

- The information group will provide written reports to each meeting of the National Water Safety Forum Coordinating Group. (Approx 3 per year)
- The chair or a nominated deputy will attend Coordinating Group meetings to represent the Information Group and to feed back any items of interest arising from such meetings.

Review

- The terms of reference for this group shall be reviewed on an annual basis.

January 2006