

RAIL WAGON ASSOCIATION

Engineering Committee

of the
Board of Directors

TERMS OF REFERENCE

1. Introduction

It is considered that Board meetings may not be the most appropriate forum for discussing detailed technical engineering issues due to the complexity and length of time required to discuss and determine such matters. In order to resolve this an Engineering Committee has been established by the Board, whose membership, remit, and responsibilities will be as set out below.

2. Purpose

The Engineering Committee is the forum for the discussion and investigation of detailed technical issues affecting Member companies of the RWA.

3. Duties and Responsibilities

The principal responsibilities of the Engineering Committee are to:

1. discuss in detail, technical engineering issues relevant to Member companies;
2. review NIRs, derailments and safety incidents;
3. contribute to and inform RWA responses to industry consultations;
4. prepare RWA's response to Freight Technical Committee (FTC) agenda items;
5. convene working groups to respond to matters of importance and to consider relevant technical issues which require an industry consensus on how to respond; and
6. publish notes of meetings, bulletins showing consensus of opinions and other technical documents relevant to Member companies.

In carrying out its duties, the Committee should be mindful of the need for the Company to pursue its objects as stated in its Articles of Association, namely:-

- i. to undertake the role of a professional trade body for any person or persons who operate, maintain, manage infrastructure for, supply products to, supply services to or promote Rail Freight Wagons within any part of the region;
- ii. to represent the interests of Rail Freight Wagon owners, keepers, users, designers, manufacturers, hirers, consultants, ECMs, maintainers and operators by liaison with industry participants, the DfT, the UIC (via UIP membership) and any other appropriate bodies;
- iii. to support the production and maintenance and harmonisation of industry standards and guidance for Rail Freight Wagons through RSSB and other appropriate bodies in accordance with the interests of Members;
- iv. to support and promote the safe design, construction and operation of Rail Freight Wagons;

- v. to develop and share best practice and to support and promote innovation through the development of more efficient Rail Freight Wagon designs, maintenance and operation;
- vi. to promote rail freight as an efficient, cost effective and environmentally friendly means of freight distribution both nationally and internationally with the UK Government, the European Union and any other appropriate bodies; and
- vii. to promote the enhancement of the rail infrastructure for Rail Freight Wagons.

4. Membership

Participation in the Committee is open to any representative from a Member company who:-

- wishes to engage in discussions of relevant engineering issues in more detail than is possible in General Meetings; and
- is able to commit to attending the quarterly meetings on a regular basis.

Committee members should have an engineering background and/or understanding, or remit in their job role. This enables them to contribute effectively to the meetings. Committee members are also expected, and required, to support the work of the Committee by offering their expertise, resources etc on issues, as and when required.

The Committee should comprise the General Manager and a representative from each Member company that wishes to participate.

A Committee member being unable to attend a given Committee Meeting may nominate a substitute member for that meeting giving at least 24 hours' notice to the General Manager.

5. Quorum

The quorum necessary for the transaction of business at meetings of the Committee shall be 6 members which must include the General Manager, or in his/her absence a nominated alternate, and at least one Director.

6. Chair

The Chair of the Committee shall be a Director elected by the members and in his/her absence a member of the Committee, as chosen by those present.

7. Secretary

The General Manager shall be the Secretary of the Committee.

8. Meetings

The Committee should meet quarterly, a week or so before the FTC meeting and at other times as appropriate.

Meetings can be held physically or by teleconference facility.

Committee minutes are produced and circulated to all Members and a summary of pertinent points presented at the following General Meeting.

9. Committee Performance

The Committee shall, at least once every 2 years, review its own performance, membership, and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10. Authority

The Committee is authorised by the Board to seek any non-commercially sensitive information it requires from any Director, Member, employee, or consultant engaged by the RWA in order to perform its duties.

Approved by the Board

Signature:



Name:

R K Brook

Date:

25th November 2020