

## Terms of Reference – PMO

The SOWEC Project Management Office (PMO) has been established as part of a delivery programme with the overall aim of delivering the Scotland Vision and contributing to the UK Sector Deal delivery.

It is essential that visibility and direction of progress is retained and promoted in order to make the most of potential opportunities in Scotland. The PMO is intended to maintain momentum of SOWEC in an orderly and predictable way, initially by delivering the following tasks:

### 1. Workstream A

Support effective delivery of the SOWEC Communications Code; this will include day to day assistance, ensuring that messages and activities are successfully aligned with the vision and objectives of SOWEC as well as ensuring an effective.

### 2. Workstream B

Enable, connect, and demonstrate leadership in coordinating work group leads in the delivery of their activities.

### 3. Workstream C

Along with the secretariat, establish and implement appropriate governance and facilitate successful SOWEC meetings.

### 4. Workstream D

Optimise alignment with OWIC activities and reporting, to maximise opportunity for Sector Deal outcomes in Scotland.

**Frequency:** N/A

**Governance:** N/A

**Agendas:** N/A.

**Membership List:**

TBC