

Newcastle Learning and Action Alliance (LAA) Terms of Reference

The LAA will be formed of a core group of about 30 individuals and a wider virtual group ([Google Groups](#)).

Meeting coordination

- Coordination of meetings will be a shared responsibility initially between members of the Urban Flood Resilience research project and core group (where appropriate)
- Representatives of the seven signatories of the Newcastle Blue and Green declaration (Newcastle City Council, Environment Agency, Northumbrian Water, Newcastle University, Arup, Royal HaskoningDHV, and Northumberland Wildlife Trust) are encouraged to help with coordination
- The coordinator responsible for each respective meeting will make arrangements, select the theme for the meeting and write the agenda.

Roles and responsibilities of LAA members

- Attendance of core group members at regular meetings roughly every 3 months, with other members to attend meetings as appropriate (e.g. themed meetings in their area of expertise) and when invited
- Proactive virtual engagement between meetings and with the wider LAA members through group discussion and information transfer using [Google Groups](#) and a file sharing platform, e.g. Dropbox
- Other wider group activities arranged as and when appropriate
- Ability to opt in and out of the core group (by agreement with the coordinator) as time commitments and relevance of meetings change
- Core group to participate in selecting themes and topics for future meetings
- Frank and open discussion at the meetings in an atmosphere of mutual disclosure and trust
- Frank and open contributions to the closed virtual platform
- Identification and recruitment of other key individuals to the wider group through identification of skills and capacity gaps
- Being open to new ideas and adopting a learning approach fit for long term innovation

- Agreeing the underlying challenges to creating a Blue-Green Newcastle, and together, develop potential solutions
- Acknowledging and resolving conflict in an open and honest way to seek a compromise and recognizing that the group may need to agree to disagree on some issues
- Championing Blue-Green approaches where appropriate within the organisational setting
- Identification of new Blue-Green projects and potential for collaboration
- Clear communication and sharing of non-confidential information and data; signposting of relevant open data online, and; addressing confidential data sharing as and when the need arises
- Respecting the value of all contributions and the confidentiality of contributions unless wider sharing is agreed
- Taking ownership of the vision of the LAA and fulfilling promised actions made to the group in a timely fashion