



Conflict Avoidance Coalition Steering Group (CACSG) Terms of Reference

1.

Purpose

To reduce disputes in the industry by promoting best dispute avoidance & mitigation practices and instilling collaborative and cultural approaches

Vision

A commitment from organisations and businesses to the principles of the Conflict Avoidance Pledge and through its application, changes in culture & practice that reduce the prevalence & impact of contractual dispute.

Mission

- **To promote** the development of a culture of collaboration in the construction & engineering industry and reduce the volume of disputes and the damage they cause to commercial relationships, finances, project and brand reputations.
- **To inform** the construction & engineering industry on the variety of conflict avoidance and early intervention techniques that can prevent and resolve disputes.
- **To support** contracting parties in implementing viable conflict avoidance and management procedures that will enable them to deal with real and emerging disputes in an environment that is not adversarial and encourages compromise and avoidance of escalation to formal dispute resolution.
- **To recognise** organisations & individuals that are leading cultural change and adopting a progressive approach to dispute avoidance & management through a 'Gold, Silver, Bronze' Accreditation Scheme.

2.	<p>Membership</p> <p>Conflict Avoidance Coalition Steering Group (CACSG) comprises of senior representatives drawn from key clients, supply chain and leading industry bodies.</p> <p>Additional members may be elected on to the Steering Group as and when it is felt necessary</p> <p>A member will be elected on to the Steering Group by a majority decision</p> <p>The Steering Group will elect a Chair and Vice Chair whose role is to chair meetings of the Group and as spokespersons on communications for external audiences that have been approved by the Group. The Chair and Vice will each serve for a term of 2 years, unless a majority of the Steering Group agree otherwise.</p>
3.	<p>Meetings</p> <p>The Steering Group will meet quarterly.</p> <p>An extraordinary meeting can be called any time by agreement of a majority of the Steering Group</p> <p>The Steering Group will create and empower individuals and groups of conflict avoidance ambassadors to help increase numbers of Pledge signatories and deliver specific action plans approved by the Steering Group. The Conflict Avoidance Ambassadors will have regard to Terms of References created and approved by the Steering Group.</p> <p>Meetings will be held at any office or via telecommunication as agreed by the members.</p> <p>Other attendees may be invited to attend all or part of any meeting, and/or contribute to the work of the Steering Group</p>
3.	<p>Role</p> <p>Members of the Steering Group will work together to champion change improvements in the way relationships are managed between contracting parties in construction and engineering.</p> <p>Members of the Group will individually and collectively encourage organisations, businesses and individuals to sign up to the Conflict Avoidance Pledge and adhere to its principles of open exchange of information, co-operative working, and adoption of practical conflict avoidance and early intervention procedures.</p>

	<p>The Steering Group will produce and promulgate advice, guidance & 'Toolkits' to organisations, businesses and individuals on viable methods and techniques they can adopt to avoid, manage and resolve disputes. Such methods may include, but are not limited to:</p> <ul style="list-style-type: none"> • Dispute Avoidance Panels (DAPs) • Conflict Avoidance Process (CAP) • Dispute Resolution Boards (DRBs) • Early Neutral Evaluation (ENE) • Mediation • Adjudication • Other applicable methods as the industry creates and introduces. <p>The Steering Group Will:</p> <ul style="list-style-type: none"> • Prepare and implement strategies to identify key decision makers and influencers in government and industry and inform them about the Pledge and how to access and use techniques to avoid conflicts and, where necessary, deal with emerging disputes early and effectively. • Formulate key messages to post on the social media (including a dedicated LinkedIn account) with the aim to encourage a wide range of participants in government and industry to appreciate, support and adopt the Conflict Avoidance Pledge. • Develop and deliver a communications plan that will give organisations the information and tools they need to give effect to the core principles set out in the Conflict Avoidance Pledge and help organisations to incorporate those principles into their operational environment. <p>Activities will include:</p> <ul style="list-style-type: none"> • Members of the Steering Group who represent professional/membership organisations will collaborate on providing secretarial support to the group and venues for meetings. They will also use their internal and external communications facilities to communicate key messages and produce promotional collateral as and when required
<p>4.</p>	<p>Reporting responsibilities</p> <p>A brief report on the performance of the Steering Group and developments relating to the Conflict Avoidance Pledge and Coalition will be provided by representatives of member organisations to their relevant supervisory Boards/Committees as required or at least twice a year.</p>

5.	Delegation of duties The Steering Group may delegate any of its duties/activities to sub-groups or individuals
6.	Review of terms of reference The terms of reference of the Steering Group may be reviewed and/or amended by agreement at any time, and at least once every 12 months from 01 January 2023.

Last updated on 29th March 2022