

**The National Recognition and Procedures
Agreement**

for the

College Sector in Scotland

Confidential

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1. Signatories

Lecturing Staff (Appendix 1):

This National Recognition and Procedures Agreement (NRPA) for Lecturing Staff (LS) (**Appendix 1**) is agreed by the **EIS-FELA** and the undernoted colleges:

Ayrshire College	Borders College
City of Glasgow College	Dumfries and Galloway College
Dundee and Angus College	Edinburgh College
Fife College	Forth Valley College
Glasgow Clyde College	Glasgow Kelvin College
UHI Argyll College	UHI Inverness College
UHI Moray College	Newbattle Abbey College
New College Lanarkshire	North East Scotland College
UHI North, West and Hebrides College	UHI Perth College
UHI Shetland College	South Lanarkshire College
West College Scotland	West Lothian College

Professional Services Staff (Appendix 2)

This National Recognition Agreement (NRA) for Professional Services Staff (PSS) (**Appendix 2**) is agreed by **UNISON, Unite the Union, the GMB** and the undernoted colleges:

Ayrshire College	Borders College
City of Glasgow College	Dumfries and Galloway College
Dundee and Angus College	Edinburgh College
Fife College	Forth Valley College
Glasgow Clyde College	Glasgow Kelvin College
UHI Argyll College	UHI Inverness College
UHI Moray College	Newbattle Abbey College
New College Lanarkshire	North East Scotland College
UHI North, West and Hebrides College	UHI Perth College
South Lanarkshire College	West College Scotland
West Lothian College	

2. Glossary

In this Agreement, the following terms have the meanings assigned to them

The National Recognition and Procedures Agreement for the College Sector in Scotland	The National Recognition and Procedures Agreement for the College Sector in Scotland is the overarching structure and procedures for the respective agreements for the Lecturing Staff (Appendix 1) and the Professional Services Staff (Appendix 2) .
Colleges	The Colleges who are the signatory parties to the Agreements for the Lecturing Staff (Appendix 1) and the Professional Services Staff (Appendix 2).
Boards of Management	The governing bodies of the Colleges.
College Employers Scotland (CES)	The representative body for the Colleges, for the purposes of National Bargaining.

Defined Staff	<p>For the purposes of Appendix 1, all Lecturing Staff (LS) directly employed by the Colleges who are engaged on terms and conditions which have been collectively agreed nationally with the Trade Unions.</p> <p>For the purposes of Appendix 2, all Professional Services Staff (PSS) directly employed by the Colleges who are engaged on terms and conditions which have been collectively agreed nationally with the Trade Unions.</p>
Trade Unions	The trade unions who are the signatory parties to, and recognised by these Agreements, namely the EIS-FELA (for Lecturing Staff – Appendix 1) and UNISON, Unite the Union and the GMB (for Professional Services Staff – Appendix 2).
Staff Representatives	The representatives delegated by the Trade Unions to negotiate with the Management Representatives on behalf of Defined Staff.
Management Representatives	The representatives who are appointed annually at the first meeting in the Academic Year by CES, and who are authorised to negotiate with the Staff Representatives on behalf of the Colleges.
National Negotiating Committee – LS	The NNC – LS is the combined body of Lecturing Staff Representatives and Management Representatives, acting jointly to provide the means of negotiations, and to further the work and outcomes of matters within the scope of the agreement.
National Negotiating Committee – PSS	The NNC – PSS is the combined body of Professional Services Staff Representatives and Management Representatives, acting jointly to provide the means of negotiations, and to further the work and outcomes of matters within the scope of the agreement.
Joint Secretaries	The Staff Secretary for the Lecturing Staff, the Staff Secretary for Professional Services Staff and the Management Secretary.
National Collective Agreements	Any agreements reached through the respective procedures set out in Appendix 1 and Appendix 2, covering the Defined Staff.
Agreed Terms and Conditions	The nationally agreed Terms and Conditions of Service of Defined Staff, or subsequently as agreed through the NNC – LS and NNC – PSS.
The Agreements	The National Agreements set out in Appendix 1 and Appendix 2 for the College Sector in Scotland.
Consult	The exchange of relevant information and the joint consideration of issues at a formative stage in the process in which the Colleges make a decision.
Negotiate	The process by which the Colleges and the Unions establish agreed terms on issues such as pay and terms and conditions of employment. The responsibility for decision making is jointly held between the Colleges and the Unions. It is distinct from consultation where the responsibility for decision making remains with the Colleges.
Secretariat	The Secretariat function is provided by CES and supports the Joint Secretaries with administrative and organisational support for the NNC. The Secretariat also ensures the NNC website is updated regularly.

3. Introduction

The spirit and intention of the Agreements are to promote excellent joint working relations throughout the College Sector.

The **NRPA–LS (Appendix 1)** establishes the structure and procedures for the National Agreement pertaining to Lecturing Staff.

The **NRA–PSS (Appendix 2)** establishes the structure and procedures for the National Agreement pertaining to Professional Services Staff.

Both National Agreements will ensure that the Scottish Government's Fair Work Policy underpins its work, the policies and agreements reached.

The Colleges and their Boards of Management, along with the Trade Unions acknowledge a common interest in advancing the educational aims of the Colleges, the success of college students, and the furtherment of employment terms and conditions for its staff, through the agreed Terms and Conditions and working practices, to further these aims.

These Agreements shall not detract from the right of communication between College Employers Scotland (CES) and its members, individual Colleges and their staff, or between the Trade Unions and their members.

The signatory parties to the Agreement acknowledge the importance of establishing and maintaining confidence in the arrangements, voluntarily established under the Agreements and recognise the need to negotiate in good faith.

The Agreements are not legally enforceable but signing of the Agreements demonstrates a commitment by all parties to adhere to its terms.

The parties responsible for any amendments to **Appendix 1** are the EIS-FELA and the signatory colleges (represented by CES).

The parties responsible for any amendments to **Appendix 2** are UNISON, Unite the Union, the GMB and the signatory colleges (represented by CES).

Additionally, all parties agree to conduct their relationship, agreements and procedures in line with the Nine Principles of Public Life in Scotland.

4. The Nine Principles of Public Life in Scotland

All involved in the structures, processes and procedures of the National Agreements, commit to operate under the Nine Principles of Public Life in Scotland (“the Principles”).

These Principles are outlined as follows:

1. **Selflessness**: Colleges are public bodies, so all parties to the National Agreements must bear in mind the public interest during their discussions.
2. **Integrity**: All individuals attending the committees of the National Agreements should avoid any outside interests that may seek to inappropriately influence them and their discussions. If any doubt, individuals should declare outside interests.
3. **Objectivity**: During negotiations, all individuals should seek to put across their points fairly and on merit, using evidence and avoiding any personal insults and/or anecdotal commentary.
4. **Accountability**: All individuals to the negotiations are accountable to their respective members, and it is accepted that negotiators (i.e. the Management and Staff Representatives) especially must submit themselves to the scrutiny of their members in order to ensure good governance on either Side.
5. **Openness**: Negotiations themselves should take place in an open and transparent manner, while respecting the confidentiality of discussions. Relevant information should not be withheld from the other parties unless there are clear reasons outlined for so doing.
6. **Honesty**: All individuals taking part in the negotiations should be truthful and not deliberately seek to mislead the other parties.
7. **Leadership**: All individuals taking part in the negotiations should exemplify the Principles in their own behaviour. They should actively promote and robustly support the Principles during meetings and challenge poor behaviour if it occurs.
8. **Duty**: All individuals have a duty to uphold and act in accordance with the law and the broader public interest. Furthermore, all individuals have a duty not to bring the machinery of the National Agreements into disrepute.
9. **Respect**: All individuals must behave in a respectful manner to one another during meetings. This means contributions should be thoughtful, polite and considerate.

During any meetings, the Chair of the meeting has the authority to:

- Remind members of their obligations under the Principles.
- Point out any behaviour that they find contradictory to the Principles.
- As a last resort, close or suspend the meeting if any behaviours contradictory to the Principles persists.

5. The National Recognition and Procedures Agreements Protocols

a) Arranging Meetings

1. Meetings for each staff group shall be arranged through the respective Joint Secretaries.
2. Meeting dates will be agreed with the Staff Side Secretaries and the Management Representatives via the Secretariat.

b) Agenda

1. Agenda items should normally be presented by the Joint Secretaries to the Secretariat in writing no later than **eight** working days before meeting.
2. The Secretariat will draft and issue the agenda to the Joint Secretaries for agreement.
3. Where appropriate, agenda items should have accompanying papers; unless agreed by the Joint Secretaries (and agreement should not be unduly withheld).
4. The agenda and papers will be issued five working days in advance of each meeting.
5. There should be no papers tabled on the day of meetings, unless agreed by the Joint Secretaries.

c) Papers

All papers provided for discussion by the Joint Secretaries shall be clearly marked/classified as set out below:

- **CONFIDENTIAL/RESTRICTED** – not for circulation/distribution beyond nominated attendees.
- **CONFIDENTIAL/LIMITED** – for sharing, as appropriate, with Trade Union and College Employers Scotland members only but still under confidential cover.

If the paper is not marked, it is suitable for general distribution/reporting.

d) Record of Meetings

1. Minutes of meetings will be prepared by the Secretariat.
2. Draft minutes will normally be circulated to the respective Joint Secretaries no later than 10 working days after each meeting and will have the status CONFIDENTIAL/LIMITED.
3. The draft minute, once agreed by the Joint Secretaries, will be formally presented to the next meeting for formal agreement.
4. The Secretariat will then arrange for the agreed minute to be added to the National Negotiating Committee website.
5. Any joint matters agreed for communication from the minutes will be clearly identified which might include joint position statements, which will be agreed in advance of release through the Joint Secretaries.

e) Conduct of Meetings

- Each meeting shall appoint a Chair – the role of chairing each meeting shall rotate, unless otherwise agreed.
- The quorum for meetings shall set out within the respective agreement.

6. The Joint Secretaries Referrals Protocol

All Circulars and National Agreements contain a clause which advises that any queries or points of clarification (Referrals) should be directed to the Joint Secretaries in the first instance.

For LS Agreements and Circulars, these would be the Lecturing Staff Side Secretary and Management Side Secretary.

For all matters relating solely to PSS, this would be the PSS Staff Secretary and Management Side Secretary.

Overall administrative support for the Joint Secretary referrals is provided by the CES Secretariat.

All LS referrals should be submitted to both Joint Secretaries i.e. Management Side Secretary and LS Staff Side Secretary at the same time.

All PSS Referrals should be submitted to the Management Side Secretary and PSS Staff Secretary at the same time.

Referrals should be sent to both Joint Secretaries simultaneously, copying in College Employers Scotland – ces@collegeemployersscotland.ac.uk for secretarial purposes. Where only one Secretary receives a Referral, this should be forwarded to the other respective Secretary. All Referrals will be acknowledged by the CES Secretariat. Both Staff Side Secretaries should have knowledge of all outstanding Referrals.

Referrals should come from the recognised union branch(es) or authorised college management representatives only, and preferably as a joint referral. Individuals cannot make referrals. Any initial queries from staff members should be routed through their own college HR department and/or trade union, in the first instance. Referrals from trade unions and/or colleges should normally only be made after local procedures have been exhausted. Where there is a failure to deal with matters timeously at a local level either side may seek authority from Joint Secretaries to refer the matter without exhausting local procedures. Authorisation will not be unreasonably withheld.

To assist with the effective and efficient process of Referrals, any Referral should contain the following information:

- Detail on the nature of the Referral, including the Circulars and/or National Agreements that the originating party/parties believe may have been breached or require clarification.
- A summary of the processes/procedures used at a local college level that have been exhausted; including any proposed resolutions and the final positions of both sides before the “failure to agree”.
- Confirmation of whether both parties related to the Referral are aware that there has been a Referral, so the Secretaries can ascertain the views of both sides in any request for clarification.

Where a Referral is received from only one party, they will be advised the Referral will be shared with the other party. The other party will be asked for their submission and/or comments on the Referral.

Consideration of Referrals by the Secretaries will be undertaken based on the evidence submitted in relation to the relevant Circular/Agreement. The Secretaries can ask for further information from either or both parties if required. Any subsequent information received will be shared with both parties to the Referral.

The NJNC Secretaries referral outcome is binding on all parties.

If the Joint Secretaries fail to reach an agreement on a referral outcome, then the Joint Secretaries will decide whether the referral should be discussed at either the NNC – LS or NNC – PSS.

National Recognition and Procedures Agreement for Lecturing Staff (NRPA – LS)

1. Purpose

The Agreement hereby confirms that the Colleges and the Trade Unions will negotiate on those matters within the Scope of the Agreement (as set out in section 2 below).

The Agreement sets out the procedures by which CES and the EIS-FELA shall negotiate matters within the Scope of the Agreement.

Any Agreement reached shall apply to the Defined Staff and will be implemented from the date specified.

Any Agreement reached will take precedence over any locally agreed terms and conditions, or any other terms and conditions agreed in respect of the Defined Staff under previous national bargaining arrangements.

2. Scope

CES agree to negotiate with the EIS-FELA on the undernoted Contractual Terms and Conditions of employment applying to Defined Staff.

The NNC – LS is responsible within its bargaining group for:

- Salary matters unique to the bargaining group
- Agreed Terms and Conditions of Service unique to the bargaining group
- Pensions matters unique to the bargaining group

Including

- Pay
- Working hours
- Class contact hours
- Sick pay
- Absence Management
- Annual Leave
- Maternity Policy
- Paternity Policy
- Family Friendly Policies
- Transfer to permanent status
- Grievance and disciplinary Policies
- Professional Development

Additional terms and conditions can be included as agreed.

CES agree to consult with the EIS-FELA on other matters on national policy, and both agree joint guidance for implementation locally, appropriate to the needs of each particular college. The NNC – LS may issue national policy advice and may share best practice for Colleges or local collective bargaining arrangements.

3. NNC – LS – Structures and Procedures

The NNC–LS shall have up to twelve members, made up of up to five Management Representatives and up to seven Staff Representatives.

The quorum for meetings of the NNC – LS shall be three Management and four Staff Representatives.

One full-time Official from either Side, excluding the Secretariat, by agreement, may also attend in an *ex-officio* capacity, and does not count towards the quorum.

The Management Representatives shall be appointed annually by CES, and the Staff Representatives shall be appointed by the Trade Union. All Representatives will have authority to negotiate and consult on behalf of their side. The names of appointed Representatives will be shared at the first meeting of each Academic Year. This does not preclude either side from appointing a cover Representative where one of the appointed cannot attend.

Decisions will be by consensus between both Sides.

Each Side will appoint a Chair; by rotation. Each Side will appoint a Secretary, and the overall Secretariat will be provided by the Management Side.

The NNC – LS may, by joint agreement, also invite advisors and/or observers to attend and/or speak at a meeting. Any such person invited to attend has no formal rights or status. This may also include working parties or commissioning research to support the discharge of the NNC – LS functions.

A schedule of NNC – LS meetings will be agreed by the Joint Secretaries, of which there will be five per Academic Year; and exceptional meetings may be called by either side.

4. Agreements Reached

The Agreements reached by the NNC – LS will be set out in writing by the Joint Secretaries as Circulars, on behalf of the NNC – LS.

The Agreements reached will be binding on all signatory Colleges and the Trade Union. The signatories of each of the parties hereto confirm that they have the authority to bind the party that they represent. This Agreement is binding in honour but not legally enforceable. However, any collective Agreement varying the terms and conditions of Defined Staff will be legally enforceable.

5. Effective Date

This Agreement shall take effect as soon as it has been signed on behalf of the Colleges and on behalf of the Trade Union.

6. Variations and Notice of Withdrawal

No variations to this Agreement may be made except by agreement of all the signatory parties.

A signatory party may withdraw from this Agreement provided it shall give twelve months' notice of its intention to do so in writing to the other parties. Variations to this notice period can be agreed by the signatory parties.

The NRPA – LS will be reviewed by agreement of all parties to ensure that it meets the needs of the parties and the sector and continues to operate effectively.

7. Expenses

The general cost of maintaining the NNC – LS and its secretariat function is borne by CES.

Any external expenses and other relevant expenditure must be agreed by the NNC – LS in advance, including how the cost is borne.

8. Disputes

In the event of a dispute arising concerning negotiation or agreements reached under these procedures, the EIS-FELA agree to seek resolution through the disputes procedure as agreed and attached as **Annex 1** to this Agreement. The EIS-FELA further agree to refrain from industrial action until the agreed Avoidance of Industrial Action Procedures have been exhausted; the Colleges agree to maintain the *status quo ante* until the agreed dispute procedures have been exhausted.

9. Facilities Time

[See EIS-FELA – Facilities Time Agreement](#)

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Avoidance of Industrial Action Procedure for the NNC – LS

The Colleges and the EIS-FELA are committed to striving for agreed outcomes. If, exceptionally, these cannot be achieved, the EIS-FELA may invoke the following Avoidance of Industrial Action Procedure (AIAP) which gives rise to a dispute:

- Where it appears that all scope for progress through normal procedures has been exhausted, EIS-FELA shall give formal notice that it is applying this AIAP.
- Following receipt of such notification the parties will agree meeting dates within 5 working days for at least two meetings to seek to resolve the dispute. Unless agreed otherwise, these meetings will take place within the following 10 working days.
- The focus of these meetings will be on reaching a settlement of the issue(s) in dispute. Such a settlement should also seek to include recommendations on how similar disputes might be avoided in the future.
- Further meetings beyond this initial period may take place where that is agreed between the two sides.
- If it has not been possible to resolve the dispute through this series of meetings, the parties will consider whether third-party assistance – normally using ACAS for mediation and conciliation – would be helpful. The matter in dispute may, with the agreement of the parties, be referred to ACAS for conciliation. A decision on this should be taken within 5 working days of the second meeting.
- Throughout the period of dispute resolution meetings, and for any agreed third-party assistance, the Colleges will maintain the *status quo ante* and the Unions will refrain from taking any form of industrial action until the procedure has been fully exhausted.
- Outcomes from any stage in the procedure will be communicated jointly.

National Recognition Agreement for Professional Services Staff (NRA – PSS)

1. Purpose

The Agreement hereby confirms that the Colleges and the Trade Unions will negotiate on those matters within the Scope of the Agreement (as set out in section 2 below).

The agreement acknowledges that the signatory trade unions are jointly recognised and shall co-operate with each other in a way that shall maintain stable and effective single table bargaining arrangements.

The Agreement sets out the procedures by which CES and the Trade Unions shall negotiate matters within the Scope of the Agreement.

Any Agreement reached shall apply to the Defined Staff and will be implemented from the date specified.

Any Agreement reached will take precedence over any locally agreed terms and conditions, or any other terms and conditions agreed in respect of the Defined Staff under previous national bargaining arrangements.

2. Scope

It is agreed that the matters contained with the National Agreement Terms and Conditions (Professional Services Staff) – *previously (Support Staff)* i.e. within Circular STS 03/22 will be subject to negotiation between the Management and Staff Representatives in respect of the Defined Staff and comprise “the Scope of the Agreement”.

Any new matters added to the Scope of the Agreement must be jointly agreed and set out within an Agreement.

The National Negotiating Committee (NNC) – PSS may also issue national policy guidance and there is an expectation that this will be taken account of locally with reference to the individual requirements of each individual college and on the understanding that colleges will not act in direct contradiction of any national policy guidance.

3. NNC-PSS – Structures and Procedures

The NNC–PSS shall have up to ten members, made up of up to five Management Representatives and up to five Staff Representatives.

The Management Representatives shall be appointed annually by CES, and the Staff Representatives shall be appointed by the Trade Unions.

The Staff Representatives’ appointments shall be on the following basis:

UNISON	3 Members
UNITE	1 Member
GMB	1 Member

The quorum for meetings of the NNC–PSS shall be three Management and three Staff

Representatives, with the Staff having at least two trade unions represented.

One full-time official per Trade Union may also attend in an *ex-officio* capacity and does not count towards the quorum.

Procedures and Administration

The Secretariat will be provided by CES.

Each meeting shall appoint a Chair, and the role of chairing each meeting shall rotate between Staff and Management Representatives, unless otherwise agreed.

In any meeting, the Chair's role is to facilitate discussions in an impartial manner in accordance with the 'Nine Principles of Public Life in Scotland and the NRA Protocol.

The Management Secretary and the Staff Secretary shall be responsible for all administrative and organisational arrangements to support the work of the NNC-PSS and shall become the Joint Secretaries.

Meetings shall be held in line with a pre-agreed meeting schedule, unless by agreement of the Joint Secretaries, and any business tabled must be within the Scope of the Agreement.

The NNC – PSS may, by joint agreement, also invite advisors and/or observers to attend and/or speak at a meeting. Any such person invited to attend has no formal rights or status.

4. Agreements Reached

All National Collective Agreements reached by the NNC – PSS will be set out in writing in the form of a Circular drafted, agreed and issued by the Joint Secretaries on behalf of the NNC-PSS.

All National Collective Agreements reached at the NNC – PSS will be binding on the signatory Colleges and the Trade Unions.

Colleges will ensure that any National Collective Agreements specifying and varying the terms and conditions of employment of the Defined Staff will be incorporated into individual contracts of employment of the Defined Staff.

The Management Secretary will be available to provide advice to CES members, and the Staff Secretary will be available to advise their members on matters relating to National Collective Agreements, circulars, guidance, or any other outcomes from the NNC – PSS.

All joint referrals on the interpretation of circulars should follow the NRA Joint Secretaries Referrals Protocol.

5. Role of the Joint Secretaries

The Joint Secretaries are central to the Agreement. The NNC – PSS will promote an effective and constructive approach to their joint working relationship, encouraging the same of all their appointed representatives.

The Management Secretary shall be appointed by CES in accordance with its internal processes.

The Staff Secretary shall be appointed by the majority Trade Union, unless agreed otherwise by the Trade Unions.

The circulars used to implement the National Agreements are drafted, agreed and issued on behalf of the NNC-PSS.

General advice provided on circulars, and the decisions reached on queries and referrals related to Circulars, are the preserve of the Joint Secretaries working together. The Joint Secretaries may seek further supporting background and information if required.

6. Effective Date

The Agreement shall take effect on XXXX.

7. Variations and Notice of Withdrawal

No variations to the Agreement may be made except by joint agreement of NNC-PSS.

A signatory party may withdraw from this Agreement provided it shall give six months' notice of its intention to do so in writing to all the other parties. Variations to this notice period can be jointly agreed by the NNC-PSS.

The NNC–PSS agree to review the Agreement on a biennial basis to ensure that it continues to operate effectively.

8. Costs

The general cost of maintaining the NNC–PSS and its secretariat function is borne by CES.

Any other expenses of the NNC–PSS must be agreed in advance, including how the cost is borne.

9. Dispute Resolution

In the event of a dispute arising, concerning negotiations or agreements under the Scope of the Agreement, then the Management or Staff Representatives may invoke the following dispute procedure.

1. Either the Management or Staff Representatives should give formal notice that it is invoking this dispute resolution procedure.
2. Both the Management and Staff Representatives should then seek to agree a date for a meeting to resolve the dispute. A first meeting should take place within 10 working days of receiving the dispute notification.
3. If resolution of the dispute is not achieved at or following the first meeting, then there should be agreement of a date for a second meeting, within 10 working days of the first meeting.
4. Both the Management and Staff Representatives will jointly consider whether third-party assistance – such as ACAS – would be helpful, if initial meetings have not resolved the dispute.
5. Throughout the period of dispute resolution meetings, and for any agreed third-party assistance, the Colleges will maintain the status quo ante and the Unions will refrain from taking any form of industrial action until the procedure has been fully exhausted.
6. Either the Management or Staff Representatives may declare the dispute procedure is exhausted and there is a formal Failure to Agree if (1) resolution is not achieved after the dispute meetings and (2) no agreement is reached on seeking third party assistance or if such third-party assistance does not lead to a resolution of the dispute.
7. Both CES and Trade Unions agree not to use this procedure to circumvent meaningful National Bargaining.

Once a Failure to Agree is declared, then in accordance with Point 5 of the Dispute Resolution Procedure, the dispute procedure is at an end and the matter will be kept and filed as a matter of record within the PSS Committee.

A new dispute cannot be invoked under the disputes procedures on the same matter for a 12-month period from the date of the Failure to Agree is invoked, unless exceptionally agreed by the Joint Secretaries. This does not prejudice the trade unions right to take lawful industrial action.

All formal outcomes from the Failure to Agree will be communicated jointly by the Joint Secretaries.

10. National Facilities Time

An annual schedule of NNC – PSS meetings will be agreed by the Joint Secretaries.

Based on the annual schedule of NNC – PSS meetings, National Facilities Time will be agreed annually by CES and the NNC – PSS. This will be provided on a proportional split of NNC–PSS related work, as set out in the **NNC – PSS National Facilities Time Agreement**.

Colleges with named national Staff Representatives attending the NNC – PSS will be reimbursed for National Facilities Time provided for attendance at meetings of the NNC – PSS; travel time; consultation with members; preparatory work and work related to the dissemination of outputs

Other requirements for National Facilities Time for exceptional purposes shall be discussed and jointly agreed at a NNC–PSS meeting.

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