

# **COVID-19 Project Team**

## **Terms of Reference**

### **Purpose**

The COVID-19 Project team has been set up to support a coordinated and joined-up approach to the Welsh Government's response to the outbreak of COVID-19 in Wales.

The team will support effective Ministerial and cross-Government decision making, particularly helping ensure interlinkages across Welsh Government policy decisions are identified. The team will also ensure critical actions are progressed, and aim to identify and resolve any gaps.

### **Roles and Responsibilities**

The key roles of the COVID-19 Project team are highlighted in the Organogram, attached below. Teams have been split between Policy, Operational and Governance objectives to ensure coverage of all areas of Welsh Government and to provide resilience in the team.

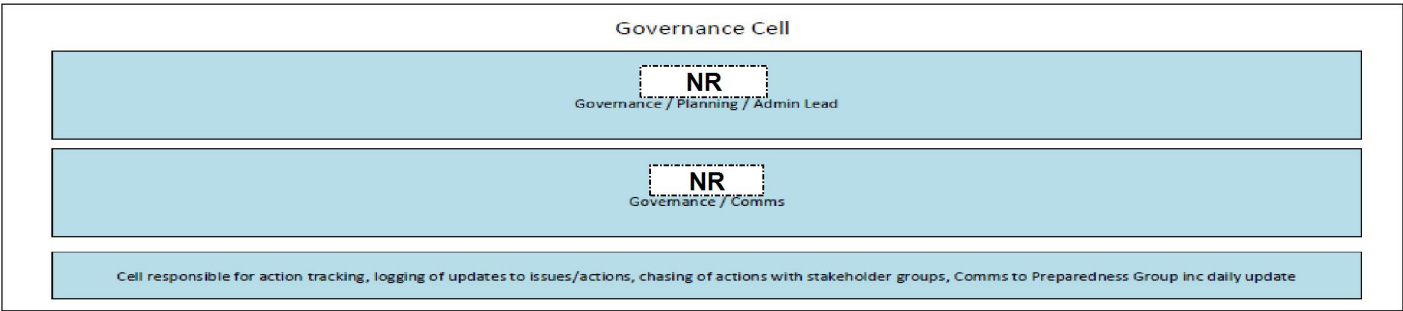
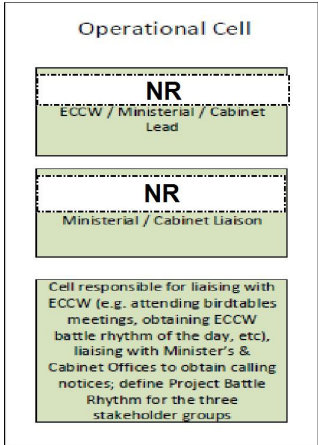
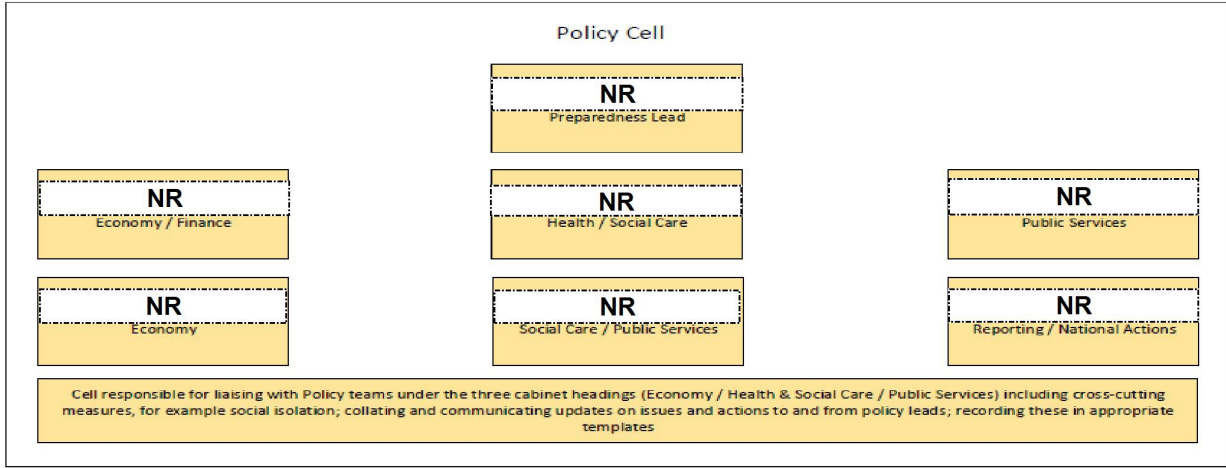
Specific responsibilities include:

- a. Act as the central co-ordinating point on the cross-Welsh Government policy response to Covid-19, including providing a link between Ministers, Policy teams and ECC(W);
- b. Facilitate the development of policy team responses to COVID-19, with a view to providing the Permanent Secretary with assurance that the Welsh Government response is effective;
- c. Link with the UKG Cabinet Office on the UKG Ministerial Cabinet Committee structure;
- d. Ensure that effective governance arrangements are in place to effectively coordinate the Welsh Government's response to Covid-19;
- e. Provide action tracking for key meetings – including UK COBR and senior Welsh Government Ministerial and officials preparedness meetings;
- f. Record key decisions and ensure supporting evidence is in place;
- g. Ensure appropriate and timely input to key UK & Welsh Government discussions and decisions;
- h. Identify gaps in the overall Welsh Government response and suggest improvements; and
- i. Link with the communications team to support consistent messaging.

COVID-19 Project Team

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Team Support



Updated:  
19/03/2020