



SPECIAL INTEREST GROUP CHARTER

June, 2013

SIG Name:

Indirect Spend Management Special Interest Group

Steering Committee Members

- Gary Borgardt, Director of Global Procurement – Bemis Company
- Tom Kubczak, Commodity Manager for Indirect Materials & Services – Brady Corporation
- Brett Walker, AVP of Strategic Sourcing – QBE North America

Safe Harbor

The Special Interest Group will engage in no collaboration prohibited under U.S. anti-trust law.

Objectives

1. To provide a forum for participating member companies to discuss topics of interest related to defining and implementing strategies for managing spend on indirect goods and services;
2. To enable a “deeper dive” into the indirect spend management topic than is possible in a single UWEBC Supply Chain Management Peer Group meeting;
3. To glean leading practices, strategies, and processes through interactive discussion and comparison of approaches with peers at other companies;
4. To enable participating member companies to leverage leading practices to optimize their indirect spend.

Intended Participants

- **Companies:** UWEBC member companies that are actively employing strategic sourcing principles and practices to optimize and deliver value in the management of indirect goods and services categories.
- **Roles:** Leaders and senior managers with responsibility for developing and implementing strategies to increase the value from management of indirect spend.

Potential Topics to Be Discussed

1. Engaging stakeholders in building a business case for bringing a new spend category under management
2. Spend data collection and analysis
3. Category strategy development
4. Metrics for managing spend management performance
5. Managing relations with other stakeholders that impact indirect spend/dealing with rogue spenders
6. Supplier Relationship Management strategies and best practices
7. Technology and on-line tools to support category strategies
8. Category manager development tools and techniques
9. Managing tactical procurement: tools, strategies, techniques
10. RFX process practices
11. Negotiations
12. Contracting

Meeting Length, Frequency, and Location

- SIG meetings will be from 9:00am-12:00pm
- Generally, it is intended to have one topic discussed at each meeting, so the number of meetings will depend on the number of topics chosen. The group anticipates 8-10 sessions. In addition to topics proposed by Steering Committee members, participants will be polled at the first meeting and after the fifth meeting for additional topic suggestions with those rated as being of greatest interest by a majority of members added to the final topic list.
- The target date of the first meeting of the SIG is mid-June, with subsequent meetings to be scheduled approximately every 6-8 weeks
- Meetings will be held at Waukesha County Technical College in Pewaukee or at member locations



Output/Deliverable

After the final meeting of the SIG, a Peer Practice Report will be produced that summarizes key take-aways and practices shared in each indirect spend management topic area discussed.

Continuation of the Group

At the final meeting of the SIG, UWEBC will gauge interest in continuing the SIG and – if sufficient interest exists – participants will nominate Steering Committee members for the next cycle of meetings.