

NORTHERN POWER: MAKING ENGINEERING AND PHYSICAL SCIENCES RESEARCH A DOMAIN FOR ALL IN THE NORTH OF ENGLAND

Advisory Board - Terms of Reference

(A) Role and Purpose

1. The Board will provide strategic oversight of the project;
2. The Board will receive regular updates about the work packages and project as a whole;
3. The Board will provide advice to the Principal Investigator, Co-Investigators and Co-ordinators of the project;
4. The Board will facilitate the impact of the work and dissemination of the findings;
5. The Board will be established by the Principal Investigator with membership drawn from across the consortium and beyond.
6. The Board will be clear on success indicators, receive reports and monitor progress against Key Performance Measures (KPMs)

(B) Members

Chair, Attendees, Secretary, Terms of Office

1. The Advisory Board will normally consist of not more than 10 members;
2. The proportion of the group will be left to the discretion of Northern Power Project Principal Investigator and Co-ordinator;
3. Members of the Board will nominate and agree the Chair and Deputy Chair, each of whom will serve for the duration of the project (ending on 31 March 2021);
4. Members may terminate their post in writing (by email or letter) to the Chair of the Board;
5. In the absence of the Chair, meetings are to be chaired by the Deputy Chair;
6. In attendance: core members of the Northern Power Project will be expected to attend as required. Other interested parties may be invited to attend meetings, with the prior knowledge of the Chair, and in consultation with the Project Co-ordinator;
7. The Northern Power Project Manager will be responsible for arranging the administrative support for the Advisory Board Meetings;
8. The role of member is unpaid but members will be reimbursed for all reasonable costs that they incur in fulfilling their roles on the committee (e.g. travel and subsistence costs);
9. The Northern Power Project will publish details of its Advisory Board including membership, terms of reference, agenda and minutes;
10. Where required new members will be invited to join the Advisory Board in consultation with existing members of the Board and Project leads.

Initial proposed Membership

- Mrs Susan Johnson OBE - Commissioner with the Equality and Human Rights Commission; (Chair)
- Professor Sarah Sharples – PVC for Equality, Diversity and Inclusion at the University of Nottingham;
- Dr Bernadine Idowu-Onibokun – Founder and Chair of the BME Early Career Researcher - How to stay in academia conference;
- Cheryl Millington – Non Executive Director of Atom Bank, Intu Properties, and Equiniti;
- Professor Claire Warwick – Pro-Vice Chancellor (Research), Durham University;
- Professor Dorothy Monekosso – Professor of Computer Science in the Faculty of Arts, Engineering, and Technology, Leeds Beckett University;
- Professor Patrik Öhberg - Head of Institute of Photonics and Quantum Sciences (IPaQS), School of Engineering and Physical Sciences, Heriot-Watt University;

- Professor Jeremy Sanders - Emeritus Professor and Diversity Champion, University of Cambridge;
- Dr. Javad Yazdani - Senior Lecturer in School of Engineering at University of Central Lancashire.
- Dr Derek Wann – Senior Lecturer in Department of Chemistry at University of York.

(C) Duties of the Advisory Board

1. Provide strategic advice to the Project in order to achieve its overall objectives;
2. To act as ambassadors on behalf of the Northern Power Project, attending key events where possible and networking on its behalf;
3. To support the project in its impact generating activities – offering advice on the development of the communication and dissemination of its research outputs to key audiences and potential users of the research;
4. To receive and comment on an annual report from the Northern Power Project for submission to the Advisory Board Meeting;
5. To attend the Advisory Board Meetings;
6. At the end of the project ensure proper closure, to cover due diligence around data repository requirements, clarity on where the research is held and that all funds are audited and accounted for.

(D) Meetings: Frequency, Notice, Quorum

1. The Board will meet face-to-face no more than five times throughout the duration of the project;
2. Meetings will take up no more than half a working day, scheduled at a location to best meet the travel arrangements of the Board members;
3. Members of the Board may also engage on a bilateral or small group basis to pursue particular avenues for support and advice. All business from these meetings will be fed back into wider meetings;
4. Notice of board meetings will be given by the Project Officer, on behalf of the Chair, in consultation with the Principal Investigator;
5. Meetings of the Board will be quorate if at least the following are present: Chair or Deputy Chair, two members of the Project, two Board members.

(E) Data Sharing and Resources

1. All associated documentation will be shared using appropriately secure means and will comply with current GDPR guidance and best practice.

(F) Minutes and Reporting

1. All proceedings and resolutions of this Board will be minuted; such minutes being circulated, and agreed as accurate by email but then formally approved and signed at their subsequent meeting. Draft minutes will be posted on the Project website once they have been initially agreed as accurate by email;
2. Minutes will be circulated to Board members and to those in attendance.

(G) Review of Constitution and Working Arrangements

3. The Board's constitution and working arrangements are subject to a mid-term review. NB: This Protocol is to be approved at the initial Advisory Board meeting.