

Terms of Reference for Programme Advisory Board: FAIR

- To develop an overview of the FAIR programme, with particular reference to the broad aims of the Programme and ongoing development and content initiatives of the JISC Information Environment.
- To ensure that links between clusters and themes emanating from the clusters are identified and feed into the overall running of the programme
- To offer advice on the direction of individual projects and to identify synergies between projects.
- To offer advice to the programme on developing practices and standards that should be incorporated into the programme.
- To offer advice on dissemination, exit strategies and evaluation for the programme and projects
- To advise on additional areas of work that could enhance the objectives of the programme.
- To identify synergies with developments and organisations both outside and within the JISC community
- To report to the JCIE bi-annually.
- To maintain interactive and pro-active involvement and communication with projects.

The Advisory Board should work with the Programme Manager in executing their work and should offer advice to the Programme Manager where it is sought.

The Programme Manager will work with the Chair of the Advisory Board in setting the agenda for Advisory Board meetings.

The Programme Manager will take the minutes.

The JISC Executive has decided to establish an Advisory Board as a mechanism to enhance the execution of the Programme and to ensure a wider perspective is taken into account in managing the programme. Ultimately the Programme Manager is responsible for managing the programme and the programme of work, however it is recognised that this task is facilitated by working with experts. The Advisory Board fulfils this expert function. The relationship between the Advisory Board and the Programme Manager should be a mutually supportive one. It is expected that it will be necessary for the Advisory Board members to draft papers and take an interest in project plans and progress. Two of the major reasons for the Advisory Board mechanism are a) to offer advice to the projects on the way in which they are undertaking their work via the cluster groups and b) to enable a coherent view of the cluster work and the programme as a whole.

It is important to establish a way of working with clusters – the Programme Manager will act as a link however members of the Advisory Board should consider whether they will attend cluster meetings. In some cases it might be sensible for an Advisory Board member to Chair a Cluster Group. The cluster meetings should report to the Advisory Board – at least keeping them aware of their discussions and issues that arise. However it will at times be sensible for the cluster to take forward particular activities independently of the Advisory Board; the

Programme Manager will be able to take a view in these instances. However the Advisory Board will be informed of planned activities so their advice can be taken into account.

The Advisory Board reports to the JCIE bi –annually.

The Advisory Board is likely to have contact with any programme evaluators that are appointed.

An area of the JISC programme website should be set up for Advisory Board information and minutes so that all the FAIR projects have access to these. Likewise the clusters should make their minutes available through this site.