

Membership, Role & Remit of the Governing Board

1. Introduction

1.1 This statement is designed to provide an overview of the membership, workings and role of the Board during the DESTIN project.

2. Membership and Meetings

2.1 The membership of the Board is composed of one representative from each of the 20 DESTIN partners. Normally, this will be the designated Project Leader at each organisation. It is expected that Project Leaders will attend all meetings of the Board, but if they are unable to attend they may appoint a substitute from their organisation who will represent them at the meeting. It is the responsibility of the Project Leader to appoint a substitute and to inform the Secretary of the Board as soon as possible prior to the meeting.

2.2 Board members may wish to invite other colleagues/employees of DESTIN partners, and persons from other organisations, to attend a meeting to contribute to the business of the Board. The chair and secretary of the Board should be informed of and approve such invitations as soon as possible prior to a meeting. Persons in attendance at the Board may be invited to attend and contribute to all of its discussions, or to attend and contribute to particular items of business. Persons in attendance will not have voting rights.

2.3 The chair and secretary of the Board will normally be the DESTIN project leader and DESTIN project manager at BSU. In cases where the chair and/or secretary are unable to attend a meeting, they may appoint an acting chair or secretary from BSU or from among other Board members and DESTIN partners.

2.4 It is anticipated that the Board will meet four times throughout the duration of the DESTIN project (dates and places to be arranged), though additional face-to-face Board meetings may be called to discuss particular items of business, and some of the work of the Board may be conducted online (e.g., through Skype conferencing) between the meetings.

2.5. Minutes of Board meetings (including action points) will be circulated for approval by members. There will be standing items of Board business (e.g., progress reports on plans and achievements in work packages) and all members may submit items and papers for Board discussion. An agenda and papers for each Board will normally be disseminated to members at least one week before a meeting.

2.6. The Agenda, Minutes and Papers of the Board will be shared with members of the Board through a GB folder on the DESTIN Google Drive.

2.7 In cases where it may help, the chair and members may ask for all members to vote on a particular topic or proposal. The votes will inform the DESTIN project leader about the balance of views among members, and will be used to guide any subsequent actions, if needed. Each member of the Board will have one vote on any topic or proposal.

3. Role & Remit

3.1 The main role of the Board is to support and promote the business of the project, providing strategic oversight and guidance by helping to ensure that its key aims, activities, outputs and impacts are attained in accordance with the grant application, grant agreement and partnership agreements for DESTIN. This will entail discussion and advice about the progress and achievements of the project.

3.2 The Board may also be asked to discuss and make recommendations to address and assist in the resolution of particular challenges that may emerge due to any conflicting views and important difficulties; for example, over project management and finances, between and among partner organisations, the work-package activities and partner performance, and external stakeholder requirements. The aim will be to avert and/or help resolve any potential disputes or misunderstandings between participating organisations and/or with other groups and organisations, in accordance with the Partnership Agreement.

3.2 The normal business of the Board will include receiving and reviewing reports and papers, and where appropriate making recommendations for decisions, concerning:

- the progress, achievements and plans for the delivery and sustainability of the project;
- the quality of the project's work, particularly its key activities and outputs;
- the general management and administration of the project (including finances based on summary statements, and co-financing arrangements) to ensure the efficient and effective use of funds to optimize the project's work and impact;
- the procurement of equipment;
- the compliance with European Commission's requirements, including progress and final reports and accounts;
- the maintenance of appropriate standards and requirements for transparency, ethics, equality, diversity, data protection and intellectual property rights throughout the project's work;
- the work of the various DESTIN groups and teams (e.g., for Sustainability and for Dissemination), and of the project's Co-ordination Meetings; and
- the identification of unforeseen opportunities to promote the work and impact of the project, both within, between and beyond the partner organisations.

3.3 The main outcomes of the Board will be reported and supported through various project Co-ordination Meetings that will be held during the course of the project. Where needed, additional Co-ordination Meetings may be held.

Approved 4 February 2019

Bath, UK

This project has been co-funded with support from the European Commission. This information reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.