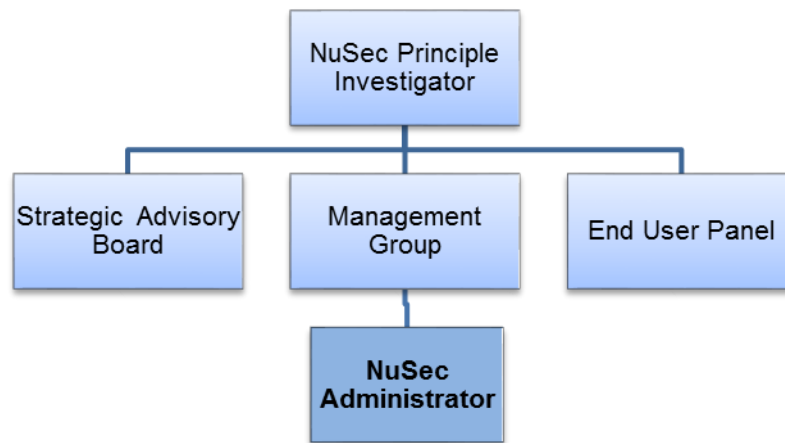


# NuSec Network Project Governance and Terms of Reference

## 1. NuSec Network Project Governance



**Nu Sec Principle Investigator** – overall Project Manager based at Surrey University.

**Network administrator** supports Principle Investigator and provides day to day administration and operational support of the network, based at Surrey University.

## 2. NuSec Network Terms of Reference

### a. Management Group

*Meets quarterly to support the NuSec Principle Investigator and Administrator in delivering the network.*

- i. Define and review the objectives of the network.
- ii. Devise the programme of network activities to meet the objectives of the network, including types of activities and themes for members.
- iii. Plan and organise the programme of network activities for members and other interested stakeholders.
- iv. Monitor budget and expenditure.
- v. Manage the review and selection of proposals for funding.
- vi. Collect and review outcomes of activities and awards.
- vii. Promote the network and its activities, including through websites, case studies and other publications as appropriate.
- viii. Review the roles of stakeholder groups in the network and liaise with the End User Panel as appropriate.
- ix. Report to the Strategic Advisory Board annually and complete returns to Researchfish annually.
- x. Consider advice from the Strategic Advisory Board and End User Panel (stakeholders) and act on this as appropriate.

- xi. Advise of risks that are likely to affect network delivery and participate in the risk reduction process.
- xii. Act as ambassadors and advocates for the network.

**b. Strategic Advisory Board**

Provides an independent oversight and advice to the Management Group on strategy, operation and delivery of the network. Has primary responsibility to the Science and Technology Funding Council (STFC) for the governance of the network. Meets twice in the first year and annually thereafter.

- i. Advise and ratify an initial programme of activities and review annually.
- ii. Advise on stakeholder engagement.
- iii. Advise on the process for making awards from the network.
- iv. Review and monitor progress and outputs from the network.
- v. Sign off annual report from the network to the STFC.
- vi. Advise on suitable indicators of impact.
- vii. Act as ambassadors and advocates for the network.

**c. End User Panel**

*Meets 2-3 times per year to manage the stakeholder-focussed activities of the network.*

- i. Represents the community of people who use nuclear security science:
  - a. Through challenge meetings explore and present the scope and challenges.
  - b. Identify unrepresented areas – help NuSec management contact additional members.
  - c. Identify technical authorities when needed.
- ii. Presents their challenges and scope to the network membership.
- iii. Participates in network meetings.
- iv. Supports NuSec funding of Pilot Projects through
  - a. choice of subjects; and
  - b. Assessment of applications.
- v. Provides feedback to the network management and steering board on the network's past and future activities.