

IIS&R Project Board

Terms of Reference

1. Constitution

- 1.1 The Board of Management of Macquarie University E- Learning Centre of Excellence (MELCOE) resolved to establish a Project Board to manage the IIS&R DEST funded project to be known as the IIS&R Project Board, in accordance with these Terms of Reference which were adopted.

2. Membership

- 2.1 The membership of the Project Board shall be appointed by the Board from amongst the University and its partners and shall normally consist of a minimum of five members some of whom should not be MELCOE staff. A quorum shall be 50% of the members.
- 2.2 The duties and responsibilities of a member of the Project Board are in addition to those set out for a member of the Board of Management.
- 2.3 The Chairman of the Project Board, who shall be the Director of MELCOE , shall be appointed by the Board of Management by resolution.

3. Attendance at Meetings

- 3.1 The Director of MELCOE, University Librarian, Dean of I&CS, COO MELCOE, ACES Representative and Director Financial Services shall normally attend meetings. Board of Management members and the Vice Chancellor shall also have the right to attend.
- 3.2 The Project Board may request any officer or employee of the University to attend any meeting and provide pertinent information as necessary.
- 3.3 As the IIS&R Project will report to DEST by December 2003, members are requested to inform the secretariate at least 7 days in advance on the inability to attend a scheduled meeting.
- 3.4 The Secretary shall be provided by MELCOE.

4. Frequency of Meetings

- 4.1 Meetings normally shall be held at least once a month during the life of the project or more frequently if circumstances require.
- 4.2 If requested by a member and agreed by the Chairman the Project Board shall be able to convene a meeting with not less than 7 days notice.

- 4.3 Whenever possible meetings shall be scheduled to allow for adequate time for Project Board business and so that they can be reported promptly and effectively to the Board of Management

5. Authority

- 5.1 The Project Board is authorised to investigate any activity within the project as outlined by the IIS&R HEIP Grant Proposal it deems appropriate.

6. Duties

The duties of the Project Board shall be to:

General

- 6.1 To ensure that there is an open avenue of communication between the Project, the external participants and the Board of Management.
- 6.2 Ensure that agreed processes and procedures agreed for the management of the project are adhered to in accordance with the Tender and Evaluation Policy.
- 6.3 Monitor the progress of the IIS&R project against
- a) the milestones laid out in the Project Plans for Education Research and Substitutability
 - b) the deliverables proposed in the EOI
 - c) projects and workflow reports provided at each meeting by the Project Manager
- 6.4 Contribute to the dissemination and evaluation activities as appropriate
- 6.5 Ensure that MELCOE as the lead body discharges its responsibilities appropriately towards partners and that partner institutions fulfil their obligations towards MQ
- 6.6 Provide arbitration in the event of any dispute between partners in the project
- 6.7 Provide a sound academic research base for the project and ensure that the project development is guided by the interests of academic researchers.
- 6.8 Ensure that EOI Evaluation Groups deliver recommendations in a timely and efficient manner in accordance with the project plan.

Project Outcomes

- 6.9 Review with MELCOE at the completion of the project
- a) The project outcomes and deliverables
 - b) Any significant changes which have been required in the project plan.
 - c) Any significant difficulties or disputes encountered during the course of the project.
 - d) Other matters related to the conduct of the project which are to be communicated to the Board of Management.

7 Reporting

- 7.1 The Chairman of the Project Board shall report on business to the Board of Management with such outcomes as the Project Board may deem appropriate.
- 7.2 The Project Board shall recommend approval of the final report and to the Board of Management and DEST.
- 7.3 The Secretary shall distribute copies of the minutes of meetings of the Project Board to all members of the Board of Management, and the minutes shall be an agenda paper of the next following Board meeting.
- 7.4 MELCOE will discuss and agree with DEST the format and delivery mechanism for the dissemination and evaluation phase of the project which will be managed during the latter stages of the DIV stage and close down phase of the project.

Adopted and agreed.

James Dalziel _____

Maxine Brodie _____

Ray Offen _____

Donna Gibbs _____

Jonathon Wolfe _____

Jonathan Clare _____

Robyn Philip _____