**Research & Innovation Advisory Group (IT Projects) Terms of Reference**

1. **ESTABLISHMENT**
   1. The Research and Innovation Advisory Group was established in February 2013 by the Strategic IT Committee (SITC) to facilitate the alignment of IT strategies with University plans including the University’s NeW Directions Strategic Plan 2013-2015.
2. **RESPONSIBILITIES**
   1. The Research and Innovation Advisory Group will advise the SITC on the Group’s IT program and seek approval for the prioritised program to proceed:
   2. In undertaking this responsibility the Advisory Group will:
      1. Plan IT strategy based on NeW Directions and other relevant UoN plans for current system renewal, priorities for change and research priorities;
      2. Perform annual and ongoing project prioritisation for Advisory Group Programs and submit minor and major project priorities to the Strategic IT Committee for approval;
      3. Oversee Advisory Group Program and allocation of projects;
      4. Assist the Strategic IT Committee oversee major projects as required;
      5. Engage Communities of Practice in research, and eresearch support;
      6. Pursue unique quality interests in research process uptake and ICT;
      7. Help ensure external compliance such as ERA, ethics and grant processes;
      8. Assist in bringing forward work from the previous IT Governance Groups on Research Computing Services;
      9. Oversee project implementation reviews one month from go live;
      10. Oversee project business benefit reviews six months from go live.
3. **DELEGATIONS**

3.1 In order to meet its responsibilities, the Chair of the Research and Innovations Advisory Group is responsible for approving the budgetary allocation for the group within the $100k allocation.

1. **MEMBERSHIP**
   1. The membership of the Advisory Groups will consist of:
      1. Deputy Vice-Chancellor (Research) (Chair);
      2. Director, Research Services (Deputy Chair);
      3. Three senior academics appointed by the Chair;
      4. One representative from IT Services nominated by the Chief Information Officer;
      5. One representative from Research Services appointed by the Chair;
      6. One representative from Planning, Quality and Reporting
      7. Pro Vice-Chancellor (Research and Innovation)
      8. Dean of Graduate Studies.
2. **INVITEES**
   1. The Advisory Group may invite any person or persons whether from within or external to the University as it may determine to assist in its deliberations either for particular items or for whole meetings.
   2. A representative from the IT Governance Portfolio Office will attend each meeting.
3. **RIGHTS OF AUDIENCE**

6.1 Current members of staff have the right of audience to attend meetings.

1. **REPORTING**
   1. The Advisory Group reports to the SITC.
   2. A report will be provided to the SITC, through the IT Governance Portfolio Office following each Advisory Group meeting.
2. **REVIEW OF THE COMMITTEE**
   1. The Advisory Group will review its functions and performance at the end of quarter four each year.
   2. The Advisory Group will report to the next SITC on the outcome of the review.
3. **FREQUENCY OF MEETINGS**
   1. The Advisory Group will meet at a minimum four times a year with at least one meeting each quarter.
4. **QUORUM**
   1. The quorum for the meetings will be more than one half of the membership.
   2. Inquorate meetings will be guided by the provisions of the Meeting Protocols Policy – 000229.
5. **SERVIING OF COMMITTEE**
   1. The Chair will appoint a Secretary to the Advisory Group from their business unit.

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| **Approval Authority: Strategic IT Committee** | | | |
| **Date Approved:** | | **Date for Review:** | |
| **Contact Person**: Secretary Strategic IT Committee | | | |
| **Amendment History** |  | |  |
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**Membership List for the Research & Innovation Advisory Group**

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| **Chair** |
| Professor Mike Calford Deputy Vice-Chancellor (Research) |
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| **Deputy Chair** |
| Ms Lyn McBriarty Director, Research Services |
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| **Three senior academics appointed by the Chair** |
| Professor Brett Ninness Deputy Head of Faculty, School of Elect Engineering and Computer Science |
| Professor Darryl King HOS, School of Biomedical Sciences and Pharmacy |
| Associate Professor Deborah Hodgson Assistant Dean of Research |
| **One Pro Vice-Chancellor nominated by the Chair** |
| TBA Pro Vice-Chancellor (Research and Innovation) |
| **One representative from Graduate Studies nominated by the Chair** |
| TBA Dean Graduate Studies |
| **One representative from IT Services nominated by the CIO** |
| Mr Ossie Richards Manager, Research Computing Services |
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| **One representative from Research Services appointed by the Chair** |
| Mr Steve Hannan Associate Director, Research Services |
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| **One representative from Planning Quality and Performance by the Chair** |
| Mr Rob Aitken Associate Director, Planning, Quality and Reporting |
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| **Representative(s) from the ITG Portfolio Office** |
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| Ms Barbara Morrow Manager, ITG Portfolio Office  Ms Fiona Dyke Coordinator, ITG Portfolio Office |

**Document History**

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| **Prepared by** | Barbara Morrow, ITG Portfolio Office | Version 2, 27 February, 2013  Version 3, 6 March, 2013 |
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| **Responsibility for further action** |  |  |