Europe PMC Project Board – Terms of Reference

Description
The Europe PMC Project Board is responsible for the delivery of the project and is answerable to the Funders’ Group and advised by the Advisory Board. The Group will meet quarterly and its broad composition will enable it to understand and resolve project issues with authority and confidence.

Responsibilities
- Gives direction and guidance to the Project Manager
- Reviews the project status and escalates issues as necessary*
- Signs-off project deliverables
- Seeks input from the Europe PMC Advisory Board for development of yearly project plans
- Reviews and approves yearly project plans to submit for Funders’ Group sign-off
- Reviews and approves change requests
- Reports to the Europe PMC Funders’ Group

*As set out in the escalation procedure of the contract (Schedule A 3.1.11)

Frequency of meetings
- 4 per annum
- Project Board members will be invited to attend the annual Europe PMC AGM.

Meeting topics
- Minutes/actions from the previous meeting
- Project progress
- Acceptance of project deliverables
- Change requests
- Project issues
- Project risks
- Project KPIs

Membership
- A senior representative from the Wellcome Trust (Chair)
- The Chair of the Europe PMC Funders’ Group
- Up to 2 additional representatives from the Europe PMC Funders’ Group*
- The Europe PMC Funders’ Group Project Manager (Secretary)
- The Chair of the Europe PMC Advisory Board
- An additional representative from the Europe PMC Advisory Board
- The Europe PMC Account Manager (EBI)
- The Europe PMC Project Manager (EBI)
- Up to 3 additional representatives from the Europe PMC Suppliers (EBI, UoM and BL)

*Funders’ Group representatives will serve for an initial three-year term, with a possible two-year extension. A Funders’ Group representative will deputise for the Project Board Chair, if required. **The Board should always include a member from the MRC. Where the MRC holds another role on the Board, for example Chair of the Funders’ Group, there does not need to be additional representation.

The quorum for Project Board meetings shall be seven (7) voting Members, which must include a Funder and Supplier representative. The Chair of the Advisory Board (or a representative nominated by the Chair) must be present or must subsequently review and give written comment on the decisions of the Project Board within one calendar month of the Project Board meeting. Each voting member shall have one (1) vote. The Project Board Chair shall have casting vote.

Secretariat
The Wellcome Trust will provide the secretariat for the Project Board meetings. Papers and minutes will be distributed to the members, the Europe PMC Funders’ Group and the Europe PMC Advisory Board.