

Example Stakeholder Advisory Panel Terms of Reference

Purpose of the group

The Stakeholder Advisory Group (the Group hereafter) will:

1. Ensure project goals are consistent with the needs of beneficiaries, suggesting where feasible, additional work to help realise social, environmental and economic benefits for the broadest possible range of stakeholders and publics
2. Review and provide feedback on project progress towards stated goals
3. Feedback on scenarios developed in the research, and when available take part in “social innovation labs” to generate new ideas for testing in the research
4. Contribute towards development of options for upscaling project findings across the UK and internationally in the XXX sector and to other sectors

Governance and roles

The Group will be chaired by Prof X (Dean of XXX, University of XXX). Prof Y (Principal Investigator, XXX University) is responsible for reporting project progress to the Group and progress against recommendations from the Stakeholder Advisory Group at meetings and as necessary between meetings. Work Package leaders are expected to report to the Group if possible in person, to provide progress reports on their work and answer questions from the Group. Prof Y is responsible for reporting on the activity of the Group to the XXX programme secretariat at the University of XXX. Group members may deputise within their own organization. Annex 1 details membership of the group. Membership is by invitation only. The Chair will adjudicate over any proposals to add or remove an organization from the group, and his decision will be actioned by the project.

Meetings

The Group will meet annually, but can request additional meetings of the whole group or sub-groups as necessary. All group members can request an individual meeting with Prof Y to discuss issues pertaining to the project at any time by arrangement. Members may join in person or via video link. Meeting minutes will be taken by Project Manager, XXX.

Confidentiality

All group members will be asked to sign a non-disclosure agreement prior to the start of the first meeting. See draft agreement for details. The names, positions and organisations of Group members will be publically available on the project website. Minutes will only be circulated between Group members.

Communications and branding

Communication between group members between meetings will be primarily via email from the project. Contact details of Group members will not be disclosed unless permission is given. As core project partners, project materials may contain branding from Universities of X, Y and Z, A, B and C (in addition to funder logos). Logos of Group member organisations will not be used on project materials.