

## UK LLC Management Group – Terms of Reference

### Membership and Meetings

The Management Group (MG) comprises senior UK LLC staff and is the principal management group for decision-making and strategy setting.

The MG meets weekly with an agenda set by the Senior Research Manager and Senior Research Administrator.

Action points are noted by the Senior Research Administrator.

<b>UK LLC Management Group (MG)</b> Principal decision-making group	
<b>Andy Boyd</b> (Chair)	UK LLC Director (UoB)
<b>Robin Flaig</b>	UK LLC Deputy Director (UoE)
<b>Jacqui Oakley</b>	UK LLC Senior Research Manager (UoB)
<b>Diane Foster</b> (Admin support)	UK LLC Senior Research Administrator (UoB)
<b>Terms of Reference</b>	
<b>The Group will meet weekly to:</b>	
<ul style="list-style-type: none"> <li>• Monitor progress against milestones</li> <li>• Monitor budget and agree resources</li> <li>• Agree content for quarterly reports</li> <li>• Ensure compliance with legislation/best practice guidance by monitoring:               <ul style="list-style-type: none"> <li>○ Information security</li> <li>○ Project approvals</li> <li>○ Risk</li> </ul> </li> <li>• Ensure UK LLC is not brought into disrepute and that participant confidentiality is respected</li> <li>• Identify and actively pursue opportunities for engagement with the research community</li> <li>• Review the performance and needs of the UK LLC Information Security Management System; to oversee risk management and resolution</li> <li>• Agree reporting against set milestones</li> <li>• Agree issues of importance for escalation</li> <li>• Report progress to and seek guidance from the UK LLC Strategic Advisory Committee</li> </ul>	