NN Management Committee terms of reference

Purpose

To ensure that the Nahrein Network delivers work that is of high academic quality; is appropriately governed, ethically and financially; and meets the research remit agreed with the funder.

Key responsibilities

- Represents diverse interests and stake-holders
- Acts impartially in best interests of Network
- Sets strategies and goals
- Keeps Network on track, financially and timewise
- Measures success
- Monitors risk
- Offers expert opinions
- Resolves conflicts, solves problems, takes decisions

Membership

To take active part in meetings:

- Chair — NN Director
- Secretary — NN Administrator
- NN Deputy Director and Co-Directors
- Independent members from relevant research areas, serving renewable 2-year terms — 6
- Representatives from collaborating organisations (currently EAMENA and ALIPH)

To receive minutes and annual reports, and observe meetings on request:

- Representatives from relevant ministries — 4
- Representative of donor — 1

Terms of reference

- Meet quarterly with at least 5 of the 8 independent members present at each meeting
- Identify and agree milestones and to monitor and supervise the progress against these
- Consider and advise on the implications for the programme of any external or internal changes of circumstance, or any proposed changes to the plan
- Provide independent advice to the director and her team on appropriate aspects of the network
- Approve (by majority vote) decisions made by VS Committee and Devolved Project grants committee

Independence

- Not part of the same department as any of the core team
- Not related to, or a close collaborator of, any of the core team
- Not an applicant for funding

Roles and responsibilities

Role	Responsibilities
Chair/Director	- Ensures efficient running of Management Committee in line with its Terms of Reference - Provides financial, ethical and risk reporting to the Committee - Highlights any strategic or operational threats to, or opportunities, for the Network - Presents updates on her own research programme
Vice-Chair/Deputy Director	- Updates the Steering Group on progress of devolved projects and Visiting Scholars - Provides monitoring and presents progress reports of projects and scholars - Presents updates on his own research programme
Co-Directors	Present updates on their respective research programmes
Research area stake-holders	- Review progress and achievements of core research devolved projects and visiting scholarships in designated research area - Evaluate and provide advice on one designated aspect of the Network's strategy and operations - Finances and associated risks - Fieldwork, travel and associated risks - Research ethics and associated risks - Social media, communications and associated risks - Discuss and agree changes to scope or implementation of the Network's strategy and operations
Representatives of collaborating organisations and ministries	- Act as liaison between the Network and the designated organisation, identifying areas of potential collaboration, conflict or challenge and facilitating mutually beneficial outcomes - Discuss and agree changes to scope or implementation of the Network's strategy and operations
Representative of donor	Ensure the Network's strategy, finances and operational programme meets the donor's requirements
All	Uphold the Network's conflict of interest policy and refrain from assessing or making decisions concerning people they are related to, know well, or collaborated/collaborate with in any capacity, in order to mitigate risks and protect members and the Network from real or perceived bias