

## ROLE AND FUNCTION OF THE NERC PROBABILITY, UNCERTAINTY AND RISK IN THE ENVIRONMENT PROGRAMME EXECUTIVE BOARD (PEB)

### 1 Composition

NERC has a framework policy which sets out the specific requirement for managing Research Programmes (RP). This sits within the overarching NERC policy on programme governance and management. NERC has strong and consistent mechanisms for governing and managing its investments. The governing process ensures that there is a clear accountability for performance against NERC's strategic objectives and a clear separation of management (board) and advisory functions.

The PURE programme executive board is constituted in line with NERC's widely accepted project management standards of Prince2 principles, which define the following membership and roles:

- Senior responsible officer (SRO) – Chris Franklin (NERC SO) executive with the appropriate delegated authority to be ultimately accountable for the programme.
- Corporate users – Perry Guess (NERC SO), Peter Dirken (Technology Strategy Board), Caterina Mora (Engineering and Physical Sciences Research Council), Jim Walker (Environment Agency), representing the funders and partners.

Ex Officio – Director of the Probability, Uncertainty and Risk in the Environment Research and Knowledge Exchange Network (PURE Network). *Please note the PURE Network Director will be determined when the PEB have approved a bid for the delivery of the PURE Network.*

### 2 Terms of Reference

2.1 The Programme Executive Board is responsible for the strategic direction and management of the programme and the delivery of the programme's objectives. The programme comprises of two components: the Probability, Uncertainty and Risk in the Environment Research Programme (PURE Programme) and the Probability, Uncertainty and Risk in the Environment Research and Knowledge Exchange Network (PURE Network).

2.2 The Programme Executive Board is required to carry out the following tasks:

#### 2.2.1 Programme Governance and Management

- Monitor and recommend action on performance management metrics - objectives, targets, milestones and risks for the PURE Programme and PURE Network via programme scorecards and risk registers;
- Agree on the Science and Implementation Plan based on the Network specification, the programme proposal and the Theme Action Plan (TAP) and ensure their execution;
- Ensure that the Data Management Plan for the Programme is developed and implemented in accordance with the NERC Data Policy;

- Ensure the development and implementation of the Knowledge Exchange Plan, promoting transfer of the research outcomes to the user community, in accordance with the NERC policy on the management and exploitation of intellectual property;
- Set up and manage input from any Advisory Group that the Programme Executive Board consider necessary (please note any Advisory Groups will be convened via the organisation responsible for the delivery of the PURE Network on NERC's behalf);
- Allocate resources including financial, e.g., profiling of funds within the programme budget, and awards for research and procurement for services;
- Advise on and foster the development of international collaborative activities;
- Advise on and foster the development of user engagement;
- Define the Programme Management Team and agree delegation for day to day delivery of programme activity;
- Agree on the method and operation of the Executive Board including frequency of meetings, quorum, membership composition and the mechanisms for varying this.

In particular the above will encompass but not be limited to the following:

- Ensure execution of the PURE Programme workpackages;
- Ensure the PURE Network provides suitable evidence for a decision point at the end of the Phase I development of the Knowledge Portal;
- Ensure there is effective interaction between PURE Network and PURE Programme;
- Approve/ agree work-plans for the delivery of the PURE Network, containing details of proposed activities, submitted in advance to the PEB. These will cover: meetings, overseas trips, research topics to be addressed, case studies, the specification for the pilot experimental zones of the Knowledge Portal, the test case for the Knowledge Portal and Knowledge Transfer Partnership project topics;
- Assess the bid submitted for the delivery of the PURE Network;
- Address any issues identified in the quarterly reports submitted via TSB on the delivery of the PURE Network;

## 2.2.2 Programme Monitoring and Reporting

- Monitor the progress, and evaluate the results of the programme as a whole taking into account Output and Performance Measures (OPMs) and performance metrics;
- Monitor the quarterly reports submitted via TSB on the delivery of the PURE Network against the schedule for deliverables (outputs, outcomes).

- Report to NERC as required, including ensuring contributions to Annual Programme Reports and a Final Programme Report (led by Programme Management Team);
- Assist NERC with any evaluation of the programme, by providing NERC with information as required.

### **3 Vested Interests**

- 3.1 NERC attaches great importance to protecting the integrity of its work and the members of the Executive Board and all its business will be guided by **Council's policy on Vested Interests**<sup>1</sup>.
- 3.2 Members of the Executive Board must act in an entirely independent capacity and will generally not be eligible to apply for research funding from the PURE Programme.

### **4 Terms of Reference Amendment**

These Terms of Reference will be reviewed and updated from time to time as necessary.

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<sup>1</sup> <http://www.nerc.ac.uk/about/policy/policies/>