



# **BactiVac Network Operations Management Group (NOMG)**

## **Terms of Reference**

### **Overall remit**

The BactiVac Network Operations Management Group (NOMG) is responsible for the day-to-day management and delivery of the BactiVac Network's strategy, making decisions related to its operational delivery. The NOMG reports into the BactiVac Network Management Oversight Board (NMOB), keeping the NMOB updated on Network performance and putting forward recommendations for review and approval by the NMOB.

### **Terms of Reference**

1. To have operational oversight of BactiVac Network and responsibility for delivering the Network's strategy
2. To devise and implement the Network's communication strategy, using appropriate channels to disseminate information on opportunities and outputs from the Network, raising the Network's profile nationally and internationally
3. To organise the annual Network meetings and all other Network related events
4. To devise and implement appropriate processes for the end-to-end management of calls for proposals to the catalyst funding schemes, including the promotion of open calls and downstream reporting of outputs/outcomes
5. To collect and report on metrics to evidence the Network's performance against all relevant targets and benchmarks
6. To approve the distribution and awarding of Network funding for Training Awards, Travel Bursary Applications and Training Workshops/Courses.
7. To devise strategies to recruit members to the Network, encouraging widespread, equitable membership, and manage the membership application approval process
8. To maintain BactiVac Network's risk register, including identification of action required to mitigate threats and to exploit opportunities

### **Duties of members of the NOMG:**

- To act in the best interests of the BactiVac Network
- To take collective responsibility for implementation of the NOMG's decisions
- To act in good faith and with integrity
- To exercise due care and diligence
- To disclose and avoid any conflicts of interest
- To respect the confidentiality of those matters so classified
- Not to use their position to gain advantage for themselves or others
- Members are also expected to observe the 7 principles of public life identified by the Committee on Standards in Public Life (the Nolan Committee): selflessness, integrity, objectivity, accountability, openness, honesty, leadership.



### Membership:

The constitution of the NOMG will be reviewed on an annual basis and revised, if required, based on the needs of the Network in relation to any additional expertise required to successfully deliver the Network's strategy.

Name	Position	Institution	Expertise
<b>Jo Dean (Chair)</b>	BactiVac Network Operations Manager	University of Birmingham, UK	Operational and project management
<b>Adam Cunningham</b>	Professor of Functional Immunity; <b>BactiVac Network Director</b>	University of Birmingham, UK	Basic immunology, Immunity to Infection, Immunity to vaccines
<b>Francesca Micoli</b>	Head of Chemistry and Molecular Biology <b>BactiVac Network Co-Director</b>	GlaxoSmithKline (GSK), Italy	Vaccine development and delivery
<b>Constantino López-Macías</b>	Head of the Medical Research Unit on Immunochemistry; <b>BactiVac Network Co-Director</b>	Mexican Institute for Social Security, Mexico	Vaccine development in Latin America
<b>Ankur Mutreja</b>	Director of External Affairs and Health Security; <b>BactiVac Network Co-Director</b>	PATH, India/UK	Conjugate, vesicle and whole cell killed vaccines, antibodies, mucosal immunology
<b>Matt O'Shea</b>	Clinical Professor of Infectious Diseases and Microbiology Consultant in Infectious Diseases and Clinical Microbiology Surgeon Commander, Royal Navy	University of Birmingham, UK	Infectious diseases and tropical medicine
<b>Adrian Shields</b>	Clinical Lecturer	University of Birmingham, UK	Clinical immunology and antibody response
<b>Susan Pope</b>	BactiVac Network Deputy Operations Manager	University of Birmingham, UK	Network administration
<b>Jamie Pillaye</b>	BactiVac Network External Engagement Coordinator	University of Birmingham, UK	Network engagement
<b>Annabel Haylor-Giles</b>	BactiVac Network Senior Events & Training Coordinator	University of Birmingham, UK	Network administration
<b>Georgia Homer</b>	BactiVac Network Senior Administrator	University of Birmingham, UK	Network administration
<b>Alice Hodgson Copp</b>	BactiVac Network Marketing and Communications Assistant	University of Birmingham, UK	Network communications

The NOMG may invite any person to attend its meetings, subject to appropriate governance being place and with the approval of the Chair of the NOMG.

### Frequency of meetings:

The NOMG will meet on a monthly basis.