

# 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 strategies to recruit members to the Network, encouraging widespread, open membership, and manage the membership application approval process
3. 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
4. To organise the annual Network meetings and all other Network related events
5. 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
6. To collect and report on metrics to evidence the Network's performance against all relevant targets and benchmarks
7. To approve the distribution and awarding of Network funding for Training Awards, Travel Bursary Applications and Training Workshops/Courses.
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 Operations Management Group:

- To act in the best interests of the BactiVac Network
- To take collective responsibility for implementation of the Operations Management Group'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/Company	Expertise
<b>Calman MacLennan (Chair)</b>	Professor	University of Birmingham	Clinical Immunology, Human immunology, Bacterial vaccines, Vaccine development
<b>Adam Cunningham</b>	Professor	University of Birmingham	Basic immunology, Immunity to Infection, Immunity to vaccines
<b>Matt O'Shea</b>	Consultant in Infectious Diseases and Clinical Microbiology & Senior Lecturer in Defence Pathology	University of Birmingham	Infectious diseases and tropical medicine
<b>Adrian Shields</b>	Clinical Lecturer	University of Birmingham	Clinical immunology and antibody response
<b>Jo Dean</b>	Operations Manager	University of Birmingham	Operational and project management
<b>Susan Pope</b>	Deputy Operations Manager	University of Birmingham	Network administration
<b>Guoda Garvsaitė</b>	Marketing & Communications Officer	University of Birmingham	Network communications
<b>Evelina Balandyte-Shergill</b>	Senior Administration Coordinator	University of Birmingham	Network administration
<b>Jamie Pillay</b>	External Engagement Coordinator	University of Birmingham	Network engagement
<b>Elly Wilkinson</b>	Senior Administrator	University of Birmingham	Network administrator
<b>Garry Greenaway</b>	Media Production and Comms Assistant	University of Birmingham	Network communications

The NOMG may invite any person to attend its meetings, subject to the approval of the Chair of the Group.

**Frequency of meetings:**

The Operations Management Group will meet on a monthly basis.

