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 manage the commissioning of the two scoping exercises to address important knowledge gaps in bacterial vaccinology
8. To create and 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution/Company</th>
<th>Expertise</th>
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</thead>
<tbody>
<tr>
<td>Calman MacLennan (Chair)</td>
<td>Professor</td>
<td>University of Birmingham</td>
<td>Clinical Immunology, Human immunology, Bacterial vaccines, Vaccine development</td>
</tr>
<tr>
<td>Adam Cunningham</td>
<td>Professor</td>
<td>University of Birmingham</td>
<td>Basic immunology, Immunity to Infection, Immunity to vaccines</td>
</tr>
<tr>
<td>Matt O’Shea</td>
<td>Consultant in Infectious Diseases and Clinical Microbiology &amp; Senior Lecturer in Defence Pathology</td>
<td>University of Birmingham</td>
<td>Infectious diseases and tropical medicine</td>
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<tr>
<td>Willem van Schaik</td>
<td>Professor in Microbiology &amp; Infection</td>
<td>University of Birmingham</td>
<td>Genomics, epidemiology and underlying biology of antibiotic resistance</td>
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<tr>
<td>Jo Dean</td>
<td>BactiVac Network Operations Manager</td>
<td>University of Birmingham</td>
<td>Operational and project management</td>
</tr>
<tr>
<td>Susan Pope</td>
<td>BactiVac Network Administrator</td>
<td>University of Birmingham</td>
<td>Network administration</td>
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<tr>
<td>Evelina Balandyte-Shergill **</td>
<td>BactiVac Network Administrator</td>
<td>University of Birmingham</td>
<td>Network administration</td>
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<tr>
<td>Alice Darbyshire</td>
<td>BactiVac Network Administrator</td>
<td>University of Birmingham</td>
<td>Network administration</td>
</tr>
<tr>
<td>Catherine Hardy</td>
<td>BactiVac Network Communications Officer</td>
<td>University of Birmingham</td>
<td>Network communications</td>
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** Evelina Balandyte-Shergill currently on extended leave

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.