

Attachment III

Terms of reference for the Project Management Team

1. The Project Management Team (PMT) is the body authorised by the Research Hub's Research Panel and is responsible for the management of a specific project. These Terms of Reference should be read alongside the Terms of Reference for the Research Panel.
2. The PMT is typically led by a representative from REAL and consists of:
 - I. No less than 3 people with a minimum of 1 person represented from the Research Panel;
 - II. No more than 5 people with a minimum of 2 people represented from the Research Panel.

The PMT may include external members, so long as the minimum number of Research Panel members are counted.

3. The PMT provides the management for a project. Its remit includes:
 - I. Signing off the Project Brief, project objectives and the project timeline as developed by REAL.
 - II. The development of tender documents, participation in evaluation meetings, attendance at tenderer interviews and the appointment of the successful contractor. Assisting in finalising the project contract.
 - III. Reviewing the report(s) produced by the contractor to whom the PMT awards a research project. The purpose of the review is to assess whether the contractor has met the objectives, performance criteria and milestones as set out in the research project tender. The PMT shall not accept or assume responsibility for any findings, conclusions or opinions expressed in the contractor's report, nor for any methodology, assumption, data, facts or other approach used in the performance of the research project, for which the contractor shall have responsibility.
 - IV. Signing off the final report from the contractor, following a review by the Research Panel.
 - V. Providing updates to the Research Panel or wider industry about a specific project.
4. The PMT meets as necessary; the meeting dates will be agreed in advance.
5. The PMT members have an obligation to ensure confidentiality of information arising from the PMT meetings.