

GC Working Groups, Grand Challenges 2021

Generic Terms of Reference

- *for the six Grand Challenges Working Groups*

Membership

Two Co-Chairs, from different UCL Schools [BEAMS, Education, SLASH, SLMS]

Up to eight additional academics (including representation from at least four other Faculties different from those of the Co-Chairs)

GC Coordinator (Secretary)

GC Principal Facilitator

OVPR Director of Research Impact & Communication (or appointee)

OVPR Head of UCL Public Policy (or appointee)

School Research Facilitators, as most appropriate to the specific GC

Vice-Provost Office representatives, as most appropriate to the GC (International; Education & Student Affairs; Enterprise & London; Health)

One member of Professional Services staff, as appropriate to the GC

Terms of membership

1. Appointment for a two-year term of service, extending to three years by mutual agreement
2. Agreement to attend one meeting (usually 1.5 hours duration) per academic term, normally in October, February and May
3. Agreement to champion and/or lead strategic themes / projects
4. Agreement to chair or serve on *ad hoc* working parties
5. Agreement to serve (if invited) on a small grants panel meeting annually in June (usually 2 hours duration)
6. Co-Chairs will also be members of a pan-Grand Challenges Executive Board (the Board) which will convene on two occasions annually, generally once in the Autumn Term and once in the Summer Term

Members' responsibilities

Working Groups will provide advice, oversight and leadership of the strategic direction and operational activities of each Grand Challenge by:

1. Advising the Board on the **internal and external landscape** relevant to the specific Grand Challenge (GC)
2. Maintaining awareness of **existing and planned activity at UCL** relating to the GC, and of potential synergies between separate activities (e.g. developed by cross-Faculty centres, institutes and networks, and within Research Domains), making recommendations to the Board where GC engagement would have most impact
3. Identifying **strategic priorities and activities** for the GC, including those which merit attention jointly with other GCs, aligning with the university's institutional strategy, UCL2034, for recommendation to the Board
4. **Leadership of GC-specific Priority Themes and pan-GC Flagship Activities** (and/or projects within Themes/Activities) as approved by the Working Group and Board, according to interest and capacity
5. Considering GC **activity proposals** received from UCL researchers; assessing these proposals' fit with institutional strategy, cross-university relevance, potential impact and ability to attract funding from other sources, including from the UCL Development & Alumni Relations Office
6. Making **recommendations** to the Board where investment would have most impact [*The Board will make final award decisions in respect of proposals for activities aligning with each GC's strategic priorities*]
7. Acting as internal and external champions for the GCs and furthering **internal and external engagement**, including by helping to recruit external stakeholders on to strategic projects
8. Chairing or serving on **working parties** formed to consider particular operational aspects, e.g. to address and propose solutions to barriers to cross-disciplinary collaboration, co-opting as necessary individuals from outside the Working Group
9. Participation in **ad hoc groups** created to develop and deliver activities in keeping with the GC's strategic priorities, as agreed by the Board
10. Service on an annual **GC small grants panel** (usually in June) awarding funds for grass-roots cross-disciplinary collaboration [*Normally two or three academic Working Group members will be invited to serve on a GC small grants panel, including a Co-Chair as chair of the panel*]
11. **Reporting to the Board** by submission of minutes and other papers