

Appendix 6

Terms of Reference

Terms of Reference for Project Co-ordinator

It is proposed that Professor B L Clarkson assists the Funding Council in this project with the following terms of reference:

1. Obtain the project proposals and further information from the Brazilian States of Rio de Janeiro and São Paulo to locate the work clearly within each of the broad research fields specified. Identify the specific application for each network and the export potential for UK industry.
2. Review the strength of the UK Departments/Institutes and their industrial collaborators in the fields identified.
3. Armed with this information on potential partners, visit Brazil to meet the Brazilian Director and the research groups to discuss the research and its proposed applications. Form a view on which are the most likely to generate the maximum synergy with the possible UK partners already identified.
4. Hold further discussions with potential UK groups in the light of the information gained during the visit to Brazil.
5. Identify three partner departments for each of the networks where strong collaboration is most likely to be established. (Up to three funded by HEFCE with one or two more which are thought likely to attract support from other sources.)
6. Convene a meeting in London of the chosen groups to prepare proposals to Funding Council.
7. Prepare a report for the Funding Council with recommendations.

Terms of reference for Independent Assessors

Process

1. Each independent assessor will be asked to provide the HEFCE with independent advice on the proposals and reports of the UK co-ordinator of one of three UK collaborative research networks working with a similar Brazilian network. The independent assessor will not be a subject expert in all the areas covered, but will have sufficient experience and knowledge of international research in the broad subject area to provide the HEFCE with informed opinions and reflections on the work proposed and undertaken.
2. Proposals from each network will be submitted to the HEFCE's consultant by 30 June 2000. A copy will be sent to the independent assessor, who will advise the HEFCE on the suitability of the proposed work. Proposals will be expected to provide information under specific headings on the establishment and maintenance of the network (see the document Statement of Process).
3. On receipt of the advice of the independent assessor, the HEFCE will take steps to release approximately £33,000 to each network, or to seek additional information or advice if the independent assessor recommends it. The network co-ordinator will be asked to sign an undertaking to use the funds for the purpose for which they were requested.
4. Each network co-ordinator will be asked to provide the HEFCE's consultant with a report by 26 January 2001 on progress with the network since the start-up phase in Spring 2000. The HEFCE will send the independent assessor a copy of this report and ask for advice and recommendations. Subject to a satisfactory report, a second tranche of approximately £33,000 will be released to each network.
5. A second report will be submitted to the HEFCE in January 2002 and sent to the independent assessors for comment as above. The final tranche of funds will be released thereafter.
6. In January 2003, the final report will be submitted to the HEFCE's consultant and the independent assessors will be asked to comment on the evaluation of the project. The HEFCE may ask the independent assessors to advise on dissemination of the outcomes and perhaps with their agreement to participate in an event (such as a workshop or seminar) to publicise the project.

Issues

7. The HEFCE is keen to use this pilot project to explore the use of collaborative networks as a means of international cooperation which has positive benefits for the UK higher education sector. For this reason, it wishes to ensure that both the science and the international partnership are carefully planned. It will expect the UK network co-ordinators to address in their proposals the generic and legal issues involved in the establishment of international alliances. It has identified the following criteria for the implementation of collaborative networks as being of particular importance, and will expect the proposals and annual reports to address these with some care. The independent assessors will also be

asked to consider these aspects when commenting on the proposals and the subsequent reports:

- Development and maintenance of the UK network (with particular reference to ensuring that the interactions between the Brazil and UK networks will be constructive and useful for all the members. This might be achieved by a communications strategy, and some consideration of the balance between areas of expertise encompassed by the two networks might be useful).
- How the network will establish and maintain contact with its Brazilian counterpart (identifying and outlining strategies for dealing with any international and potential IPR or market sensitivities which may arise. Issues of each nation's international competitiveness may also be relevant here.)
- The specific IPR implications of potential output and allocation of rights given the international context and novelty of the collaboration.
- The tangible benefits and how they will be measured and demonstrated in the final report with particular reference to the network model and the pilot nature of the project.
- Plans for the monitoring and evaluation of the project as it progresses (to enable adequate steps to be taken to address difficulties which arise as well as to inform the annual reporting process).