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| **Delegated Authority and Purpose** | The group will meet to discuss changing the culture of knowledge exchange (KE) at Bournemouth University. The group will have responsibility for analysing BU’s strengths and weakness in terms of its institutional KE returns, specifically HE-BCI, HEIF and KEF. Based on this, it will identify areas of strengths and weakness and will make recommendations to External Engagement Management Group which will strengthen KE at BU, leading to an improvement in our institutional returns. |
| **Main Responsibilities** | The Working Group is responsible for:1. Be responsible for improving the culture of knowledge exchange at Bournemouth University, developing our capabilities and highlighting areas of good practice.
2. Understand the reporting requirements for Higher Education – Business Community Interaction (HE-BCI), Higher Education Innovation Fund (HEIF) and the Knowledge Exchange Framework (KEF).
3. Identify BU’s areas of strength and weakness in knowledge exchange, including identifying areas where additional activities or strategic relationships may be needed.
4. Make short term and long term recommendations to improve the culture of knowledge exchange at Bournemouth University and subsequently, improve our institutional returns and external engagement strategy.
5. Monitor the progress of these recommendations and report back to the External Engagement Management Group.
6. Support BU’s preparations for the Knowledge Exchange Framework (KEF), including exploring benchmarking measures and performance tracking mechanisms.
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| Engagement and Participation | * It is the responsibility of the Group to consider and plan for appropriate communication of its work, working with M&C where appropriate.

It is the responsibility of the Group and its members to ensure engagement with stakeholders from across BU to support its responsibilities.  |
| Duration | Permanent  |
| Chair | Head of External Engagement |
| Deputy Chair | Chair of the HEIF Panel |
| Support  | RDSSecretary: Knowledge Exchange & Impact ManagerClerk: Knowledge Exchange & Impact Officer |
| Membership | * Rebecca Edwards, Research Programme Manager
* Rachel Bowen, Knowledge Exchange & Impact Manager
* Lesley Hutchins, Research Commercialisation Manager
* Ehren Milner, Industrial Engagement Facilitator
* Genna del Rosa, Engagement & Impact Facilitator
* Rachel Clarke, Knowledge Exchange Advisor
* Paul Lynch, Project Delivery Manager
* Justin Cole, Director of Marketing & Communications
* Russell Pottle, Head of PRIME
* 4 x academic appointments – TBC based on an open call for expressions of interest

It is at the discretion of the Chair to require the presence of particular individuals for any given discussion. Substitutes may attend with the agreement of the Chair provided they are fully briefed and have the relevant expertise.If professional services or academic representatives are included, they have a dual role – to contribute knowledge and expertise from their service or Faculty, but also to seek input and feedback, and share outcomes, where appropriate, on matters dealt with at the committee/group which potentially impact other professional services or Faculties. This is subject to confidentiality as determined by the committee/group as described under the Engagement and Participation section above. |
| Quorum | 50% + 1 including either the Chair or Deputy Chair. |
| Frequency | Typically 4 per year (or more frequently if required at the Chair’s discretion). |
| Reporting Line | The working group will make recommendations to the External Engagement Management Group. |
| Records of meetings | Minutes are kept in the form of an action log, with discussion points. |
| Sub-committees | N/A. |
| Publication of papers | Documentation is not routinely published. |
| Notes | ToR and membership will be reviewed annually. |

Committee use only:

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| Committee approval date: |  | Version number: |  |
| ULT approval date: |  | Notes: |  |
| Date of last review |  | Due for review: |  |