

ARMA Contract Template Working Group

Terms of Reference

1. Purpose

The purpose of the ARMA Contract Template Working Group is to monitor and evaluate the use of the Brunswick suite of templates. The group will propose necessary updates to the template or surrounding guidance based on sector feedback to ensure the agreement remains relevant and effective.

2. Objectives

- To assess the current use (with/without changes to terms) and effectiveness of the revised Brunswick collaboration agreement and other templates or resources as may be adopted by the working group.
- To collect and analyse feedback from various stakeholders across the sector.
- To propose amendments and improvements to the Brunswick suite based on feedback, best practices and any new challenges facing the sector.
- To consider and incorporate Equality, Diversity, and Inclusion (EDI) principles in its recommendations.
- To consider and incorporate Trusted Research principles in its recommendations.

3. Membership

The working group will consist of between four and eight members (but may be more than eight if proportionate) representing a cross-section of the sector – it will aim for at least one representative from each of: a Russell Group university, a non-Russell Group university, and a non-university research organisation, although the absence of any one will not invalidate the quoracy of the working group. A Special Interest Group champion of the ARMA Research Contracts SIG should attend as a member of the working group. Appointments will consider EDI to ensure diverse perspectives and inclusivity. We would like to appoint at least one shadow member of the Working Group for a member who may not meet the requirements for a substantive Working Group member to provide an opportunity for development.

One of the members of the Working Group shall be elected by the Working Group as Chair. Chairs will be elected a year in advance, and in the year preceding their year as Chair they will act as Deputy Chair during which time they will deputise for the Chair and act as Secretary. In the year following their appointment as Chair they will remain as Immediate Past Chair, providing support and advice to the current Chair. The first Chair of the Working Group will be a Contracts SIG champion who also formed part of the prior Brunswick Working Group, to enable a transfer of knowledge.

Applications to join the Working Group should be open and transparency, and in the first instance the Contracts SIG will run an open call to establish who might be interested and interview the applicants to establish the first working group.

ARMA may also appoint co-opted representatives from a collaborating sector body with an interest in the Brunswick suite of templates.

Members will be appointed to the working group for a term of between 1 and 3 years, with members serving no more than two consecutive terms (except by exception).

When a member resigns the working group shall advertise for a new member and conduct an interview process.

4. Roles and responsibilities

- **Chair:** To lead meetings, set agendas, and ensure objectives are met. The Chair will be replaced after one year by the working group voting for a new chair.
- **Members:** To actively participate in discussions, gather feedback from respective institutions, and collaborate on drafting proposals.
- **Deputy Chair/Secretary:** To coordinate meetings, circulate materials, and maintain records of discussions and recommendations.

5. Meetings

- Meetings will be held quarterly, with additional meetings scheduled as required.
- Agendas and documents will be distributed at least one week in advance.
- Minutes will be recorded and circulated to all members following each meeting.
- For meetings to be quorate, an ARMA Contracts SIG Champion must attend the meeting and be involved in any approvals.

6. Decision making

Decisions will be made by consensus. If consensus cannot be reached, a simple majority vote will be used. The Chair will have the casting vote in the event of a tie.

7. Reporting

The group will provide a written report of recommendations and findings to ARMA (including a tracked change version of the relevant template) on an annual basis, or more frequently as required.

An update must be provided to the ARMA Executive Office after every meeting.

8. Amendments

These Terms of Reference may be amended by agreement of the majority of the working group members.

9. Review

The Terms of Reference will be reviewed annually to ensure continued relevance and

effectiveness.

10. Approval and Adoption

These Terms of Reference were adopted on [Date] and will remain in effect until amended or revoked by the working group.