



PETRUS-III PROJECT

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Terms of Reference (TOR) for steering board

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RE	Restricted to a group specified by the partners of the PETRUS III project	
CO	Confidential, only for partners of the PETRUS III project	

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ABSTRACT:

The Terms of Reference for the Petrus III Steering board include the aims and objectives of the board, the scope of membership and members, their roles and authority, its working methodology and meetings, communication procedures and the treatment of confidential information, decision making, and rules for documenting the meetings and making the documentation available.

RESPONSIBLE:

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INTERNAL REFERENCES:

1st Steering Board Meeting in Kalmar, Sweden on October 1 2014

Signatures

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Document history

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Abbreviations

E&T	Education and Training
IGD-TP	Implementing Geological Disposal of Radioactive Waste Technology Platform
TOR	Terms of Reference
WMO	Waste Management Organisation

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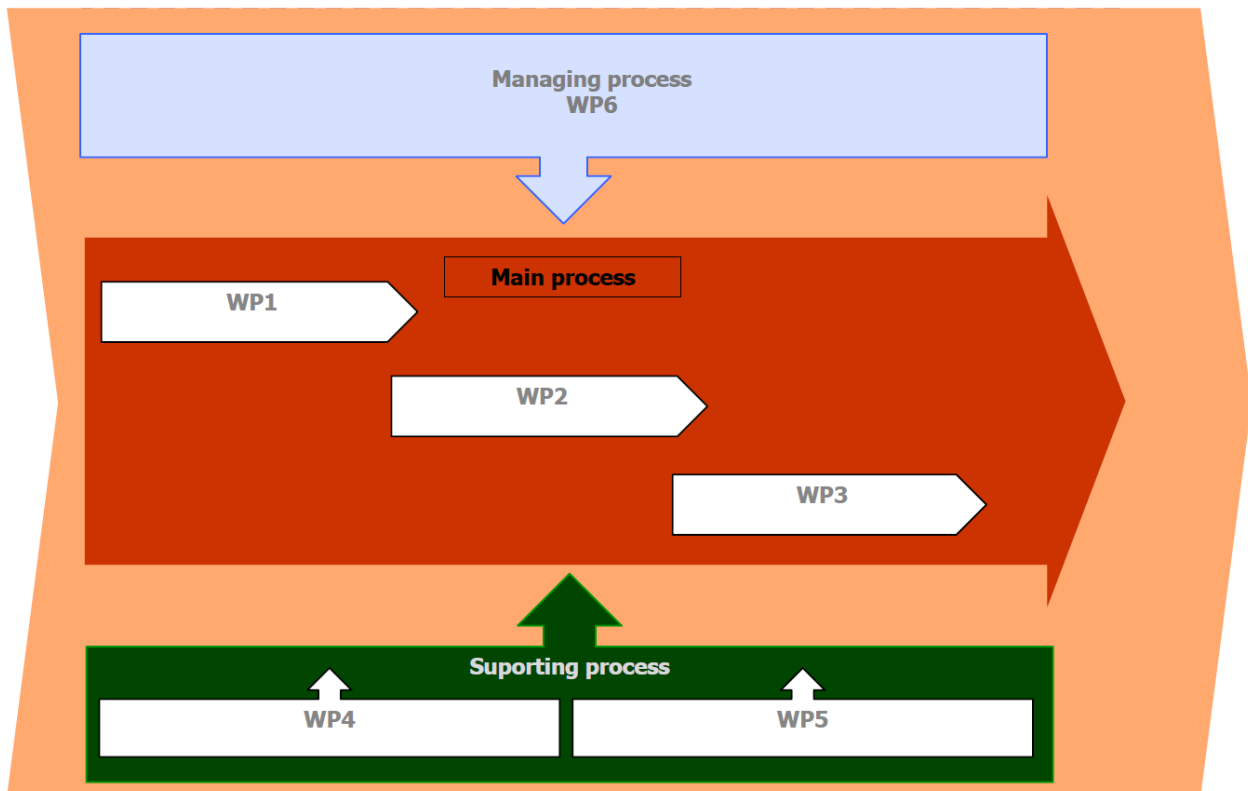
1) Background

PETRUS III is the one of ECVET BASED **EFTS** ("EURATOM FISSION TRAINING SCHEMES") implementing sustainable E&T programmer in the field of Radioactive Waste Disposal towards geological disposal E&T goals.

Its objectives are:

- Practical implementation of the PETRUS training programme following ECVET principles. Learning outcomes will be defined in a "Competency-Based Curriculum", using the "Designing a Curriculum" (DACUM) process, established by British Columbia University.
- Elaboration of a multidisciplinary training framework for PhD students. The objectives are 1) to fast-track research activities in geological disposal by proposing customised training programmes, 2) organizing periodic PhD workshops and 3) favoring the emergence of multidisciplinary research.

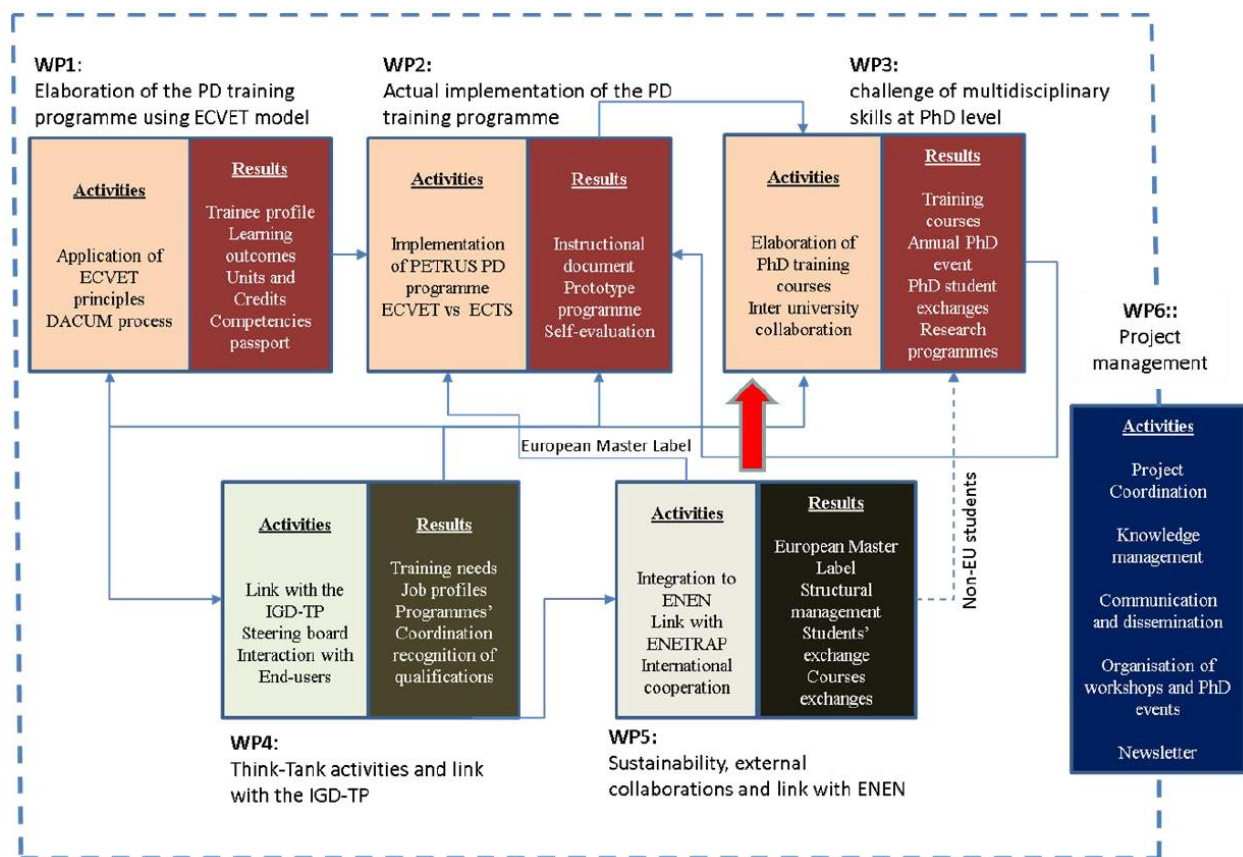
In order to foster the organisation and the management of both existing PETRUS educational programme and future Professional Development training programme and to ensure the sustainability of the initiative, a **Steering Board** will be created. The work of the Board will be focused on issues related to the PETRUS E&T programmes' governance (**Picture 1**).



Picture 1: Process approach to PETRUS III project

2) Role of the Steering Board

The second task of this work-package WP4 deals with the establishment of a steering board for maintaining the PETRUS educational programme (**Picture 2**). The Implementation of the common courses at the Master's level in several universities was one of the successful outcomes of the PETRUSII project. The very positive results of two pilot sessions organised during the life time of the project showed clearly the effectiveness of the concept and led to an agreement for the continuation of the programme. At the same time, the necessity for more reliable coordination and management of the programme has been brought to the fore. WP4 is addressing this need by creating a steering board consisting in academics and end users to evaluate and develop market and to pilot the PETRUS educational programme as well as the training programmes that will be developed in the frame of the present project. A plan for quality improvement, including regular review of the curriculum and assessment of outcomes achieved by students will be established.



Picture 2: Work-packages inter-dependencies of PETRUS III

The board will:

- Evaluate and validate students' evaluation procedures.
- Administrate and supervise the provision of Master's dissertation topics.
- Analyse opportunities for extending the existing programme.
- Examine possibilities for new partnership.
- Follow the programme progress.
- Propose adjustments and improvement as necessary. The board will also be instrumental for overcoming organizational obstacles including solving practical problems such as courses' schedule compatibility between universities.

The role of the Steering Board will also be as follows:

- Assist with resolving strategic level issues and risks.
- Approve or reject changes to the E&T programmes with a high impact on timelines and budget.
- Provide advice and guidance on E&T issues facing the project.
- Work with the project partners, end-users council and the IGD-TP CMET working group to evaluate, develop, market and pilot the PETRUS education and training programmes.
- Develop policy for including new recourses, opportunities and partnerships to the existing programmes.
- Manage the practical organisation of the training programmes and shape the long term development.
- Follow the quality of E&T programmes and propose adjustments and improvement as necessary.

3) Steering Board Members

The leader of work-package 4 will chair the Steering Board. The Board will also include WP 1, 2 and 3 leaders plus the project coordinator and representatives of Linnaeus University and Czech Technical University, each having an interest in the promotion and implementation of the PETRUS E&T programmes.

Other project partners may participate in Board meetings on an ad hoc basis when issues of interest arise.

The Steering Board meetings may include external participants selected for the competences they will bring relevant to the topics treated by the Steering Board.

With the agreement of the Chair, the Steering Board may call upon external participants as and when appropriate.

4) Responsibilities of the Steering Board

The Steering Board has the responsibilities of:

- Actively participate in meetings through attendance, discussion, and review of minutes, and other Steering Board documents.
- Support open discussion and debate, and voice their insights.
- Oversee and monitor the effectiveness of the E&T programmes, ensuring correct and fair procedures are followed in line with the established PETRUS rules.
- Propose changes in procedures, and/or develop further procedures when necessary.
- Consider E&T programmes review in relation to specific requests from End-Users and/or from CMET group.
- Advise in relation to the promotion and awareness rising of the project.

5) Working methodology and Steering Board

The Steering Board meets during the regular PETRUS III meetings every six months. Additional meetings may be scheduled at the request of at least 50% of the Steering Board members. The agenda must be fixed at least 3 weeks before the meeting.

The minutes of the meeting has to be produced by one month after the meeting as a project deliverable (D4.43). Steering board mid-term report will be prepared in the month 18 (D4.44) and steering board final report will be prepared at the end of the project (month 36, D4.47).

6) Communication procedures

The Steering Board uses e-mailing, group e-mailing list and the PETRUS 3 OWL web forum for the distribution of its minutes, announcements and other outputs when appropriate. At the minimum, the OWL web forum is used for disseminating the Outputs. The Steering Board documentation is project internal except for the Terms of Reference, formal Steering Board minutes and the council's contact information.

7) Decision making

Decisions taken by the Steering Board have to be reported in the minutes and submitted to the general agreement of the Consortium. If the end-user council cannot come to a consensus in its meetings about decisions related to its objectives and scope, then the controversial issue will be taken to the PETRUS 3 steering board meeting for a decision.