**CONSTRUCTING A DIGITAL ENVIRONMENT EXPERT NETWORK**

**TERMS OF REFERENCE**

**Purpose**

The function of the ‘Constructing a Digital Environment’ (CDE) Expert Network, referred hereafter as the ‘Network’, is to champion and support the Constructing a Digital Environment programme activities. Experts will work closely with NERC, the Constructing a Digital Environment Champions and other members of the Constructing a Digital Environment Programme Board to help identify challenges, opportunities and best practices for the ‘digital environment’.

The Network will function as a valuable internal (and independent) check on the development of the Constructing a Digital Environment programme, ensuring its activities are highly relevant and outputs have great potential and application.

The Network operates solely in an advisory capacity and has no executive powers.

**Membership**

The Network comprises experts including early career researchers affiliated with UK institutions, and senior UK and international experts. Experts are drawn from multiple sectors who have relevant areas of expertise, taking into consideration the need for multidisciplinary and interdisciplinary expertise.

**Retention and recruitment**

Membership will be on an annual basis with the prospect of renewal over the three-year CDE programme (2020-2023). Renewal will be subject to individual interests, contributions over the year and envisioned role and contribution in the upcoming year.

In addition, new members will be recruited based on an open call. This call will be issued on the CDE website for self-nominations. Eligible experts will be invited to submit expressions of interest from across industry and academe. The CDE Champions and NERC will appoint experts based on the competencies and characteristics required for the role. Renewal of existing membership will be assessed on an individual basis and will be based on the input and impact of the members activities in the preceding year and the envisioned continued inputs in the year moving forward.

In order to ensure continuity of activities in the Network, the CDE Champions and NERC may nominate experts to fill positions that become vacant during a one-year term, should the need arise.

**Duties**

The Network shall provide input to the successful operation of the CDE Programme, initiating or contributing to scientific and knowledge exchange activities and related events, public engagement, creating and generating resources that will be accessible after the programme ends, signposting existing digital resources and instigating and being involved with any other relevant activities that will further future impact and development of the digital environment. Specific duties of experts include to:

* provide thought leadership, generate scientific and technical input to steer digital environment activities
* advise on relevant research areas, topics or themes for funding
* help the CDE Champions to develop and maintain links with the external research community and industry experts
* initiate and support public outreach and engagement activities

The duties above are generic and will be adapted for each membership category. An addendum will be provided to appointed members at a later date.

**Remuneration**

Travel and subsistence (T&S) expenses incurred by UK senior and international experts will be covered to the order of £4,000 per annum. This allocation is expected to cover T&S expenses associated with engaging in Network activities. However, where significant time, travel or similar commitment is envisaged, then a separate request to fund such activities can be made, independent to the £4,000 allocation.

UK early career candidates will receive a grant of £10,000 per annum for their engagement in Network activities. This grant will be paid to institution that the member is affiliated with. Grants can be used to fund both time and expenses for early career members.

All payments will be made by Cranfield University, who are coordinating the Network on behalf of NERC.

**Representation**

Members are required to declare any professional, personal or commercial interests that might conceivably conflict with the interests of the CDE programme and must withdraw from any activities of the Network in which they have such an interest.

Membership of the expert network shall not preclude any application to Constructing a Digital Environment funding calls.

The profile (e.g., name, expertise, track record) of all members together with a regularly updated register of potential conflicts of interest will be published publicly on the [CDE Programme website](https://digitalenvironment.org/home/digital-environment-expert-network/).

**Mode of work**

The mode of work of the Network will comprise:

1. Electronic means including, for example, online (e.g., Slack and the channels on the Digital Environment website), email, telephone and video conferencing
2. Face-to-face meetings where appropriate and deemed necessary. Where practicable, such meetings will be organised to run back-to-back with or in parallel to other CDE led or related events (e.g., conferences, demonstrator workshops, Programme Board or Steering Group meetings)

The Network will be managed by NERC and Cranfield University, where Cranfield will take the lead in coordinating activities of the Network.

Experts may choose leads and co-leads for activities undertaken, as appropriate.

**Expectations**

Members of the Network will:

* plan and initiate events and other activities of the Network, and take the lead in organising such events with support from the Network coordinators
* make themselves available to lead and/or participate in Network activities, subject to sufficient notice
* be a thought leader and challenge constructively and/or validate concepts/ideas/tools/techniques related to the Digital Environment
* produce publications and other relevant outputs that will support Network activities, raise the profile of the CDE Programme creating a lasting legacy
* use their profile as a member of the ‘Constructing a Digital Environment Expert Network’ to initiate dialogue with stakeholders within their own professional networks/communities and, where appropriate, with policy makers

The coordinators of the Network will:

* provide an appropriate forum, with tools and resources to help members initiate and/or participate in Network relevant activities
* maintain members knowledge of strategic thinking around the Digital Environment by providing information emerging from key meetings or milestones and via meetings of the Network
* be clear about the information members can share more widely in their own networks or public forum and that which is provided in confidence
* inform members of the ambition, impact of their outputs and activities and give a steer on the direction of future Network activities

**Amendment of terms**

The coordinators of the Network will carry out an annual review of the terms of reference for the Network and amend as required.

**Obligations and liabilities**

Any information you provide or develop for the Network can be used for promotion or development of the Constructing a Digital Environment Programme. Any information identified as confidential will be for your individual use only and should be kept in the strictest confidence.

You agree to disclose any potential conflicts of interest relating to your engagement in the Network.

**Confidentiality and data protection**

Any personal information collected during and after the recruitment of experts will be accessible to Cranfield University and NERC only. Your data will not be disclosed to third parties and will only be used in ways explicitly communicated to you.

GDPR principles will be strictly adhered to in handling, processing and using your data.

# Acceptance of Terms of Membership of the Network

I hereby accept the terms of membership of the NERC Constructing a Digital Environment Expert Network for a period of one year commencing 29th November 2019.

Name:

Signed: Dated:

Affiliation:

(can you include your full mailing address)

**GDPR Privacy Notice:**

The Privacy Policy for the Expert Network will be governed by the GDPR Privacy Policy of Cranfield University.

<https://www.cranfield.ac.uk/about/governance-and-policies/policies-and-regulations/privacy-policy>

[ ]  I confirm I have read and agree to the Cranfield University Privacy Policy

*Next steps:* Please complete and email digital copy back to us at spfdigienv@cranfield.ac.uk