

# SHARE Network – Terms of Reference

27<sup>th</sup> May 2014

## Aim

1. The **SUPERGEN Bioenergy Hub Early Careers Researcher Network (SHARE Network)** will provide an informal but professional interdisciplinary network of peers for career development, learning and support, for those engaged in bioenergy research.

## Objectives

2. The SHARE network will help the SUPERGEN Bioenergy Hub, henceforth 'the Hub', to deliver its core objective of addressing the research and knowledge challenges associated with increasing the contribution of UK bioenergy by:
  - i. enabling the Hub's early career researchers to develop their own professional networks, linking within the hub and outside of it, for lasting impact
  - ii. fostering links between participating organisations by increasing the familiarity of the SHARE network's members to the organisations through the network's activities
  - iii. developing its early career researchers' professional skills
  - iv. providing opportunities to share knowledge and ideas, broadening participants' understanding of the UK bioenergy research landscape.

## Membership

3. The SHARE Network will be open to all bioenergy PhDs, post-doctoral researchers and research fellows, or those of equivalent professional standing, belonging to formal partners of the SUPERGEN Bioenergy Hub.
4. This includes all new and existing Challenge project organisations (i.e. academic, policy or industrial organisations) that have met the Hub's requirements and signed the collaboration agreement. As such, members will be mindful of the relevant confidentiality agreements.
5. Those wishing to join the SHARE Network should contact the Secretary, whose details will be listed on the Hub website, stating their name, organisation, current position, and area of research.

## Management

6. The SHARE Network's activities will be co-ordinated by a Chair and Deputy Chair who will prepare the agenda and lead SHARE Network meetings. They may request support from the membership in the planning and delivery of activities but will have responsibility for decision making and communication to the Hub Core Management Group.
7. The Chair and Deputy Chair will be elected by the membership annually at the Hub Assembly.
8. The SHARE Network will be supported by a Secretary appointed by the Hub Core Management Group. The Secretary will, *inter alia*, provide a link to the CMG, logistical support, and advice in planning and arranging network activities.
9. There will be no standing budget for the SHARE Network. Costed proposals for activities will be submitted to the CMG for approval e.g. for room hire, speakers' expenses, catering etc.

## Activities

10. The SHARE Network will endeavour to meet three times per year and arrange events to achieve its aim and objectives.
11. Meetings will where possible coincide with and link to other Hub activities.

12. The SHARE Network is not intended to deliver the research outcomes of the Hub core and challenge call projects directly.
13. The SHARE Network will maintain a JISCmail email list ([SHARE-NETWORK@jiscmail.ac.uk](mailto:SHARE-NETWORK@jiscmail.ac.uk)) for communication amongst members.
14. Each member will submit three to five keywords to be associated with their name and institution for a web page hosted on the SUPERGEN Bioenergy Hub website. No personal contact details will be displayed unless desired.
15. The SHARE Network Secretary will circulate a quarterly newsletter of members recent activities e.g. publications, presentations, queries and requests for information, notices of forthcoming events. Members will supply summary articles of less than 200 words, including web links where appropriate, ready for direct insertion within the newsletter.