

## **Europe PMC Funder Committee – Terms of Reference**

### **Description**

The Europe PMC Funder Committee represents the interests of the Europe PMC Funders' Group in the Europe PMC project. Its primary function is to review yearly project reports and plans, and direct the Wellcome Trust (in its role as the grant giver) to release the annual funds for Europe PMC.

Day-to-day management of Europe PMC shall be undertaken by the Grantholder. The Grantholder shall not be required to consult with the Funder Committee in relation to routine operational matters.

### **Responsibilities**

- To solicit input from all members of the Funders' Group in advance of each Europe PMC Funder Committee meeting in order to fully represent the Funders' Group and their requirements
- To direct the Wellcome Trust (in its role as the grant awarder) as to whether the next year's funds should be released
- To review the previous year's activities, including determining whether deliverables have been met
- To comment on proposed broad principles around which development of Europe PMC in the following year will be based
- To approve proposals from the Grantholder for any development funded by additional funds from the Europe PMC Funders' Group beyond the original grant allocation
- To review membership of the Europe PMC Advisory Board
- To approve changes to the Europe PMC Advisory Board's Terms of Reference

### **Frequency of meetings**

Funder Committee meetings will be held at least twice a year; one meeting a year will be held with the Advisory Board. The Committee may agree to hold such additional meetings as from time to time it considers necessary.

### **Meeting topics**

The Committee shall meet to discuss the operation, development and funding of Europe PMC and other matters relating to it which the Committee feels appropriate.

### **Membership**

The Funder Committee shall consist of 8-10 voting members, including but not limited to:

- One representative from each of the three funders which provide the largest financial contribution to Europe PMC (3)
- At least one representative from a funder with an annual research spend of less than £10 million (1+)
- At least one representative from a European/non-UK funder (1+)
- At least one representative from a funder which is a government body (1+)
- Chair of the Advisory Board (in attendance; non-voting)
- Europe PMC Funders' Group Project Manager (Secretary; non-voting)
- The Europe PMC Principal Investigator (in attendance; non-voting)

The quorum for Funder Committee meetings shall be a representative of fifty percent (50%) of the voting Members. Each voting member shall have one (1) vote.

Membership of the Funder Committee will be agreed by the Funders' Group. Initial term of membership will be two years. At the end of a member's two year term, Funders' Group members, including the existing Committee member, may nominate themselves to join or remain in the Committee. The new member will be elected and approved by the Funders' Group, but the balance of Funder Committee representatives must be maintained where practicable.

The Chair will be appointed by the Committee. The Chair will be drawn from a Europe PMC-funding organization. The Funders' Group may rotate Chairmanship of the Group annually, as agreed by the Committee.