STEERING COMMITTEE GUIDELINES

1. Purpose

The purpose of these guidelines is to provide best practice information for researchers who receive funding for projects through the Institute for Safety, Compensation and Recovery Research (ISCRR).

2. Background

Most ISCRR projects are supported or informed by steering or advisory groups. The most common of these is the Steering Committee. Most project plans will outline which group will be formed to assist the research group through the course of the project, the intervals at which the group will meet and the membership base of the group. These groups provide a vital function throughout the course of the project and often well after the project is complete by driving implementation of project findings.

3. Relevant to

All Chief Investigators and Project Managers who are delivering ISCRR research projects.

4. Forming a Steering Committee

Considerable thought should be given to those best placed to inform/steer the project and take the findings forward. Each committee will have funding partner and ISCRR representation and be formally chaired by the Chief Investigator. Each committee should be formed via invitation from the Chief Investigator to potential group members.

5. Running Meetings

The first meeting should commence with:

- the group being made aware of and commit to their function through the adoption of a Terms of Reference; and
- discussions around the confidentiality of the research and findings by the group and a commitment to this

Each meeting should:

- Follow a prepared Agenda outlining what will be discussed
- Be Minuted to ensure all key points raised and actions to be taken are captured
- Report back on progress made to deliver on any actions from previous meetings
- Present progress of the research project to date and any key findings
- Engage the group in discussions around any issues to be addressed, risks being posed and communication, stakeholder engagement or implementation opportunities

6. Meeting Resources

If you are not aware of how to conduct any of the above functions contact ISCRR or your Project Management Office for up-to-date templates. For Monash staff meeting Minute, Agenda and Terms of Reference templates/examples can be found here:

http://www.intranet.monash/pmcentral/toolkit