



INORMS WORKING GROUP

Terms of Reference

Version 2 – 12/02/2018

1. Background/Context

The nature of research management and administration is changing, and it is becoming more professional and global. The economic and political imperatives and pressures are common across the globe. The INORMS network enables the officers of its member Associations to compare their national, international or regional issues, and to learn from each other. Each member Association has its own distinct remit, constitution, membership and geographical base, but all face similar issues. Through INORMS, member Associations are able to transfer training course structure and content, adopt comparable support mechanisms, jointly develop training materials, and jointly influence policy.

The INORMS network is governed by the INORMS Council within an agreed set of operating principles and comprises of **one** representative from each member Association (refer to Annexure A).

The aim of the working party is to strengthen the value proposition of the INORMS global association and to add value to members and their associations beyond the biennial congress.

2. Roles and functions of the INORMS Working Group

- provide strategic leadership in the development, implementation and sustainability of INORMS programs and events;
- provide advice, support and assistance to the INORMS Council in the implementation of the programs and events relevant to INORMS.
- assist in the promotion of the INORMS network.
- identify the needs of INORMS members

3. Role of Working Group Members

The role of the individual members of the INORMS Working Group includes:

- *attending regular meetings as required per year) and actively participating in the group's work discussions;*
- representing the interests of all INORMS members as appropriate
- a genuine interest in the initiatives and the outcomes being pursued by the INORMS network;
- being an advocate for INORMS; and
- being committed to, and actively involved in, pursuing the network's outcomes.

The Working Group will nominate one of its members to act as Convenor for a two-year term, following endorsement by the Board.

4. General

4.1. Membership

The INORMS Working Group shall be comprised of:

- A nominated member representative from each eligible INORMS association (refer to Annexure A – Member Associations and Annexure B: INORMS Working Party Contact List).
- Other members may be co-opted by the Chair/Convenor as required.

The group will be chaired by the selected Convenor of the Working Group. Meetings will receive support from the INORMS Secretariat.

The term of membership shall be two years. However, as membership within participating INORMS Associations change, an annual review of the Working Party shall be undertaken in each June to reflect any membership changes that may have occurred.

All agenda items will be forwarded to the Coordinator by close of business ten working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

4.2. Minutes and meeting papers

The minutes of the INORMS Working Group meeting will be prepared by the Secretariat.

Full copies of the minutes, including attachments, will be provided to all INORMS Working Group members no later than five working days following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

4.3. Frequency of meetings

At a minimum, the INORMS Secretariat shall schedule two meetings of the Working Group annually. Both meetings shall align with a Council meeting. At a minimum, one meeting shall be face to face and align with a major sister society conference or the biennial INORMS Congress.

4.4. Proxies to meetings

Members of the INORMS Working Group may nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback on behalf of the association they are representing.

4.5. Quorum requirements

A quorum will be half the regular membership plus one.

4.6. Review

The effectiveness and membership of the INORMS Working Group will be reviewed after twelve months.

Annexure A: INORMS Representative Associations

- Association of Research Managers and Administrators (UK) (ARMA)
- Australasian Research Management Society (ARMS)
- Brazilian Association of Research Managers (BRAMA)
- Canadian Association of Research Administrators (CARA)
- Danish Association of Research Managers and Administrators (DARMA)
- European Association of Research Managers and Administrators (EARMA)
- Finnish Association of Research Managers and Advisors (Finn-ARMA).
- German Association for Research Managers and Administrators (GARMA)
- Icelandic Association of Research Managers and Administrators (ICEARMA)
- National Council of University Research Administrators (NCURA)
- Praxis Auril
- Society of Research Administrators International (SRAI)
- Southern African Research and Innovation Management Association (SARIMA)
- The Association of Commonwealth Universities (ACU)
- The Norwegian Network for Administration and Research Management (NARMA)
- The Research Manager and Administrator Network Japan (RMAN-J)
- West African Research and Innovation Management Association (WARIMA)

Annexure B: INORMS Working Party Contact List.

Organisation	First Name	Family Name	Email Address
ACU	Patrice	Ajai-Ajabe	Patrice.Ajai-Ajagbe@acu.ac.uk
ARMA	Linsey	Dickson	linsey.dickson@stir.ac.uk
ARMS	Tania	Tambiah	Tania.Tambiah@rmit.edu.au
BRAMA	Aline	Pacifico Rodrigues	Aline.pacifico@einstein.br
CARA	Deborah	Zornes	executive_director@cara-acaar.ca
DARMA	Olaf	Svenningsen	osvenningsen@health.sdu.dk
EARMA	Jan	Andersen	jande@adm.dtu.dk
Finn-ARMA	Jaana	Backman	jaana.backman@uef.fi
GARMA	Paul	Winkler	pwinkle@gwdg.de
ICEARMA	Asta	Erlingsdottir	astasif@hi.is
NARMA	Hanne	Sørgjerd	hanne.sorgjerd@ntnu.no
NCURA	Anthony (Tony)	Ventimiglia	VENTIAF@auburn.edu
Praxis Auril	To be confirmed		
RMAN-J (Japan)	Norifumi	Miyokawa	miyokawa@hiroshima-u.ac.jp
SARIMA	Harry Maishe	Bopape	bopaphm@unisa.ac.za
SRAI	John	Westensee	jwe@au.dk
WARIMA	To be confirmed.		