1. **Purpose, role and responsibilities**

1.1 **Purpose**

The National Core Content Re-Procurement Project Board has been established as a sub-group of the National Content and Collections Development Group. Its purpose is to provide oversight of the work required to re-procure a collection of electronic knowledge resources for the NHS in England and a framework for purchasing additional resources at regional and local level.

1.2 **Role**

The role of the Board is to make operational decisions in relation to the re-procurement activity and to make recommendations to the National Content and Collections Development Group¹.

1.3 **Responsibilities**

To make procurement recommendations to the National Content and Collections Development Group, for decisions at stages determined by the work plan

To develop and maintain a project plan and risk register for the project

To make decisions about operational matters pertaining to the re-procurement activity

To communicate with stakeholders as appropriate

2. **Ways of Working**

2.1 **Duration**

The Project Board will exist from July 2010 to July 2011.

2.2 **Frequency of meetings**

The Board will meet bi-monthly. By agreement, some of these meetings may be via teleconference or WebEx, if appropriate. Additional meetings may be scheduled as required.

¹ The National Content and Collections Development Group has representation from all 10 SHAs and NHS Evidence and will make final decisions.
2.3 **Meeting notes**

The Chair will produce a list of action points for agreement after each meeting. Formal meeting notes will not be produced.

3. **Representation**

3.1 **Representation**

- Representation from Strategic Health Authorities
- Representation from NHS Evidence
- Representation from JISC Collections
- Representation from NHS library services
- Representation from Higher Education health library services

Others may be co-opted to provide input at different stages in the process.

3.2 **Members responsibilities**

- To communicate information to the Board from library users, library staff and stakeholders
- To communicate information from the Board to library users, library staff and stakeholders
APPENDIX ONE – PROJECT BOARD MEMBERS

Strategic Health Authorities and NHS Library Services

Richard Marriott (Chair) SHA Library Lead, NHS East Midlands
Helen Bingham Chair of Content & Collection Development Group
Laura Coysh Chair of SHALL Expert Test & Review Group
Lyn Edmonds Library & Knowledge Services Manager, Papworth Hospital
Jenny Toller Chair of Information Management & Technology Group

Higher Education

Betsy Anagnostelis Chair of University Health & Medical Librarians Group

NHS Evidence

Ingrid Evans Commissioning Manager
Celestine Johnston Commissioning Manager

JISC Collections

Liam Earney Head of Licensing and Customer Service
Ben Taplin Digital Library Licensing Service Project Manager