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# GLAM Digital Strategy Implementation Programme Board

## Terms of Reference

### **1. Preamble**

The GLAM Digital Strategy Implementation Programme Board (GDSIP) is responsible for the overall management and delivery of a series of initiatives and projects funded by various sources to implement the GLAM Digital Strategy. It will report to the GLAM Strategy Group (formerly ASUC SG), to Curators of the University Libraries, and to the Oxford University Museums Board, but also with a reporting line to IT Committee on all projects funded from the IT Capital Envelope. With specific reference to the latter it will also function as an 'IT Board' with the appropriate approval authority for project funding and monitoring responsibilities, overseeing the 'Digital Content' envelope.

GDSIP will have a dedicated Programme Manager who will have the responsibility for managing the programme, initiating projects, monitoring project progress, and maintaining the programme plan. By the nature of the work involved the Programme Manager will also be asked to take oversight of a range of projects that may arise from external funding, but within the IT Capital Envelope to liaise with other relevant programme managers, and to report as required to IT Services' PMO.

Before the start of each academic year GDSIP will identify their strategic goals and priorities for GLAM digital projects for the coming year, and present to GLAM SG (and other governance committees as appropriate) a full plan and to IT Committee a plan outlining any projects that will require funding from the IT Capital Envelope. GDSIP will

also present a preliminary report on ongoing and prospective projects to show how these align with these strategic goals and priorities. After further discussion between GLAM SG and IT Committee as required, the planned portfolio of projects will be agreed by both committees, with GLAM SG taking responsibility for ensuring that projects are aligned with the University's strategic goals and priorities for GLAM, and IT Committee overseeing the alignment with overall IT objectives. It will be the responsibility of IT Committee to make the final decision on any funding allocation from the IT Capital Envelope.

## **2. Terms of Reference**

- To develop and articulate a workable plan designed to implement the GLAM Digital Strategy.
- To represent the digital needs and ambitions of both individual institutions within GLAM and to formulate collaborative activities between the institutions.
- To identify projects within the Implementation Plan suitable for funding from within or outwith the University.
- To set out an annual plan in advance and contributing to the ongoing development of the GLAM Digital Strategy; forming strong relationships with other IT Boards (as appropriate) to ensure co-ordination in planning and projects.
- To monitor progress and expenditure on projects in progress within their domain (through a standard checklist), receiving direct reports from associated project and programme boards; recommending to GLAM SG and ITC the prioritization of future projects and producing an annual plan for investment.
- To recommend and where applicable approve project initiation within a wider framework of agreed approval processes for capital spend.
- To receive relevant reports from user groups in their domain (as well as project/programme boards); reporting upwards or escalating to GLAM SG and IT Committee.

With reference to the 'Digital Content' envelope (as part of the IT Capital Plan) GDSIP

will be given a notional allocation on a rolling three-year basis to be reviewed annually by ITC to guide their decisions and recommendations on project spending.

GDSIP will also be supported by IT Services' Project Management Office, Service Management Office and IT Architecture Group.

### **3. Membership**

The following initial membership is proposed:

- \* Chair: Bodley's Librarian
- \* At least one member representing the digital strategic perspectives from each of the GLAM units
- \* Head of IT for Museums and Gardens
- \* Associate Director for Digital Libraries, Bodleian Libraries
- \* Up to four academic members nominated by the divisions drawn from the Museum Boards and Curators of the University Libraries
- \* Director of Academic IT Services or their chosen representative
- \* Representative of college community
- \* Representative of Museums Partnership Board

*In attendance*

Executive Secretary

Members are appointed for two years in the first instance.

Board members are asked to provide a range of perspectives i.e. unit,

divisional, departmental and user/non- users.

The Board may co-opt members from other departments, boards or groups as it sees fit.

#### **4. Mode of working**

The Board is expected to meet twice a term, although more frequent meetings may be required during the first year of operation. In the interests of efficiency, the business of the Board may also be undertaken between physical meetings with the agreement of the chair and members (e.g. via email or telephone conference).

The unreserved business of the Board will be made available to members of the collegiate University via a Nexus SharePoint site.