



National  
Co-ordinating  
Centre for  
Public Engagement

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**UK CEH**

**PER Sub-committee to  
Science Board: Terms of  
Reference**



## UK CEH PER Sub-committee to Science Board: Terms of Reference

**Key Objectives:** *Develops, implements and evaluates CEH's strategic approach to PER and associated annual PER Delivery Plan.*

### Core Responsibilities

1. Review CEH's strategic approach to PER, including application of the NCCPE EDGE Tool, thus periodically reviewing and developing CEH's PER Principles.
2. Define central resource requirement and champion budgetary requests to Infrastructure Management Team and Science Board as appropriate, and inform allocation and direction thereafter.
3. Oversee the development, implementation and evaluation of annual CEH PER Delivery Plans, ensuring strategic implementation of CEH PER Principles.
4. Support large-scale CEH-wide PER CWI proposal development and delivery.
5. Receive and review annual PER activities informing contributions to CEH's Annual Review and other communication channels for the promotion and celebration of PER both internally and externally.

### Exclusions

- Science Communications, including CEH Press Office.

### Membership (Annex B)

- The Chair of the PER Sub-committee is the CEH Director of Impact & Innovation.
- A CEH Academic PER lead.
- Site-based PER Champions.
- Head of Communications & Engagement.
- Secretariat support will be provided by Impact & Innovation PA Support.

### Governance

- The PER Sub-committee's principal reporting body is the Science Board.

### Meetings

- A meeting will be organised on a biannual basis.
- Non-members will be invited to attend on an ad hoc basis when additional expertise is required, including Reports from External Communications Manager and Public Engagement & Events Coordinator.
- Agenda and associated Papers to be circulated no later than five working days prior to meeting.