

UNIVERSITY OF ABERDEEN  
**DIGITAL STRATEGY COMMITTEE**  
**TERMS OF REFERENCE**

**1. PURPOSE**

The Digital Strategy Committee has responsibility for the strategic direction of all Digital activities. It is guided by the Aberdeen 2040 Strategy goal of being truly Inclusive, Interdisciplinary, International and Sustainable and plays a key role in ensuring that digital activities align to the 2040 strategy and its associated implementation plans, commitments and key performance indicators going forward.

This committee will champion digital solutions and services for both our staff and students across Education, Research and Administration, promoting and communicating areas of excellence, prioritising and initiating projects, whilst embedding digital best practices across the University.

**2. REMIT**

- To champion the embedding of Digital solutions, services and best practice across Education Research and Administration throughout the University, guided by the Aberdeen 2040 strategy.
- To provide a strategic forum that shapes the University's deployment and use of Digital resources, both financial and staff.
- To identify opportunities to enrich the University Digital capability and commission supporting initiatives.
- Liaise with the Project Management Office to ensure that appropriate governance and assurance is provided for all relevant work.
- To ensure rich and regular consultation with and communications support for our staff and students in the use of Digital technologies and content.
- To have accountability for the development and delivery of the University's Digital investment, in projects and initiatives.
- To approve and monitor the strategic investment of Digital funds to deliver projects and initiatives which enable the University's institutional goal of being truly Inclusive, Interdisciplinary, International and Sustainable.
- To research and horizon scan for new digital technologies, content and approaches which enable and enhance the University's goals.
- To establish sub-groups as may be required to deliver specific areas of the Committee's remit
- To provide regular progress reports to University Senior Management for onward transmission to appropriate committees of the University
- Act as the focal point for business cases and associated bids for significant digital funding and make decisions in terms of the funding and commission of subsequent work
- To undertake Digital financial portfolio management. and, in liaison with Finance colleagues, monitor and report on the use of Digital funding

**3. COMPOSITION AND MEMBERSHIP**

COMPOSITION	MEMBERSHIP
<b>CHAIR (VICE-PRINCIPAL REGIONAL ENGAGEMENT &amp; REGIONAL RECOVERY)</b>	Peter Edwards
<b>UNIVERSITY SECRETARY, COO</b>	Tracey Slaven
<b>CHIEF FINANCIAL OFFICER</b>	Mark White
<b>VICE-PRINCIPAL (EDUCATION) OR NOMINEE AS REQUIRED</b>	Jo-Anne Murray (from Feb 24)
<b>VICE-PRINCIPAL (RESEARCH) OR NOMINEE AS REQUIRED</b>	Nick Forsyth
<b>DEAN FOR ACADEMIC RESEARCH PARTNERSHIPS AND RESEARCH GOVERNANCE</b>	Andrew Dillely
<b>DEAN FOR EDUCATIONAL INNOVATION</b>	Kirsty Kiezebrink

Current version – includes unapproved updates

<b>TWO ELECTED MEMBERS OF SENATE</b>	Nigel Beacham Nir Oren
<b>TWO ACADEMIC MEMBERS OF STAFF</b>	Heather Morgan Vacant
<b>TWO HEADS OF SCHOOL</b>	Ian Greener Doug Martin
<b>LEAD SCHOOL ADMINISTRATION MANAGER</b>	Rhona Moore
<b>DIRECTOR OF DIGITAL AND INFORMATION SERVICES</b>	Brian Henderson
<b>DIRECTOR OF ACADEMIC SERVICES &amp; ONLINE EDUCATION</b>	Gillian Mackintosh
<b>DIRECTOR OF ESTATES &amp; FACILITIES</b>	Morag Beers
<b>DIRECTOR OF PLANNING &amp; GOVERNANCE</b>	Hulda Sveinsdottir
<b>DIRECTOR OF RESEARCH &amp; INNOVATION</b>	Elizabeth Rattray
<b>DIRECTOR OF STUDENT RECRUITMENT</b>	Ashar Ehsan
<b>IN ATTENDANCE</b>	
<b>UNIVERSITY LIBRARIAN</b>	Simon Bains
<b>HEAD OF MUSEUMS AND SPECIAL COLLECTIONS</b>	Neil Curtis
<b>ASSISTANT DIRECTOR (APPLICATIONS MANAGEMENT)</b>	Ian Robotham
<b>PROGRAMME DIRECTOR</b>	Mike Whyment
<b>HEAD OF INFORMATION GOVERNANCE</b>	Fiona Stuart
<b>DIS USER SERVICES MANAGER</b>	Iain Cameron
<b>PROGRAMME MANAGEMENT OFFICE</b>	Iain Grant
<b>CLERK</b>	Russell Moffatt
Other academic and / or professional service members may be co-opted as required.	

#### 4. COMMITTEE GOVERNANCE

Under Committee Governance, the following points should be noted:

- The Committee will report directly into the University Senior Management Team.
- The Committee is expected to meet 5 times each Academic Year, during term time.
- The Committee will have the discretion to create sub-groups, as and where appropriate.
- Paperwork for each meeting will be coordinated in advance, and circulated by the Clerk, at least five working days prior to each meeting.
- “In Attendance” - individuals attend meetings to provide guidance and contribute to the discussion – however, they have no locus in decision-making and do not have a vote if voting takes place.

Quorum: 50% of formal membership (including Chair)