



## Project Advisory Board Terms of Reference

Project Acronym: DISCOVER  
 Grant Agreement Number: 297268  
 Project Title: Digital Inclusion Skills for Carers bringing  
 Opportunities Value and Excellence

# Deliverable 2.4

Revision: 1.0

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Dissemination Level		
P	Public	✓
C	Confidential, only for members of the consortium and the Commission Services	

## REVISION HISTORY AND STATEMENT OF ORIGINALITY

### Revision History

Revision	Date	Author	Organisation	Description
0.1	14/05/2012	Nikki Spencer	Birmingham City Council	First version published to Dropbox
0.2	12/06/2012	Nikki Spencer	Birmingham City Council	Comments from partners included
1.0	05/07/2012	Heike Schuster-James	Birmingham City Council	Published as Deliverable

### Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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## Introduction

The role of the Project Advisory Board (PAB) was discussed and agreed during the kick –off meeting. A first draft of the Terms of Reference was published to Dropbox for review by all partners and comments have been included. This version is now being used to recruit Board members.

## Deliverable D2.4 Project Advisory Board – Terms of Reference

### PROJECT ADVISORY BOARD

#### TERMS OF REFERENCE

##### Project Aim:

The DISCOVER project will create a new service to deliver digital skills training; this will focus in particular on opportunities for informal carers, as a socially excluded group, but also target formal carers and the older people who are being cared for. Based on existing eLearning systems in Birmingham and Thessaloniki, the DISCOVER platform will integrate the existing systems and provide access to rich digital skills learning experiences.

##### Project Objectives:

- Increased digital competences and engagement of social inclusion actors (carers).
- Increased use of ICT solutions for enabling social support and care.
- Improved recognition and appreciation of the importance of Social Care work

##### Activities

The primary role of the DISCOVER Project Advisory Board is to act as a critical friend and assist, in an advisory capacity, in the development of a successful project. Therefore the Board will:

1. The Project Advisory Board will:
  - represent and solicit intelligence and feedback from Carers and other key stakeholders;
  - advise on content / products developed by the DISCOVER project;
  - guide the DISCOVER development where there are changes to the provision for carers e.g. legislative, training and support provisions;
  - advise and guide on content relevance to the care sector and
  - provide knowledge and intelligence on care provision and training.

Members of the Project Advisory Board should reflect and represent each DISCOVER partner locality and key stakeholders of the DISCOVER project e.g. local policy makers, care providers, carer organisations, organisations for the elderly, training providers, accreditation bodies, care givers, etc. thereby increasing buy-in. Members will:

2. Guide the development of DISCOVER as an agreed pathway for digital skills learning and raising carers' aspirations.
3. Act as Ambassadors for DISCOVER especially within Local Government, the Care, Learning and Training sectors.
4. Engage with carers in order to validate the DISCOVER programme.
5. Act as a source of guidance and expertise in relation to the specific aspects of the DISCOVER Programme and to influence development by identifying connections and synergies with other initiatives.
6. Advise on the development of a mission statement that builds on the DISCOVER statement "Digital Inclusion Skills for Carers bringing Opportunities, Value and Excellence" e.g. "innovative ways of doing things differently in a digital world".
7. As a stakeholder, support the dissemination of the DISCOVER project and products, utilising their influence to expand DISCOVER by promotion to relevant companies / agencies; and the identification of events, forums and activities (current and future) where DISCOVER could be promoted.
8. Take part in occasional (e.g. 6-monthly) Web/Telephone Conferences to facilitate project activities.

#### Size and Composition

The Project Advisory Board will have representatives from each partner locality (local or national) that represent the key stakeholders of DISCOVER, a minimum of 2 up to a maximum of 5 representatives per country (UK, NL, ES, GR & IRE). Representatives will be nominated by the Consortium Partners and appointed by the Project Steering Group with consent of all partners.

#### Benefits of PAB Membership:

- Preferential invitation to DISCOVER events including where appropriate Consortium Partner meetings.
- Preferential access to materials / content / products developed by DISCOVER
- Access to DISCOVER Research results and findings
- Monthly / Quarterly update via an electronic newsletter of DISCOVER activities