



## **National Biodiversity Data Centre**

### **Terms of Reference for Management Board**

The National Biodiversity Data Centre (previously known as the National Biological Records Centre) is established by the Heritage Council to assist it in the exercise of its functions pursuant to Section 6 of the Heritage Act (1995). Its activities will be overseen by a working group appointed by the Heritage Council. This Group is now known as the Management Board.

These Terms of Reference for the Management Board were adopted at the meeting of the Heritage Council on 9<sup>th</sup> June 2011.

- The Board will report to the Heritage Council on at least an annual basis;
- The Board will establish the frequency of its meetings with the Director of the Data Centre (currently four times a year). Such meetings will be sufficiently frequent as to effectively monitor the management of the implementation of the work programme,
- The function of the Board is to oversee the development and delivery of an agreed five-year work programme,
- The Board members will also be invited to provide input to the development of future phases of the Data Centre.

#### **Additional Explanatory Note:**

The delivery of the work programme is by way of a five-year Contract for Service awarded to Compass Informatics Ltd. The Heritage Council is responsible for the oversight and management of that contractual agreement and Compass Informatics will be required to comply with all auditing requirements of the Heritage Council. While the Centre staff will report on financial matters to the Board at its meetings, and highlight issues that may affect programme delivery, the Heritage Council manages the contract relationship itself. Compass Informatics Ltd's financial statements are annually audited by an independent company.