

#### 4. Service delivery

Many of the tasks associated with this role, such as network building, information gathering, engaging with industry, [REDACTED] This allows me to streamline my workload and provide added value for this contract.

Below is a suggested timetable of works to take place over the year, with slight variations for year 1 (Y1) and year 2 (Y2). As more specific events are identified they can be included in the timetable, however below is illustration of when general tasks will be achieved.

Month	Suggested Activity	#days
May	Meet with BEIS delegate to discuss working patterns, formation of National Team (Y1), priorities and working practice reflection (Y2) etc.	0.2
May/June	ExCo meeting	2
July	Admin	0.25
	BEIS delegate check in	0.2
	National Team meeting – initial gathering (Y1), goal setting, brainstorming etc.	0.5
July/August	Annual report writing	1
September	BEIS delegate check in	0.2
	Admin	0.25
October/November	ExCo meeting	2
November	BEIS delegate check in	0.2
December	Admin	0.25
January	BEIS delegate check in	0.2
February	National Team Meeting – half day workshop	0.5
March	BEIS delegate check in	0.2
	Prepare report of TCP activities for BEIS	1
	Admin & preparing Invoice	0.25
Throughout Year	Co-ordinating national team and adhoc meetings	0.8
	Gathering information for annual report	1
<b>Total Year 1 Days</b>		<b>11</b>

Below provides more contextual detail of how work will be delivered:

##### Attendance to ExCo Meetings (4 days a year)

[REDACTED]

Such a synergy will also allow me to reduce my carbon footprint associated with this work. These meetings typically take place in May/June which is a quiet time in my academic calendar so should be easy to attend. October/November meetings will be when I have the majority of my teaching commitments however, these are flexibly for me in my role and will be



able to be accommodated. I am happy to work outside of UK working hours to accommodate international meeting schedules.

#### **Gathering information for an annual report (2 days per year)**

Based on my other commitments and the workings of the working year, I suggest that the annual report be prepared in the Summer months (July/August). This time of year is much quieter for both my own academic calendar but also for many others as the summer holidays alleviate some pressures in the work place. For the first year, this will require rapid information gathering and a sharp focus on the content of the report. This will be established upon initial meeting with the BEIS delegate in May, upon the contract starting. For the second year, there will be more time to gather data over the year preceding.

#### **TCP administration, meeting minutes, invoicing (1 day per year)**

The majority of this work will happen close to ExCo meetings, which will be accounted for in my time planning. I am experienced with invoicing and expect this will take minimal amounts of time towards the end of the financial year. I am particular in ensuring all expenses incurred and promptly documented and tracked to ensure quick processing during invoice and for submission of evidence.

#### **Coordinating a National Team and relevant adhoc meetings (3 days per year)**

The Bioenergy TCP does not currently have a national team, so one of my first priorities in post will be to assemble a group of experts for this purpose. I have a number of individuals who I feel would make valuable contributions, but acknowledge my network may be lacking in certain areas - technology conversion, and vectors for example. In the first month in post I intend to meet with the BEIS delegate to discuss the building of a national team, as well as how we intend to work together over the coming term. I then plan to host two half-day workshops per year with the national team, as well as adhoc meetings throughout the year.

I will meet with the BEIS delegate every two months. This will be a mix of in person meetings, its very convenient to get to London from my current residence in Guildford, and online meetings. I will also be readily available to the BEIS delegate via email and telephone.

#### **Producing a report of TCP activities for BEIS (1 day per year)**

The report for BEIS on TCP activities will be written in March, close to the end of the operating year in order to capture all events and work that has taken place. Notes will be kept throughout the year to refer to, to allow assembly of the report in a swift and accurate manner.

#### **Periods of unavailability**

September through to December are the busiest period for my academic calendar as I [REDACTED] and deliver a 12-week training programme, as well as teach on several MSc courses and deliver an undergraduate module in late November. For this reason, my commitments to this role will be limited during that time of the year.