HILARY AND TRINITY COORDINATION GROUP

# Terms of Reference

The strategic aim of the HTCG is to support the continuation of activities into Hilary and Trinity Terms with as full a cohort as possible, the optimum combination of face-to-face teaching and online learning, and a fully operational research programme.

This will be achieved by:

* mapping out, coordinating and overseeing the different strands of work required to prepare for Hilary and Trinity Terms, liaising with the University’s primary policy committees and with Bronze and Silver for decision-making as appropriate;
* receiving feedback from the main policy committees and other groups on how the plans in place for Michaelmas Term have worked in practice, and where necessary establishing and overseeing appropriate feedback mechanisms to gain additional insight and information;
* adapting and evolving plans for Hilary and Trinity Terms to take account of that feedback, and the changing national environment;
* setting up sub-groups as necessary to take forward individual planning or implementation strands of work.

## Membership

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Membership Capacity** |
| Prof Sam Howison | Head of MPLS Division | Head of Division (**Co-Chair**) |
| Prof Roger Goodman | Warden of St Antony’s College | Head of a College (**Co-Chair**) |
| Prof Margaret Stevens  | Associate Head for Personnel and Equality, SSD | Associate Head of Division |
| Prof Benjamin Thompson  | Associate Head for Education, Humanities | Associate Head of Division |
| Prof David Vaux (MSD) | Associate Head for Education, MSD | Associate Head of Division |
| Prof Graham Taylor (MPLS) | Deputy Head of MPLS and Associate Head for Estates | Associate Head of Division |
| Prof Kathy Willis | Principal of St Edmund Hall | Head of a College with UG and PG Students |
| Judith Finch | Director of Conference of Colleges | Conference of Colleges Secretariat representative |
| Angela Unsworth | Domestic Bursar, University College | Domestic Bursar |
| Dr Nicky Trott | Senior Tutor, Balliol College | Senior Tutor |
| Prof Simon Horobin | Senior Proctor | Proctors representative |
| Prof Chris Conlon | Head of NDM Experimental Medicine and Chair of HMAG | Chair or other representative of HMAG |
| Dr Catherine Paxton | Divisional Registrar, SSD | Divisional Registrar or representative |
| Amelia Holt | OUSU VP for Welfare and Equal Opportunities | Oxford SU UG representative |
| Alex Foley | OUSU VP for Women | Oxford SU PG representative |
| Richard Ovenden | Bodley’s Librarian | GLAM representative |
| Antony Willott | Head of Governance and Covid Planning | Registrar’s Office |
| Dr Saira Shaikh | Academic Registrar | Academic Registrar or representative |
| Julian Duxfield | Director of HR | Director of HR or representative |
| Paul Goffin | Director of Estates | Director of Estates or representative |
| Lukasz Bodhan | Director of Assurance | Director of Assurance or representative |
| Member of PAD’s Senior Team (rotating) | Rotating attendance across PAD’s Senior Team | Communications representative |

Secretariat support will be provided by Dr Lizzie Peachey.