

## Vice President Industry University Liaison

### Role and Revised Job Description

#### Introduction

The following document has been prepared with the encouragement of the President to reflect more accurately the purpose, role and activities of this position. It is timely to do this within an IFPRI community which is much larger than when the position was first created and where the pressures on company representatives have changed the extent and duration of their input to eg the TC.

#### 1. Scope and Purpose

- a. The VP supports and assists the TC Chair and Members and works with the President on all aspects of the development, management and communication of IFPRI technical activities.
- b. He provides an essential element of continuity in all aspects of the technical programme in a regime where TC personnel change on a frequent basis.
- c. He promotes IFPRI throughout both the industrial and academic communities

#### 2. Activities/Dimensions

- a. Strategic Development - assist in the development of a research strategy across all the subject areas by:
  - i. Highlighting opportunities for change in the forward programme
  - ii. Identifying members needs through discussion, surveys etc
  - iii. Contributing own experience and expertise to determine strategy
- b. Initiate new projects both directly and in collaboration with the TC:
  - i. Research and define key issues, project scopes and potential contributors
  - ii. Prepare and issue briefs and solicit proposals in time to meet key decision points. Guide proposers in the preparation of their proposals.
  - iii. Brief new researchers on their role within IFPRI
- c. Coordinate the management of existing projects
  - i. Collate and monitor all inputs on the current status of all projects
  - ii. Communicate, discuss and resolve where possible issues arising with individual projects and/or researchers
  - iii. Report results to the TAC
- d. Communication
  - i. Act as Secretary to the TC and TAC, collecting and identifying issues to be determined and reporting the outcomes. Coordinate the Europe and US TC Meetings.
  - ii. Prepare the Annual Research Report which gives a detailed overview of the history and status of the current years technical programme.
  - iii. Compile the VP Annual report and White paper. This is primarily a comprehensive briefing document for the Annual Meeting. It comprises up to date summaries of all projects, outlines all issues to be determined by the TAC (with TC recommendations where available), includes reports of all relevant visits made by the VP and presents all proposals for new projects under consideration.
  - iv. Conduct personal visits
    - (1) Introduce new researchers to IFPRI, ensure they understand and

are happy with both the project and IFPRI requirements and obtain background information on researcher/environment.

(2) Discuss, understand and resolve if possible issues arising with projects/researchers.

(3) Courtesy visits as convenient with (1) and (2)

v. Evaluate and develop alternative means of communication to assist members and promote IFPRI

(1) IFPRI poster

(2) IFPRI Web site

e. Maintain and develop awareness of advances across all subject areas by attending key Particle Technology technical meetings

### 3. Resources

a. Time. The activities described require in excess of 100 days per year. (*Note: current job definition allows 50 days*)

b. Facilities (*Note: IFPRI provides no support for the provision or operation of these facilities*)

i. Extensive and reliable communication facilities including phone, fax, e-mail and access to the Internet.

ii. Reliable travel planning and support facilities

iii. Good general office facilities for producing and copying high quality documents and storing IFPRI related documentation

E R Place

15 May 1998

*ER Place*

VP Budget Proposal 1997-98

Month	To Whom	Location	TOTAL
1998			\$
September	Bauckhage	Bremen )	
	Leschonski	Clausthal )	1408
	MiniTC	Widnes/LJF	320
October	Kalyon	Stevens )	
	Feke	Case Western )	
	Cuitino/Muzzio	Rutgers )	1922
November	Mecholsky	Florida )	
	AICHe Mtg (PTF) *	Florida )	2880
December	Wypych	Wollongong )	
	Lidster	Queensland )	2800
1999			
March	TC Europe	Heathrow	352
	TC US	NJIT	1130
April	IChemE Research Event	Cardiff	912
	Soft Solids Poster Mtg	Loughborough	368
June	IFPRI Ann Meeting	Rutgers	1580
			<b>13672</b>

GR Poca 15-5-98