

Local Management Committee (LMC) Meeting Roles

Chairperson

Actions: The Chairperson will be responsible for the smooth running of the meeting. On the day of the meeting a brief oral statement should be given outlining any activities in the company which may affect the KTP project. Following the meeting the Minute Secretary will send the Chairperson the draft Minutes for approval.

KTP Associate

Actions: Prepare an Executive Summary and project Gantt chart and send to the KTP Centre for circulation 7 days prior to the date of the meeting. On the day of the meeting make a presentation to the LMC. Propose future action and budget expenditure to the LMC for their approval.

Executive Summary should cover the following: title page; project aim; activity since previous LMC meeting; achievements to date; proposals for future action. A sample format for the Executive Summary with further guidelines on content can be found in the KTP Associate Handbook.

Facilitator

Actions: Update the Facilitator's report and send to the Minute Secretary for circulation 7 days prior to the date of the meeting. On the day of the meeting a short oral statement should be given highlighting progress to the project objectives.

Knowledge Base Supervisor

Actions: Prepare a short report (about 1 side of A4) and a Financial Statement. Send both these documents to the Minute Secretary for circulation 10 days prior to the date of the meeting. On the day of the meeting a short oral report should be given highlighting any main points.

Report should cover the following: Your input into the project since the last LMC (Time spent at the company/academic input); any issues or difficulties that have occurred and any that you predict for the coming period; an update on the 'academic benefits' coming out of the project (papers, placements, etc); relevant matters concerning the Associate's higher degree, chartership or training; opportunities for broadening the collaboration.