



IREL Negotiation Group

Terms of Reference (ToR)

Purpose

The role of the IREL negotiation group is to help ensure that the IREL catalogue of resources is developed in line with IREL's mission, to support the negotiation of favourable terms and conditions and pricing for agreements with publishers and vendors in accordance with IREL's strategy and policies, and to ensure that agreements are in line with local institutional implementation requirements.

Scope

The Negotiation Implementation Group is tasked with:

- defining negotiation parameters and goals within any high level principles developed by the Advisory Committee; and endorsed by the Governing Board
- reviewing and endorsing the terms and conditions of agreements;
- forming negotiation subgroups to negotiate with specific publisher where appropriate;
- recommending the formation of multi-stakeholder high level negotiation teams for strategically important negotiations;
- coordinating communications to and input from the broader IREL network regarding negotiation developments
- setting parameters for the evaluation of value for money of IREL deals

Membership

- Members may be drawn from IREL member institutions, who shall make reasonable efforts to nominate staff with appropriate skills and competencies to join the Group.
- The IREL Director is responsible for submitting a final shortlist of the Groups' members for approval by the IREL Governing Board. Appointments shall be made with regard to competencies, knowledge transfer and balance of representation.
- Membership will consist of:
 - Chair: IREL Director
 - IREL Manager (standing member)
 - IREL Executive Officer (standing member)
 - Seven members from IREL member institutions with expertise in relevant specialisms, including but not limited to collection management & acquisitions, procurement, scholarly communications, and open research.

5 March 2024

- Nomination for membership shall be sought from IUA (4), THEA/MTU (2) and the membership at large (1).

Term

Non-standing members will serve a three year term; and cannot serve more than two consecutive terms. A member's second and final term is limited to two years.

Meetings & Administration

- The Group shall meet as required in line with agreement negotiation cycles, either in-person or online
- The IReL Executive will maintain communications on progress with negotiations as necessary with designated contacts in IReL member libraries and other stakeholders.
- The Group will give due consideration to any feedback from members and stakeholders. For clarity, communications with members on negotiations, or soliciting members' responses, will not always be necessary, so will be at the discretion of the Group's Chair.
- The selection of resources and services for negotiation or cancellation will be subject to availability of funding and consultation with IReL members. Substantive changes to resources and services offered from publishers and vendors in negotiations will also be subject to consultation with IReL members.
- Sub-groups: the Group may form internal sub-groups tasked with negotiating with a specific publisher. Sub-groups will be composed of at least one IReL Executive member and at least one member from an IReL member institution. Sub-groups will report to the Negotiation Group Chair. For high-level strategic negotiations a member of the Advisory Committee or a senior representative from within the IReL network may be co-opted to lead a subgroup.

Governance

- Matters of strategic importance arising from the negotiations shall be escalated to the Governing Board.

Confidentiality and Conflict of Interest

- Members must not share information on the Group's activities outside the Group without the Chair's approval.
- Members must report any potential conflict of interest to the Chair.

Members 2024-2026

- Susan Reilly, IReL (Chair)
- Jack Hyland, IReL
- Aaron Binchy, IReL
- Amanda Halpin, Dublin City University
- Micheala Hollywood, Maynooth University
- Hardy Schwamm, University College Cork
- Christoph Schmidt-Supprian, Trinity College Dublin
- Maura Stephens, Atlantic Technological University

5 March 2024

- Karen McCormac, Munster Technological University
- Kathryn Smith, Royal College of Surgeons in Ireland