

The Role of the Quality Office is to:

- Send the review documentation electronically to the review team;
- Organise a conference call to take place 2-3 weeks after the review documentation is issued;
- Book and pay for all travel, accommodation and Dublin Airport transfers in consultation with reviewers and their requirements;
- Organise a dinner for Reviewers on the evening preceding the review to facilitate pre-review discussion (subject to reviewers' flights);
- Provide a Note-taker for all review meetings;
- Organise Guest Wifi at Trinity while the Reviewers are on-site;
- Check-in with the review team at the end of each day;
- Process the Honorarium and Expenses claim forms post review.