



Advisory Panel Terms of Reference

1. The purpose of the Advisory Panel is to provide a link between Science Board and the community, and represent the needs of the community to STFC.
2. Two Advisory Panels shall be established; one in the area of Physical Sciences and Engineering (PS&EAP) and one in the area of Life Sciences and Soft Materials (LS&SMAP).

Remit

3. The Advisory Panels are tasked to:
 - Maintain an overview of activities within their research areas as relevant to STFC, in particular, but not exclusively, relating to facilities provision, both UK and international.
 - Consult and interact with the community to ensure its views are canvassed and there is an appropriate and effective route for communication with STFC on strategic programmatic issues;
 - Provide advice to Science Board on specific questions as requested;
 - Liaise with other Advisory Panels when appropriate.
4. The remit of the panel includes Technology Development, Theory, High Performance Computing and Data Curation issues within their area.
5. The Advisory Panel is required to report on these activities to Science Board on a regular basis using the process set out below. The information provided by the Advisory Panel will be used by Science Board as input to on-going strategy development and in future programme evaluations.

Relationship and Reporting to Science Board

6. The Advisory Panel will report directly to Science Board (or Science Board Sub-Groups as appropriate). The Advisory Panel Chairs will be invited to attend Science Board to report at least annually and to attend as observers for appropriate agenda items. Science Board commits to considering advice from the Advisory Panels robustly and will provide feedback to the Advisory

Panel Chairs either in person at the meeting or through written feedback following the meeting. This is especially important where the recommendations of Science Board differ from those of the Advisory Panel.

7. Science Board and the Advisory Panels have differing roles in providing advice to STFC and this will impact on their interactions. Science Board is a strategic committee providing scientific overview and assessment of, and science advice on, all of the programmes STFC supports. The Advisory Panels represent the views of their specific communities. Accordingly there may be instances where Science Board is unable to take on board all the recommendations from each of the Advisory Panels, when trying to tension across the whole of the STFC programme. The process set out above should address this issue.
8. In order to aid two way discussions between Science Board and the Advisory Panels, Science Board commits to providing relevant guidance and information to the Advisory Panels when appropriate.

Relationship with the Facility Directors

9. The Chairs of the Advisory Panels shall ensure that the Directors of both the national and international facilities are aware of their activities, whilst ensuring the independence of the Advisory Panels isn't compromised when carrying out their role. This will include establishing a mechanism for the Advisory Panels to provide a copy of their annual report to Science Board to the facility directors after their meeting with Science Board (where appropriate), and for the facility directors to feed back to the Advisory Panels on how any suggestions in that report were addressed, with explanations if they weren't.
10. The UK facility directors shall also invite a representative from each Advisory Panel to attend the Diamond / ISIS / CLF / RCaH Scientific Advisory Committee meeting as an observer at least once per annum.

Size and Membership

11. Each Advisory Panel shall consist of a chair and deputy and up to twelve other members. The final panel size shall be dependent upon the size of the community and the need to ensure that the panel membership fully reflects the breadth of the community. Membership is for a three year term, with the possibility of extending for up to another three years, to a maximum of 6 years in total.
12. Panel members are appointed by STFC following an open nomination process in which the community can participate; all new members to the

Advisory Panels shall be agreed by the Executive Director, Programmes. The Advisory Panels may co-opt additional experts for specific tasks.

STFC Support

13. STFC will support the Advisory Panels in holding one face-to-face meeting per year. Each Advisory Panel is encouraged to self-organise email discussions and teleconferences in between these meetings if appropriate. The Advisory Panels should also seek community input through other consultative methods such as email/online consultations; the timing of any such consultation shall be agreed in advance with the facility directors and STFC to ensure that duplicate consultations on facility usage are not live in the same timeframe and that there is no overlap with any consultations for the Science Requirements document produced by the Large Facilities Implementation Group. STFC shall provide each Advisory Panel with their own dedicated webpage on the STFC website to enable the Advisory Panel to communicate with their community.

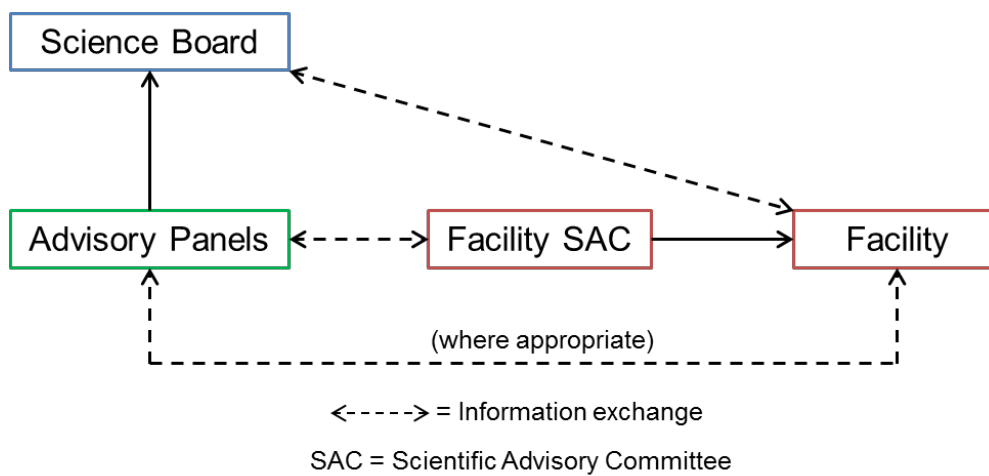


Figure 1: Graphical representation of the interaction of the Advisory Panels with Science Board and the national facilities