

TERMS OF REFERENCE MATHEMATICAL SCIENCES EARLY CAREER FORUM

Vision

The Early Career Forum (ECF) aims to involve early career researchers in mathematical sciences as an informal advisory stream to EPSRC and encourage them to act as advocates for EPSRC within the community.

Members are expected to bring a broad view to bear and to act as 'generous generalists', consulting and informing the community, and offering opinion across the breadth of the mathematical sciences theme. Members should not act as representatives of their own organisation, research area or sector.

EPSRC's responsibilities toward the ECF

- Provision of relevant information in a timely manner, and relaying outcomes from previous agendas and meetings.
- Listening to forum members, responding to their questions and concerns, and relaying feedback from the group to the Strategic Advisory Team (SAT).
- Management of the ECF recruitment process (annually, where necessary) to ensure that the membership broadly reflects the diversity represented in the mathematical sciences community and the regions of the UK.

ECF Members' responsibilities toward EPSRC

- Act as an informal advisory structure providing valuable insights and additional perspectives on key strategic issues and plans from the theme.
- Regular attendance (2-3 meetings per year), and induction meeting for new members, willingness to host and organise meetings (during times when the current pandemic does not affect travel), and respond to EPSRC emails promptly, as required.
- Acting as advocates, proactively sharing awareness of EPSRC operation and strategy with colleagues and the wider community.

Forum Members' responsibilities toward the community

- Being visible and informing colleagues of ECF role.
- Disseminating key knowledge of EPSRC strategy and activities to the community and stakeholders where appropriate.

Operation and Governance

- Steady state of approximately 16 members, with overlap between new and existing members; initial membership length of 3 years, with scope for EPSRC to extend by 1 year by expression of interest.
- Membership representation across early career stages, with a particular focus on those who are working towards or have recently received their first EPSRC funding.
- Open recruitment from across institutions/ organisations.
- Meetings to be held in sync with Mathematical Sciences Strategic Advisory Team (SAT) where appropriate.
- Agenda to be coordinated by EPSRC, having sought items from the ECF members.
- Meeting to ordinarily be chaired by whoever leads on each item (be it EPSRC or an ECF Member).
- The SAT ECF representative to act as champion for the ECF and act as a communication channel to relay feedback.