

Terms of Reference

Context and Remit

1. In connection to science, technology, humanities and new ideas, the statutory powers of UK Research and Innovation (UKRI), as defined by the Higher Education and Research Act 2017, include permission to: *promote awareness and understanding; collect, disseminate and advance knowledge; and facilitate, encourage, and support knowledge exchange.*
2. The Science and Technology Facilities Council (STFC), as part of UKRI, maintains a programme of public engagement with its science and technology. This programme is led by the Public Engagement teams within Programmes Directorate and National Laboratories. It may involve other staff across STFC as necessary to deliver high-quality engagement activities.

Advisory Panel for Public Engagement

3. The Advisory Panel for Public Engagement (APPE) will advise the Executive, and Council, on the mission, vision, and high-level objectives for a programme of public engagement with STFC science and technology, and on policies and strategies to achieve those objectives. It is expected to bring best practice to STFC's public engagement work, for the benefit of the programme.
4. As required, it will receive reports from the Executive on programme elements and their impact, and will advise on the development of metrics and the evaluation of the programme. The Panel will take into account learning obtained from the programmes of partner organisations in the UK and abroad as appropriate.

Focus

5. The areas of concern for the Panel will be;
 - o engagement of public audiences with STFC science, technology, engineering and maths ('STEM') activities;
 - o support and policy-setting regarding researchers' engagement work, including advising on engagement policies connected with research grants, projects, studentships and Fellowships;
 - o advising on the formulation of the STFC strategic plan for public engagement;
 - o engaging schools, teachers and young people with STFC's STEM work;
 - o strategies for delivering such work, including funding and strategic partnerships;
 - o advising on engagement work and partnerships for STFC laboratories and experiments;
 - o advising on best practice for facilities in which STFC has involvement, such as the Diamond Light Source in the UK, and the international agencies and facilities (CERN, ESA, ESO, ESRF, ILL, *etc.*)
 - o advising on public engagement with the work of the science and innovation campuses;
 - o advising on the budget, resource, and balance of activities across the public engagement programme;
 - o advising on techniques and methods of science communications and public engagement, including traditional and new media;
 - o advising on any societal issues raised by STFC programmes and how to handle them, including public consultations, dialogues and debates, surveys, *etc.*
 - o advising on useful metrics for monitoring and evaluating the impact of the public engagement programme elements, and on evaluation policies;

- o advising the public engagement programme on matters of equality, diversity, and inclusivity, including the engagement of minority groups and specific target audiences.

Position

6. The Panel will report to STFC's Council in a manner deemed appropriate by STFC's Executive Chair and the Chair of STFC Council.
7. The Panel may be asked to contribute to the work of Council and the Executive in setting STFC priorities, including through the contribution to, production, or review of plans and reports.
8. The Panel's secretariat will be provided by STFC's public engagement team.

Membership

9. The Panel will consist of a Chairperson, plus up to twelve members. Membership will be drawn from STFC's stakeholder communities as deemed appropriate, and will most commonly be represented by;
 - o researchers with an interest in public engagement issues who are active in any of the areas of science or technology supported by the Council, or who are users of the Council's facilities;
 - o expertise in UK science communications issues;
 - o expertise in science education at school and college level;
 - o professionals from the science centres and museums sector;
 - o expertise in mass media and new media;
 - o expertise in science policy and science communications, including research and science and technology studies;
 - o expertise in engagement programmes from major UK (or international) laboratories, including public engagement with technology or engineering aspects of their work.
10. Panel membership will be reviewed by STFC each year. Where members have not attended three consecutive meetings they will be asked to consider the value of continued membership of the Panel. Individual membership will also be reviewed after a period of three years.

Working Groups

11. The Panel may set up working groups to study specific issues, at the request of either the Panel or the Executive. These will report back to the Panel on appropriate timescales. Panel members should anticipate involvement in these working groups.

Meetings

12. The Panel will normally have two or three meetings per year, each of which will last either one day or two days.
13. STFC's Head of Skills & Engagement, and STFC's Head of Public Engagement with National Laboratories, will attend Panel meetings. Other STFC staff, including public engagement managers, will be in attendance regularly.
14. Other visitors to the Panel will be invited as appropriate, to provide the Panel with any necessary context or expertise to supplement discussion and advice.

Dr. Derek Gillespie
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