



**Computational Science Centre
for Research Communities**

External Advisory Board

Terms of Reference



CoSeC External Advisory Board – Terms of Reference

The CoSeC Advisory Panel exists with the function of advising on all aspects of the Centre and its operating programme within UKRI STFC Scientific Computing. It is expected to advise on the long-term strategy and wider implications related to CoSeC as part of a UK Digital Research Infrastructure. The board is an external high-level international group including: (i) experts in delivering software as an infrastructure and computational services; (ii) relevant computational researchers; (iii) relevant UKRI representatives.

Membership

Principles of membership:

- Board members should not be Chairs of communities directly linked to CoSeC.
- All members should declare any conflicts of interest promptly, and at the discretion of the Chair, recuse themselves accordingly.
- Panel members should be both national and international.
- There should be a balance in terms of diversity, including gender, career stage, role type and geographical location.
- At least one panel member should have experience of managing similar infrastructure initiatives.
- The panel should be widely representative of the complete remit of UKRI's research interests within the understanding that it does not need to encapsulate all of them at any one time.

The panel is convened at the request of the UKRI STFC Scientific Computing Associate Director for Programmes and Strategy and will be externally Chaired with secretarial support from CoSeC.

Term Length

- The Chair will serve a term of 3 years from the date of the first meeting.
- Membership of the panel is subject to a standard term of 3 years from the date of the first meeting.

Appointment

The first panel will be appointed through a collaboration between CoSeC and the Chair with subsequent members appointed through a democratic voting process enabled by the Chair.

The Chair is appointed by CoSeC with wider oversight from within UKRI.

Meetings

The panel will meet twice a year, with in attendance: CoSeC Director, Chair of the CoSeC Communities Forum, UKRI STFC Scientific Computing Associate Director for Programmes and Strategy. The meetings will be primarily held virtually via video conferencing but can also be held in a hybrid (virtual/in-person) format as required.

Special items for the agenda will be circulated at least one week in advance of the meeting. Reports will be submitted by the CoSeC Director and the CoSeC Programme Manager as required.

Minutes will be recorded at all meetings by the CoSeC Administration Assistant and distributed within one week of the meeting. Key decisions and actions will be documented and tracked.

Review

The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.