

REMIT AND TERMS OF REFERENCE FOR THE S&F STEERING COMMITTEE

Remit

The Steering Committee exists to:

- Provide independent advice to the Facility
- Represent the Facility user community.
- Review applications for use of the Facility.
- Prioritise usage for the Facility.
- Monitor outputs from the Facility and user satisfaction.
- Challenge and advise the facility to not only maximise benefits for the user community (as per the requirements of the Benefits Realisation plan and associated metrics) but to improve and innovate, to ensure that the facility aligns to current and future demand for environmental science.
- Advise the Facility, the relevant managing Centre¹ and NERC on aspects of the operations of the facility and the future vision and direction.
- Provide advice on an ad hoc basis.

Steering Committee expectation

- The Steering Committee will advise and challenge the delivery and innovation of the facility, to ensure that it aligns to current and future demand for environmental science and maximises the benefits to users as reported in the Benefits Realisation Plan.
- It is expected that the Steering Committee would meet annually at a minimum.
- The Steering Committee will receive the Facilities' Benefits Realisation Plan from the Facility Management, which they, through the Chair would be expected to input into, before its submission to the relevant centre contact and ultimately NERC.
- Members are expected to know who they are representing (e.g. the community, Centre, themselves) and how this influences their role and opinion.

Membership

The committee will be formed from a Chair and a membership as defined below:

The Chair

- The Chair should be an independent² member.
- The Chair; agrees meeting agendas, manages effective meetings and reviews the minutes.
- The Chair should act as the main contact point between the Steering Committee and the relevant managing Centre.

New Chairs will be decided by the Centre Contact, Centre Director, Head of Facility and a member of the Steering Committee.

Members

The Steering Committee should have a core membership of between 5-10 members excluding

¹ Via Centre Contact

² Independent – must not be employed by the Facility and should be an expert in the related science but not a regular user of facility (not normally more than 3 applications as the PI over the past 3 years for different projects).

ex-officio members, and at least 50% of membership should be made up by independent members.

If a member cannot attend they should send comments via email to the Secretary and Chair. A Deputy Chair from the Steering Committee can be nominated to chair the meeting in the absence of the Chair, in exceptional circumstances.

Steering Committee membership will be decided by the Centre Contact, Head of Facility and the Steering Committee Chair (or in the absence of the Chair, a nominated independent member of the Steering Committee). There will be opportunities for new members to self-nominate to apply to join the Steering Committee as well as invitations for new members. New members must be approved by the Steering Committee before final appointments are made.

Ex-Officio Members

Members present for the benefit of the operation of the facility because of the role that they hold in management of the Facility.

NERC, Centre Contact, Facility Head and Facility Manager are *ex-officio* members.

Ex-officio members have the same rights and privileges as do all other members, including the right to vote.

Due to the governance structure of S&F it may be necessary for Steering Committee members in exceptional circumstances to hold closed sessions with the Centre Contact, to discuss matters that relate to the strategic delivery of the facility. Any member can suggest a closed session and if the committee members are in agreement then the meeting can move into closed session with the exclusion of facility representatives.

No action can be taken during closed session, only discussion.

Discussions held during a closed session should be fed back to all members at the earliest opportunity with suggested ways forward. The Chair should look to agree action plan and any milestones as appropriate, with all members of the Steering Committee (including *ex-officio*) as soon as practicable.

Secretary

A member of facility staff is designated as the Secretary of the Committee and needs to attend each meeting and take minutes. The Centre Contact coordinates the preparation and distribution of papers in advance of the meeting. The Centre Contact also ensures that full minutes are distributed after each meeting, normally within four weeks.

All members, other than *ex-officio* members, will be invited to serve for a term of up to four years with a maximum extension of a further two years. The Chair will serve a maximum of four years. The Steering Committee should have a staggered membership to ensure continuity.

All members must comply with NERC's policies on conflicts of interest and equality and diversity. For both policies see <http://www.nerc.ac.uk/about/policy/policies/>.

Terms of Reference

1. To review applications and/or use of the Facility and, to make suggestions to the Facility and the relevant Centre Contact. This could include but is not limited to priorities regarding the allocation of the Facility's resources, taking into account recommendations made through the NERC peer review mechanisms.
1. To review the scientific quality of work undertaken by users utilising the Facility, based on reports and publications.
2. To monitor the level of user satisfaction with the service, review user feedback and to analyse the user base. To propose options for improvement if required.
4. To give guidance to the Centre Contact and Facility Management, related to the improvement of the Facility's equipment and its service function.
5. To represent the wider views of the community on the operation and development of the Facility.
6. To advise the Centre on:
 - a. the level and direction of the internal R&D programme for the Facility.
 - b. anticipated changes in requirements from the Facility and the anticipated levels of future demand for the Facility.
 - c. opportunities for development and innovation.
 - d. international benchmarking.
7. To review and provide advice to the Facility Management on the risk register.
8. To input into the Benefits Realisation Plan, prepared by the Facility Management, with the Chair and Steering Committee providing a specific update, prior to submission of the plan to the relevant Centre and NERC.
9. To provide advice to the Facility, NERC and/ or Managing Centre on an ad hoc basis.