

## **Scientific Advisory Board Terms of Reference**

### **Aim**

To provide independent external review, advice and support to DECIPHER's Executive Team on the operation, strategic development and institutional support of DECIPHER.

### **Duties and Responsibilities**

- To advise on the future and general strategy of DECIPHER
- To review the Director's Annual Report
- To review DECIPHER's strategy and research portfolio
- To advise on external relations with national and international stakeholders
- To advise on implementation strategies for sustainability

### **Membership, period of office, appointment**

External (5):

Chair (1)

Three senior UK based academics (4)

Two senior international academics (1) – plus 1 member yet to be appointed for 2016

DECIPHER (6):

Director and Executive Team members (3)

Deputy Directors (3)

Director of Operations to be Secretary but not a member

External members to be appointed by Chair for 5 years in the first instance.

### **Current membership:**

- Professor Mike Kelly (Chair)
- Professor Chris Bonell
- Professor John Frank
- Dr Julie Bishop
- Dr. Eva Rehfuss
- Professor Simon Murphy
- Professor Rona Campbell
- Professor Ronan Lyons
- Prof Sinead Brophy
- Dr Ruth Kipping
- Dr Adam Fletcher

### **Quorate**

**For changes in TOR, including membership, chair:** 7 external, 3 DECIPHER

**For other decisions:** 5 external, 3 DECIPHER

### **Invited Attendance**

At meetings of the SAB, the Chair may invite external specialist advisers including funder representatives, senior managers from the host Universities or others to attend on a 'one off' basis or for a specified period. These individuals will not be members of the Board and will normally attend for specific agenda items rather than to attend the entire meeting.

### **Meeting organisation, attendance:**

- Annual meetings will be scheduled with at least 11 months notice.
- Plan the meetings to fit into the timescale of the annual reporting cycle (March)
- Papers for meetings will be circulated to members at least one week in advance.
- Attendance by teleconference will be allowed at the Chair's discretion.
- Members failing to attend two consecutive meetings may be asked to stand down.
- Minutes of meetings will be circulated to members within one month of each meeting, for their amendment and approval.