



Terms of Reference

Industrial Biotechnology Innovation Centre

Scientific Advisory Board

1. Introduction & Role

The governance structure of IBiolC comprises four main elements:

1. A Governing Board responsible for directing and implementing the policies and strategies of the Innovation Centre,
2. Commercial Advisory Board that reports to Governing Board; provides guidance on Industrial leadership in IB and the management of project competitions
3. Scientific Advisory Board that reports to the Governing Board; provides guidance on the scientific and technological aspects of the IBiolC project and skills programmes and provides technical leadership
4. IBiolC Management Group that is responsible for day-to-day management of IBiolC activities

Within this governance structure, the role of the Scientific Advisory Board (SAB) will be:

- To advise IBiolC team and members of the current status of IB research
- To advise IBiolC team and members on the potential technical opportunities within IB value chains (Horizon scanning)
- To advise the CAB on the technical merit of the competition entries
- To advise/recommend to the Governing Board on Industry-led Project Competition goals and Capital Expenditure proposals for IBiolC
- To oversee the Post Graduate Programmes (MSc and PhD) of IBiolC
- To report to and take direction from the Governing Board
- To enhance the technical reputation of IBiolC

2. Timing of Scientific Advisory Board Meetings

There will be a minimum of two regularly spaced Meetings per annum and Meetings will be set at the beginning of each calendar year. Special Meetings of the SAB may be held at any time at the call of the Chair or if more than 50% of the SAB Membership asks for a Special Meeting.

3. Scientific Advisory Board Process

All agreed relevant papers will be sent electronically to SAB Members at least 5 working days before the date of the planned Meeting.

Draft Minutes will be distributed to SAB Members within 10 working days of the Board for comment.

SAB Minutes will be in draft form until formally accepted at the following SAB Meeting.



Agenda shall include (but not be limited to):

- Attendance and apologies for absence
- Minutes of the previous meeting and matters arising
- Review of Project Programme
- Review of Skills Programme
- Review of IB Technical issues
- Matters of a material nature within the SAB's Terms of Reference

Once formally approved SAB Minutes will be made available to IBioIC Industrial Members, Academic Partners and funding bodies upon request. As a minimum, approved SAB Minutes will be made available to comply with the provisions of the Freedom of Information Act.

Questions arising at any meeting of the SAB will be decided by a majority of votes with the Chair carrying a Casting Vote if necessary.

Any urgent or emergency items requiring SAB approval shall be dealt with through the Special Meeting process above and requires a Quorate to be present for such approvals to be given.

4. Quorate

The Scientific Advisory Board will only be quorate if at least 5 members of the SAB are in attendance at the nominated date and time. However, the 5 members must at least include the following:

- The Chair or Vice Chair is in attendance
- The Technical Director or his/her delegated senior management representative is in attendance
- At least one of the Industry Members is in attendance.
- At least two of the university representatives are in attendance

Observers do not count towards the above qualifying members.

At the Chair's discretion attendance through Skype, video conferencing or teleconferencing may be allowed.

5. Membership

Membership of the Board should reflect an ambition to cover all technical aspects of IB. The membership of the Board should reflect the Technical requirements of IBioIC and seek to represent as broad a technical range as possible across the IB space.

The Board should be comprised of approximately equal numbers of industrial and academic experts. The selection of Board Members should reflect diversity in terms of gender, race, disability and other protected characteristics.

The SAB can include potential co-funding organisations (e.g the Enterprise Agencies, Innovate UK) as full members of the Board where appropriate.



The board will comprise:

- One member from each company that makes up the Leading Membership (should they wish to take up this position)
- At least two members from the Core, Associate and Network Membership levels (such that there are at least six representatives of Industry on the SAB)
- At least six members from the HEI Partners or SFC funded Research Pools
- Up to six appropriate Key Opinion Leaders appointed by the Chairman and Technical Director and agreed by the SAB
- Up to three members from proposed project or core co-funding partners as detailed above
- IBiolC Technical Director
- Observers from the Innovation Centre programme partners

The selection of the Chair will be conducted in an open and transparent manner. In terms of advertising the Chair vacancy, the bare minimum expected would be an advert on the IC website, admin hub university website and Public Appointments Scotland. The selected Chair must be approved by the SAB and Governing Board. The SAB may wish to appoint a vice-Chair via a similar process.

Each member will have:

- One vote, the vote can only be instigated by attendance at the meeting
- The right to appoint a deputy who can vote in the absence of the member and
- The right to send an observer to meetings if neither the member or alternate attends. The observer will have the right to be involved in discussions but not in voting.

Additional (non-voting) members of the SAB include:

- One observer each from Scottish Funding Council, Scottish Enterprise and Highlands and Islands Enterprise
- One person to act as SAB Secretary

The SAB may delegate its powers or discretions to sub-groups. However, it should be noted that it cannot delegate its responsibilities.

The SAB may invite other parties who will have no voting rights to attend specific Board or sub-group meetings if this is considered appropriate.

SAB members are elected for a term of two years or with no individual member serving more than two consecutive terms. Where the SAB member represents a constituency of IBiolC, it is expected that the membership passes on to another constituent after two years. During the first term of the SAB membership will be staggered with some members serving two years and others serving three years to ensure that there is a turn-over of membership every year.