DRAFT REMIT AND TERMS OF REFERENCE FOR NATIONAL ENVIRONMENTAL ISOTOPE FACILITY STRATEGY GROUP (NEIFSG)

Remit
The NEIF Strategy Group exists to:

- Provide independent advice to the Facility
- Represent the Facility user community.
- Monitor outputs from the Facility and user satisfaction.
- Challenge and advise the Facility to maximise benefits for the user community, improve and innovate.
- Ensure that the Facility aligns to current and future demand for environmental science.
- Advise the Facility, the BGS S&F Management Team and NERC on aspects of the operations of the facility and the future vision and direction.

BGS S&F Management Team and NERC, in turn, report and/or provide advice to the BGS Board and NERC boards as necessary.

Terms of Reference
1. To review the scientific quality of work undertaken by users of 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.
3. To give guidance to the BGS and NERC, related to the improvement of the Facility's equipment and its service function.
4. To represent the wider views of the community on the operation and development of the Facility.
5. To advise the BGS 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.
6. To review and provide advice to the Facility Management on the risk register.
7. To review and input into the Benefits Realisation Plan, prepared by the Facility Management, with the Chair and Committee providing a specific update, prior to submission of the plan to the BGS and NERC.
8. To provide information and advice to the BGS and NERC at other times, as appropriate.

Membership constraints
Membership of the Committee, including chairs, will be decided by the BGS contact, Head of Facility and the Panel members. Chairs will be approved by the BGS Director.

The BGS Contact, NERC staff and the Facility staff are ex-officio members.

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 Committee should have a staggered membership to ensure continuity.

The Chair agrees the meeting agenda, manages effective meetings, reviews the minutes and act as the main contact point for the Committee.

The membership 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/.

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