

NOC Stakeholder Advisory Board - Terms of reference

Terms of Reference

1. To advise the NOC Executive Director on the development and delivery of the overall strategy for the National Oceanography Centre as the national and international centre of scientific excellence in a way that maximises and demonstrates its wide societal impact.
2. To provide a voice for stakeholders on the strategic direction of the Centre, alerting the Executive Director to changes in the needs of the user community or in the current status of marine science, to opportunities to enhance scientific leadership and the national and international impact of the Centre, and ways to maximize outreach and wider public engagement.
3. To provide particular focus on areas where the Centre's national "added value" potential may be realised or enhanced.

Membership

- There will be up to a maximum of 12 members of the Stakeholder Advisory Board.
- The Stakeholder Advisory Board will have an independent chair of such stature and experience in a field or fields such science, education, communication, business or public service so as to command wide respect. The Chair will be agreed upon by the Chief Executive of NERC, taking advice from the executive Director of NOC.
- The members of the Stakeholder Advisory Board will be drawn from the scientific and user communities. They will be appointed on the basis of their individual expertise and experience, taking into account the balance of coverage of the stakeholder community, the expertise required to inform the good governance of the Centre and the need to build strategic links at the highest levels.
- The NOC Association will be represented on the Advisory Board.
- The Ex officio member of the Advisory Board will be appointed by NERC and advised to the Advisory Board.
- Members shall not act as representatives of any particular organisation or groups.
- The Centre's Executive Director and the Chair of the Stakeholder Advisory Board will agree all appointments to the Stakeholder Advisory Board.
- Apart from *ex officio* members, the term of appointment will be for three years which may be renewed, on mutual agreement, for up to a maximum of a further three years.

Ways of Working

- The Stakeholder Advisory Board shall operate in an open and transparent manner. Papers and minutes of meetings will be published. There shall be a defined exceptions basis for business that is reserved as confidential.
- The Stakeholder Advisory Board shall meet at least twice each year, at

locations to be agreed.

- The Executive Director of the National Oceanography Centre shall attend to receive advice, but is not a Member. The Chief Operating Officer and Director of Science & Technology will normally be in attendance but are not members.
- The Chairman of the Stakeholder Advisory Board and the Executive Director NOC may invite third parties to attend for specific items of business.
- Staff members from the National Oceanography Centre shall attend at the invitation of the Chair or Executive Director.
- If the Chair is unable to attend, the members present shall agree that one of their number shall chair the meeting.
- There is no quorum.
- At the start of each meeting, Members shall declare all matters in which they have an interest. The Natural Environment Research Council's policies on vested interests shall apply.
- The Natural Environment Research Council's policy on payment for members of independent Advisory Boards shall apply.

May 2017