



Science Advisory Board for S&T Innovation Centres

Terms of Reference

Background

Each Genome Canada-funded S&T Innovation Centre must have a Science Advisory Board (SAB) to provide advice and guidance to the platform leadership to help ensure that the Innovation Centre achieves its stated objectives.

Composition

1. The membership of the SAB must be completely independent from the Innovation Centre team with no real or perceived conflicts. The SAB should be composed of members with sufficient expertise to cover the breadth of the technology offered by the Innovation Centre. It is expected that most Innovation Centres would require a SAB of between 3-5 members, including the Chair of the SAB, however, large complex Innovation Centres may necessitate a larger SAB;
2. A Chair of the SAB should be appointed by the Innovation Centre team (or the SAB itself);
3. A representative of Genome Canada and the lead Genome Centre must be appointed as *ex officio* members of the SAB;
4. The SAB membership, including the Chair, should be determined through a consultative process involving the Genome Centre and the Innovation Centre team. The SAB membership must be approved by Genome Canada before funds can flow to the Innovation Centre.

Mandate

The mandate of the SAB is to provide advice and guidance to the Innovation Centre leadership to help ensure that the Innovation Centre achieves its stated objectives.

To accomplish its mandate the SAB should:

1. Provide strategic advice to the Innovation Centre team on approaches and directions to aid the Innovation Centre in achieving its long-term objectives. This includes providing advice on major trends in science and technology that are likely to have an impact on the Innovation Centre.
2. Provide advice on proposed technology development activities at the Innovation Centre.
3. Review progress in providing services to Genome Canada-funded projects.

Administration and Organization

Timing

1. The SAB should meet with the Innovation Centre team twice a year with at least one of these being a face-to-face meeting. Efforts should be made to ensure that the majority of the SAB members can attend in person. For newly constituted Innovation Centres, the initial meeting should serve to familiarize the SAB members with the Innovation Centre's approved goals and milestones and the first face-to-face SAB meeting should be held as soon as possible and within six (6) months after the Innovation Centre has begun receiving funds from Genome Canada.
2. The SAB should meet in person with the Innovation Centre team prior to interim review so that the Innovation Centre team has sufficient time to implement any recommendations before the Innovation Centre is evaluated at interim review.

Responsibilities of Chair

1. The Chair of the SAB is responsible for:
 - i. Working with the Innovation Centre team to develop meeting agendas for the SAB meetings;
 - ii. Chairing the meeting;
 - iii. Working with the other members of the SAB to prepare a written report of the meeting, which includes specific recommendations to the Innovation Centre team and action items arising from the meeting;

Documents and Record Keeping

1. The SAB should receive copies of documentation related to the Innovation Centre including:
 - 2 weeks prior to the first SAB meeting after a formal review of the Innovation Centre:
 - the final approved Innovation Centre description, including a brief description of all Genome Canada-funded projects served by the Innovation Centre, and the approved budget;
 - copies of the reviews of the Innovation Centre generated by Genome Canada's peer-review mechanism;

- At subsequent SAB meetings during the term of funding:
 - A Progress Report that includes; an account of the progress in achieving the Innovation Centre's objectives including efforts related to technology development and a detailed summary of the results of technology services provided to Genome Canada-funded projects.
 - Copies of publications arising from the Innovation Centre.
 - For the meeting prior to Interim Review, a copy of the report submitted for interim review.
 - For the meeting following Interim Review, copies of the reviews of the Innovation Centre generated by Genome Canada's interim review committee.

Within 4 weeks of each SAB meeting the written report of the meeting prepared by the Chair should be sent to the Innovation Centre. Copies of the report (including copies of the Innovation Centre team's presentations to the SAB) and the resulting actions taken by the Innovation Centre team must be sent to the Genome Centre. The Genome Centre must provide copies of all reports to Genome Canada upon request.

Term of Appointment and Addition of New Members

1. Members of the SAB will be appointed for the term of the Innovation Centre.
2. Changes in SAB membership may occur throughout the term of the Innovation Centre. Any changes in the SAB membership must be made by the Innovation Centre team in consultation with the Genome Centre and with final approval by Genome Canada.

Remuneration

Members and the Chair receive an honorarium for the work they do on behalf of the SAB. In addition, all reasonable expenses related to their attendance at meetings will be reimbursed.