

ERINHA AISBL Independent Advisory Board

Terms of Reference

According to Article 12.1 of the ERINHA AISBL Statutes, the General Assembly may establish advisory boards dedicated to special fields. The advisory board will have an advisory role to the General Assembly, the Executive Board and/or the Director General. According to Internal Regulations of ERINHA AISBL adopted on 26 January 2018 by the ERINHA General Assembly, the terms of reference which include the applicable modalities of the composition, organization and functioning of the Independent Advisory Board, will be defined in an Annex to the Internal Regulations and adopted as an amendment to the Internal Regulations.

The ERINHA AISBL Independent Advisory Board (hereinafter referred to as IAB) is constituted to provide scientific, ethical and strategic advice and recommendations to the ERINHA General Assembly, Executive Board and Director General.

It represents the ERINHA AISBL main instrument in assessing the scientific performance and impact of the ERINHA research infrastructure.

1/ Membership

The Independent Advisory Board is composed of three sections: scientific, ethical and strategic. The overall IAB should be composed of highly qualified, internationally recognized scientists and experts in required fields. The ERINHA Director General should strive for a scientifically, geographically, and gender balanced composition of the IAB. Collectively IAB members should be competent in all aspects of ERINHA RI. IAB members should be appointed in their own right and not as representatives of the ERINHA Members.

The SAB Members are invited by the CCU and are appointed by the ERINHA General Assembly.

2/ Selection and appointment of SAB Members

The ERINHA Director General will request nomination propositions for the ERINHA IAB from the ERINHA Executive Board members and national ERINHA Nodes. The ERINHA DG may additionally also put forward candidates.

The ERINHA Executive Board Members will review the proposed candidates during the Executive Board meeting and will present short listed candidates to the ERINHA General Assembly. In the case of multiple available positions on the IAB, the short-list of candidates may consist of multiple groups to allow scientific domain expertise to be considered.

The overall IAB will have nine members (9) unless otherwise decided by the ERINHA General Assembly, with three members for each section: scientific, ethical and strategy.

IAB Members are appointed by the ERINHA General Assembly for a period of three (3) years. Members of the IAB may be reappointed for a further period of three years, with a possibility to renew 1/3 of members every three years. Exceptionally, further appointments might be considered.

The composition of the IAB will be published on the ERINHA official web site.

Each member shall vacate his/her seat at the expiration of the period for which he or she was appointed, unless he/she resigns his/her seat with effect from an earlier date by notice in writing addressing to the ERINHA Director General.

3/ Scope of mission

The IAB shall consist of three sections: a Scientific Advisory Section, an Ethical Advisory Section and a Strategic Advisory Section:

- the Scientific Advisory Section will advise the General Assembly on the global scientific portfolio and will perform periodical evaluation of ERINHA scientific activities. It will also advise the Director General and the Executive Board, on their request, on the quality of the scientific projects;
- the Ethical Advisory Section will advise the General Assembly on general ethical issues related to the scientific strategy to adopt and will perform periodical evaluation of ERINHA activities. It will also advise the Director General and the Executive Board on ethical issues related to the scientific programmes/projects;
- the Strategic Advisory Section will advise the Executive Board and the General Assembly in respectively proposing and adopting the Association's strategy, which includes setting the objectives and activities of the Association for the following fiscal year. It will also

advise the Executive Board and the Director General on the implementation of the approved strategies.

The IAB will particularly be asked to:

1. Give advice to the ERINHA General Assembly, Executive Board and the Director General as regards the quality and impact of the ERINHA activities from a scientific perspective;
2. Carry out periodical reviews covering different aspects of ERINHA and its components; including the ERINHA CCU (ERINHA Hub) and existing Nodes.
3. Report back to the ERINHA General Assembly on the results of such reviews
4. Make recommendations to the ERINHA General Assembly on the nomination or termination of ERINHA nodes.
5. Advise on major trends, future scientific directions that could have consequences for operational and financial priorities.

In reviewing the infrastructure as a whole, the IAB is asked to consider the following criteria:

- Significance and visibility of the services offered by ERINHA, both in Europe and globally; their social and economic impact, and their impact within European relevant scientific community;
- The quality and the effectiveness of the services offered by the ERINHA RI;
- Areas of particularly high potential and areas requiring further development;
- The resources to be committed (staff and budget) and whether they are necessary and sufficient to enable ERINHA to carry out its proposed services satisfactorily;
- The balance of ERINHA services vs. long term potential in the infectious diseases research sciences.
- Quality of training and knowledge-sharing efforts including industry outreach and impact;
- Collaboration performance and opportunities within ERINHA: both Hub – Node and Node-Node collaborations.
- ERINHA's current and proposed projects' portfolio including advising on whether ERINHA is involved in the right projects, has the required impact in these projects and is working coherently with other relevant initiatives and Research infrastructures.
- Further opportunities for collaboration, consolidation and efficiency gains in the delivery of access to high containment and connecting facilities services.

4/ Expansion of scope

In the following circumstances, in addition to the role described in Section 3/, the following requests and advice may be sought from the IAB:

Ad hoc advice

The IAB may be consulted between meetings for advice if issues arise where their input is needed. Such requests may come from the ERINHA DG, the Chair of the Executive Board or the Chair of the General Assembly.

Representational

At the demand of ERINHA, the IAB members may be asked to represent ERINHA in formal international experts committees, advisory boards, in interactions with scientific journals, in participation in European or international scientific events.

Specific project evaluation

If a separate independent evaluation is required for a project to be accepted and performed at the ERINHA facilities, the IAB members may be asked to fulfil this evaluation. In this case, specific modalities, a dedicated process and criteria will be proposed to the experts.

5/ Secretarial and editorial assistance from the ERINHA CCU

At the request of the Chair of the IAB the ERINHA CCU will provide secretarial and editorial assistance to the IAB for preparation of reports and public statements. The full responsibility for content is ensured by the IAB and final reports will be submitted by the Chair of the IAB as detailed in the Section 8.

6/ Conflict of Interest

The IAB members should declare any potential conflict of interest to the ERINHA Director General, who will decide whether there is any incompatibility with participation, taking advice from the ERINHA Executive Board members if necessary.

IAB members should not have executive responsibility in the ERINHA CCU or an ERINHA node.

7/ Supporting documents provided to the IAB

The IAB should receive supporting documents for their recommendations and evaluation from the ERINHA CCU.

For the annual IAB review of the infrastructure the supporting documents may include:

- The draft ERINHA annual report for the current year
- The Approved ERINHA annual accounts for the previous year
- The ERINHA Budget and Work plan for the following year
- ERINHA Node applications and reports for review if any

The draft ERINHA annual report will describe:

- Overall progress and impact of the infrastructure
- Major themes and priorities during the year
- Updates on ongoing scientific and technical work
- An overview of training and outreach activities (conferences, workshops, meetings, newsletters etc.)
- ERINHA services and resources impact on scientific community and societal value with particular focus on long term sustainability
- Important aspects of overall infrastructure operations: equal opportunities, open access and industry collaborations
- Details regarding Publications, Grants, ongoing and planned collaborations (with European initiatives and globally).

8/ Reports from the IAB to the ERINHA General Assembly

Following each meeting the Chair of the IAB is requested to produce a report for the ERINHA General Assembly. The Report will be presented to the Chair of the General Assembly and the Director General of ERINHA, who will in turn circulate them to the ERINHA Executive Board members and the General Assembly members. Reviews of individual nodes will additionally be shared with the Head of the reviewed Node.

If the IAB wishes for any part of the report to be confidential this should be indicated in the text. The ERINHA CCU should produce a public summary of the IAB conclusions that after approval by the IAB and the Executive Board can be circulated within the infrastructure and may be published on the ERINHA website.

If deemed necessary by the IAB, the IAB can submit a letter to the ERINHA General Assembly Chair raising any major concerns in the operation of the infrastructure. The content of such a letter should remain confidential but the presence of the letter must be mentioned in the IAB report. The Chair of ERINHA General Assembly will discuss the letter and conclusions with the ERINHA Director General and any additional individuals concerned. The decision to submit a confidential letter to the Chair of the General Assembly does not need to be unanimous but the difference in opinion within the IAB must be clearly outlined for the Chair of the General Assembly.

9/ Actions taken following the IAB recommendations

The ERINHA General Assembly based on the propositions from the Executive Board and the Director General, in consultation with those responsible for the services, will decide on any actions based on the advice of the IAB report. The ERINHA Director will report on the actions taken to the IAB as part of the annual update to the ERINHA General Assembly and the IAB.

The role of the IAB is advisory; nothing in the IAB report will affect the rights and obligations of the ERINHA General Assembly, Executive Board and Director to govern and operate the infrastructure as stated in the ERINHA Legal Statutes.

0/ Remuneration, travel and expenses

The IAB members are eligible for reimbursement of travel expenses to attend meetings but will not receive an honorarium.

1/ Confidentiality and communication

All members of the IAB are expected to protect and maintain confidential any information divulged during the work of the IAB, as specified in the confidentiality agreement signed between a member of IAB and the ERINHA Director General. Discussion of the IAB's work at external events or to third parties should only be done when authorisation is given by the ERINHA Director General.