



## Terms of Reference

10 APRIL 2018

### DEAN'S SECRETARIAT

FACULTY OF HEALTH AND MEDICAL  
SCIENCES  
BLEGDAMSVEJ 3B  
2200 COPENHAGEN N

DIR 45 35 32 65 38  
MOB 45 23 84 01 27

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CASE: 040-0017/17-3000  
Please specify on inquiry

### 1. Background

The Board for the Core Facility for Integrated Microscopy was established by decision of the Faculty Management (FLT) on 19 September 2017.

The FLT furthermore decided that the Board of CFIM should establish an "Advisory Board" for CFIM. This Advisory Committee is set up with effect from 1 January 2018.

### 2. Mandate and responsibilities

The Advisory Committee for CFIM refers to the Board of CFIM which in turn refers to the Dean of the Faculty.

The Advisory Committee shall give advice to the Board, particularly concerning the strategic development of CFIM, the service level and other items relevant to users.

The chairs of the Board and the Advisory Committee ensure the on-going contact between the Board and the Advisory Committee that normally passes through the chairs of the boards. The Chair of the Advisory Committee takes part in a Board meeting once a year.

The Board decides the Terms of Reference of the Advisory Committee. The Advisory Committee can recommend amendments to the Terms.

### 3. Chair of the Advisory Committee

The Board appoints the Chair of the Advisory Committee from among the members of the Advisory Committee.

The role of the chair is to:

- chair the meetings of the Advisory Committee,
- suggest and approve meeting agendas,
- approve meeting minutes,
- participate in a meeting of the Board once a year.

#### **4. Members of the Advisory Committee and period of appointment**

The members of the Advisory Committee should represent users of the standard facilities and users of the advanced facilities, as well as represent the different research areas of SUND.

The five to ten members of the Advisory Committee are appointed by the Board for a period of three years. The members may be re-appointed.

#### **5. Meetings**

The Advisory Committee normally meets twice a year.

The meetings should be scheduled with a minimum of two weeks notice with a proposal of agenda for the meeting.

CFIM will support the Advisory Committee with secretarial assistance, including organising the meeting, distributing the meeting agenda, and taking the minutes of the meeting.

Meeting minutes should be made within two weeks after the meeting and should be sent to the Board (via the secretary – see the [CFIM homepage](#)).

#### **6. Confidentiality**

Potential confidential meeting-documentation is submitted to Advisory Committee members per decision by the Chair only. At the end of each meeting the Advisory Committee decides if any items on the agenda should be treated as confidential.

The Terms of Reference have been approved by the Board at the meeting on 6 February 2018 and by the FLT on 10 April 2018.