

## **GUIDANCE NOTES AND PERSON SPECIFICATION FOR MEMBERSHIP OF STRATEGY ADVISORY PANELS**

### **Guidance for individuals considering applying for positions on BBSRC Strategy Advisory Panels**

This guidance is for expressions of interest to the following Panels:

- Industrial Biotechnology and Bioenergy
- Exploiting New Ways of Working

BBSRC seeks to appoint new members to fill vacancies on its two scientific Strategy Advisory Panels that play leading roles in the development and implementation of the Council's Strategic Plan (<http://www.bbsrc.ac.uk/publications/planning/strategy/strategic-plan-index.aspx>) priorities in Industrial Biotechnology and Bioenergy and of the generic enabling theme Exploiting New Ways of Working. The Panels advise on BBSRC's support for research, training and knowledge exchange in their respective areas, on the impacts of the Council's investments in those areas, and on its interactions with other funders both nationally and internationally.

Each of the panels comprises between eight and nine people. Expressions of interest are invited from suitably experienced scientists and industrial or other end-users of research. Those appointed are likely to be individuals in senior positions who have a good understanding of a range of relevant science and will be able to contribute from a broad perspective to BBSRC's strategic thinking. They will be expected to consider emerging needs and opportunities across a wide front - not confined to their immediate areas of expertise - and to advise on priorities in the face of competing demands.

#### **Objectives of Strategy Advisory Panels**

- To develop and maintain an overview of relevant research, training and knowledge exchange across the BBSRC community in the period 2011-2015.
- To maintain an overview of the research, training and knowledge exchange activities supported by other sponsors, both nationally and internationally.
- To advise BBSRC on the strategic direction of its research, training and knowledge exchange portfolio, in order to maintain the competitiveness of the UK in line with the Strategic Plan (2010-2015).

#### **Duration of appointment**

Appointments will be for one year in the first instance with the expectation that they will continue for a maximum of three years in total. In some exceptional circumstances members may be invited to serve for a second term.

#### **Conflicts of interests**

Members will be asked to provide BBSRC with details of any appointments or affiliations they hold (including consultancies and special or "visiting" academic appointments) that could impact on their work for BBSRC and to keep BBSRC advised of any changes to these associations. For openness and transparency reasons this information is then made public on the BBSRC website. During meetings members will be required to leave the room while

documents or issues for which they have, or could be perceived to have, a conflict of interests is discussed.

### **Remuneration**

Eligible members will receive an attendance fee of £170 per day, and have their reasonable travelling expenses reimbursed, for attending meetings of the Panel. Reasonable travelling expenses will be reimbursed for other meetings and events attended at BBSRC's request as members of the Panel.

### **Time**

It is essential that, in applying for membership of BBSRC's Strategy Advisory Panels, applicants are able to commit the necessary time and attention to the appointment and that at the time of submitting an application they have the full support of their employer and organisation. Members may also be invited to attend additional working groups depending on BBSRC's requirements.

Typically members attending a Strategy Advisory Panel will be required to attend approximately three one day meetings each year and also expected to dedicate time to review background information including BBSRC priorities, current support for research and training in relevant areas and future plans.

BBSRC recognises the importance of having a balance of members on its Strategy Advisory Panels, in terms of gender, representation from industry, academia and research institutes, and institutional and regional representation. However, in the selection of all appointments, BBSRC is looking for members with a broad range of experience and a long-term view of the areas (described above) in order to provide the necessary advice on future BBSRC strategy.

### **Do I have the experience to serve on a Panel?**

BBSRC specifies in its [Appointment Guidelines](#) that applicants for membership of a Strategy Advisory Panel will be expected to have some knowledge of BBSRC and to be aware of the Council's priorities. However, it is more important to have a broad understanding of UK science funding, and the issues and opportunities relating to UK bioscience in an international context. In addition, applicants should have expertise in one or more of the major strategic areas covered by the Panel to which they are applying.

### **How can I get involved in other BBSRC activities?**

Many BBSRC activities are advertised on the BBSRC News Bulletin, you can sign up to receive this on the BBSRC website (<http://www.bbsrc.ac.uk/news/news-email>). If you are interested in participating in any of these activities please follow the relevant link for further information.

### **I come from an Institution/Organisation already represented on the Panel, will this affect my chances of being approved to serve on the Panel?**

BBSRC has to balance institutional representation on its Panels. Consequently, there will be competition for places if applicants come from the same institution or organisation, and particularly if those applicants have similar expertise. If your institution or organisation is already represented on a Panel it will be particularly important to demonstrate:

- the distinctiveness and relevance of your expertise

- the breadth and depth of your experience

If you have any further queries or would like any additional information please do not hesitate to contact us at: [bbsrc.cau@bbsrc.ac.uk](mailto:bbsrc.cau@bbsrc.ac.uk)