
Innovation Centre Infrastructure Assessment Panel: Terms of Reference

Purpose

1. Scottish Funding Council (SFC) has established an Infrastructure Assessment Panel (“the Panel”) to assess each of the existing Innovation Centres (ICs) for suitability as a long term SFC Infrastructure investment.
2. The Panel will provide recommendations to SFC’s Board (via SFC’s Research and Knowledge Exchange Committee) on which ICs to support as long-term infrastructure investments within SFC supported KE&I system.

Remit

3. The Infrastructure Assessment Panel will have the following remit:
 - To consider individual IC plans alongside SFC’s infrastructure investment guidance and Scottish Government priorities and provide expert advice on suitability, alignment and delivery.
 - To consider previous IC delivery (from Phase 1 and 2). Using IC Evaluation to inform advice.
 - To assess IC plans against SFC’s infrastructure investment guidance specifically.
 - To provide recommendations to the SFC’s Board (via SFC’s Research and Innovation Committee) on which ICs to support as long-term infrastructure investments.
 - While the purpose of the panel is to determine whether an IC should be recommended for Infrastructure funding or not, the panel may wish to offer further advice to SFC in the context of IC Programme.
 - The Panel will not be asked to consider new IC proposals in this process.
4. It is expected that the Panel will arrive at final decisions through discussion with outputs reflecting panel decision as a collective.

Outputs

5. The expected outputs of the Panel are:
 - Findings and recommendations for SFC Board (via SFC’s Research and Innovation Committee) about which ICs to support as long-term infrastructure investments.
 - Advice to inform feedback to each IC.

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- SFC executive will capture key decisions and points made during discussions and draft report for sign off by the Panel.

Timeline and Approach

6. The Panel will convene in person over 3 days (16,17,18th May) with 1-2 short virtual meetings likely required pre and post May workshop.
7. Key information (IC Evaluation, Innovation Strategy and IC Plans) will be circulated when they become available so as to allow adequate preparation time. Members will be expected to have read all paperwork and prepared for the May workshop in advance.
8. The proposed timeline for the Panel's programme of work is:
 - Initial 1 hour meeting (virtual) to explain the background and aims of the assessment exercise and agree the terms of reference for the Panel (22 March 2023).
 - Panel to receive IC Evaluation to inform considerations of future IC plans in late March.
 - SFC to receive IC plans by 31 March. SFC to then share with panel via secure site.
 - Panel (and ICs) to receive a version of Scotland's Innovation Strategy to inform considerations of future IC plans ahead of May workshop.
 - A Panel in person workshop (16-18 May) to discuss/assess individual IC submissions. ICs will be invited to present to panel and take questions on their plans. Panel will then deliberate and agree recommendations to SFC's Board on which ICs to support as long-term infrastructure investments.
 - This final task will be undertaken at the workshop or if required at a virtual meeting soon after.

Conflicts of Interest

9. Panel members must complete and return to the SFC executive a Registration of Interests form and remind the Chair of any conflicts in discussion.

Confidentiality

10. The papers and information shared with the Panel and outputs and discussions provided by the Panel are confidential. Panel members must not disclose information concerning Infrastructure Assessment including documents, evaluations, or Panel deliberations with anyone outside of the Panel members. Nor can Panel members use this confidential information for their own benefit or anyone else's benefit or disadvantage.
11. Panel members should also not discuss the deliberations of the Panel with ICs, host institutions or other third parties. Enquiries from any IC, host institute or third parties regarding the assessment procedure or outcome should be referred to SFC Panel executive.

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12. Once the assessment has been completed, Panel members are required to destroy all documents and any copies made of them. Confidentiality must also be maintained after the assessment process has been completed.
 13. Information is subject to confidentiality and Freedom of Information requirements and will be managed in accordance with normal SFC practice.

Membership

14. The Panel will be Chaired by Professor Lesley Yellowlees, Chair of SFC's Research and Knowledge Exchange Committee and SFC Board member. If the Chair should not be available Helen Cross, Director of Research and Innovation, SFC, will deputise.
15. Membership of the Panel will be made up of representatives from universities, colleges, SFC, Scottish Government and the Enterprise Agencies and will comprise of:
 - **Ben Johnson**, Executive Head of Strategic Research and Innovation Development, University of Strathclyde.
 - **Carolyn Reeve**, Former Head of Policy for University Research and Knowledge Exchange at Department for Business, Energy & Industrial Strategy.
 - **David MacBeth**, Director of Research and Innovation Services, University of Dundee (representing Universities Scotland's RCDG).
 - **Derek Shaw**, Director of Innovation and Place, Scottish Enterprise.
 - **Gillian Galloway**, Head of Innovation and Technology, Highlands and Islands Enterprise.
 - **Helen Cross**, Director of Research and Innovation, SFC.
 - **Irene McAra-McWilliam**, Deputy Director Research & Innovation, The Glasgow School of Art.
 - **Jane Morrison-Ross**, CEO, South of Scotland Enterprise (SOSE).
 - **Rhona McDonald**, Strategic Lead Science, Research, International & EU Exit, Directorate for Economic Development, The Scottish Government.
 - **Sara Rae**, Assistant Principal, Enterprise and Skills, West College Scotland.
 - **Stephen O'Neill**, Deputy Director, Technology, Innovation and Entrepreneurship Division, Directorate for Economic Development, Scottish Government.
 - **Tom Brown**, Vice-Principal (Research and Innovation) and School of Physics and Astronomy, University of St Andrews.

SFC executive will provide secretariat support.