

ITHEMBA LABORATORY FOR ACCELERATOR BASED SCIENCES (ITHEMBA LABS)

DIRECTOR'S COUNCIL: TERMS OF REFERENCE

Purpose

To advance iThemba LABS' role in research and training, service to society and science outreach as captured in its vision and mission statements.

Appointment and Accountability

The Director's Council and its chairperson will be appointed by the President of the National Research Foundation, in consultation with the Executive Director / Vice President: National Facilities and the Director of iThemba LABS, and after consulting relevant stakeholder constituencies. Although it is the primary function of the Director's Council to advise the Director, the responsible Vice President / Executive Director of the NRF will be an ex-officio member of the Director's Council, so as to provide a direct link between the Director's Council and the NRF President.

Functions

Functions of the Director's Council include:

1. To advise the Director on:
 - Policies and strategic directions for research, training, service and outreach programmes,
 - Transformation programmes, both scientific and organisational, of iThemba LABS
 - Strategy and issues relating to the iThemba LABS operations,
 - Strategy and issues relating to iThemba LABS' internal and external stakeholder relationships and its interaction with higher education institutions and the wider science community.
2. To receive the Director's Report on a) successes, b) problem areas and c) strengths and weaknesses within iThemba LABS.
3. To receive the Annual Report for information and comment.

Composition of the Director's Council

Apart from the responsible NRF Vice President / Executive Director who is ex-officio a member of the Director's Council, the Council will be constituted of the following members of stakeholder communities:

- Three senior academics (physicists) from the University community.
- Three senior academics / professionals from the medical physics / nuclear medicine community.

The following are additional ex-officio members of the Director's Council:

- The Chair of the iThemba LABS Physics Users Committee
- The Chair of the Particle Therapy Users Committee.
- The Director of iThemba LABS.

Duration (Term) of Appointment

1. No member shall serve on the Director's Council for a period exceeding five years.
2. Except for *ex officio* members, two members of the Council shall be replaced every two years.
3. The term of membership of representatives of the Physics and Particle Therapy Users groups shall be as decided by the respective Users group.

Meetings of the Council

1. There shall be two formal meetings of the Council, preferably on the day following the meetings of the Physics Programme Committee.
2. The quorum for a meeting shall be four (4) members.
3. In the absence of the Chairperson, the members may elect a Chair from amongst themselves.
4. Informal meetings / discussions may take place by email as and when issues arise.
 - i) If consensus is reached by Round Robin, the decision shall be conveyed to the Director and to the CEO of the NRF.
 - ii) If consensus is not reached, the Chairperson of the Council may
 - a) make a decision and convey an interim advise to the Director, or
 - b) call an urgent special meeting of the Council, or
 - c) defer the matter to the next full meeting of the Council.

General

It will be expected of Director's Council members to be directly accessible to the Director of iThemba LABS from time to time for advice and to test ideas during the period between formal meetings.

Summary accounts of the deliberations of the Director's Council meetings will be provided by the Chairperson to the responsible NRF Vice-President/Executive Director and to the President of the NRF.