

HPHI Oversight Committee

Terms of Reference

1. Document Control

Rev.	Author	Date	Comments
0.1	Richard Bartlett	18 Jul 2016	First draft for review
0.2	Richard Bartlett	20 Jul 2016	Amended 3.2 to separate WBIC and CR-UK and remove reference to use by groups outside the School.
0.9	Richard Bartlett	17 Nov 2016	Combined 5.2 and 5.3 (no reserved items) and membership reduced to just the primary stakeholders and representatives.
1.0	Richard Bartlett	23 Feb 2017	Approved at the second meeting of the Committee

2. Constitution

The High Performance Hub for Informatics (HPHI) Oversight Committee has been established by the School of Clinical Medicine IT Committee.

3. Terms of reference

3.1. Purpose

This Committee would oversee the finances, operating model, and strategic planning of the HPHI cluster at the West Cambridge Data Centre, on behalf of the School.

3.2. Objectives

- Inform the strategy for ongoing development of the HPHI (WBIC and CR-UK)
- Agree the following principles;
 - Free allocation of computation and storage
 - The cost recovery and sustainability model
- Review the performance of the HPHI based on the agreed principles above
- Approve any significant change to the use of the HPHI, including use outside the original design criteria.

4. Membership

- Chair - Professor Ed Bullmore (Psychiatry/BCNI)
 - Professor Bertie Gottgens (Haematology/CIMR)
 - Dr James Brenton (CRUK)
 - Dr Guy Williams (WBIC) *
 - Robin Uttin (School Finance Manager)
 - Richard Bartlett (CSCS)
- * Denotes member of the HPHI WBIC Imaging Steering Committee*

4.1. Quorum

Business will only be conducted if the meeting is quorate. The Board will be quorate with half of the members being present.

4.2. Attendance by members

The Chair(s) will be expected to attend 100% of the meetings. Other committee members will be required to attend a minimum of 50% of all meetings.

4.3. Attendance by others

Other Academic, Research and Support Staff from within and outside the School may be co-opted to attend as necessary.

5. Accountability and Reporting Arrangements

- 5.1. Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the service.
- 5.2. The minutes of the committee will be formally recorded and available to the School of Clinical Medicine.

6. Frequency

- 6.1. Meetings will be held three times per annum.
- 6.2. Additional meetings may be arranged when required.

7. Review

The HPHI Oversight Committee will review its Terms of Reference on an annual basis.