



HORIZON 2020



# CIRCLE

Coordinating European Research  
on Molecular Communications

## **Dx.y Terms of Reference of the Advisory Board**

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# 1. Introduction

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This document sets out the *Terms of Reference* (ToR) for the CIRCLE *Advisory Board*. The Terms of Reference establishes the Advisory Board's mission, objectives, membership and operational procedures

# 2. Background

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Text on what CIRCLE is

A project management structure (Fig. 1 below) will guide the work of the project. One of the core components of the management structure is the Steering Committee (highlighted).

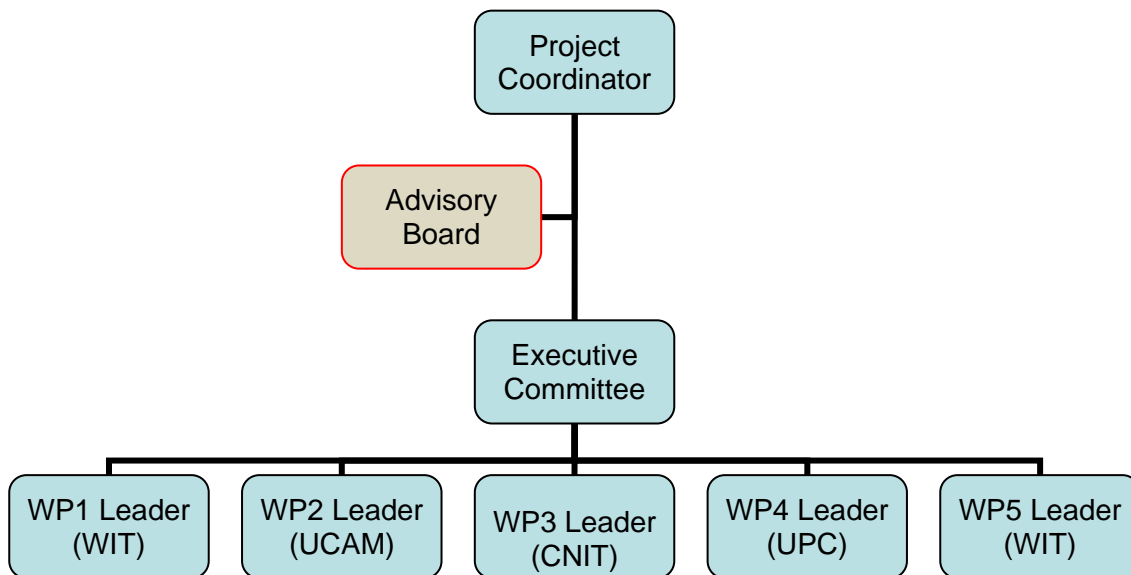


Figure 1. CIRCLE Management Structure

### 3. Mission and Objectives

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The Mission of the Advisory Board is to support the project in meeting its objectives. The Advisory Board will engage with the Project Coordinator and the project's **Executive Committee**, and with the molecular communications community at large and the European Commission. It will have a particular role in working to prioritise the consortium's activities. The Advisory Board will help guide the work of the project and ensure that its work reflects the priorities of CIRCLE and the molecular communications community, as described in its mandate.

The Advisory Board will have a particular role in the following activities:

- Assist the interface with Member State research programmes;
- Provide input into the project workplan;
- Support the project in recommending experts for nomination for the Working Groups (WP4);
- Assist in identifying topics for the discussion at CIRCLE workshops and other meetings;
- Work with Executive Committee to define the scope of the roadmapping activity (WP4);
- Assist in editing the final roadmap reports, with a view to ensuring that the outputs of the process can be fed directly into the Member State research investment planning processes in support of investment in Molecular Communications;
- Identify key dissemination activities for project results;

Additional roles may be added as appropriate as the work of the project progresses.

### 4. Membership

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The Advisory Board will be drawn from the pool of recognised stakeholders within the Molecular Communications community. The Advisory Board will also maintain close contact with the relevant Commission Services (incl. DG Regio: DG INFSO: DG Research, as appropriate).

The composition of the Advisory Board will represent a good balance between involved stakeholders from both academia and industry. The composition of the Advisory Board will change every 8 months (beginning in month 7 resulting in three selections during the life time of the project). The Project Coordinator and the leader of the Work Package responsible for supporting the Advisory Board (WP2- CAMBRIDGE) will also join the Advisory Board in an *ex-officio* capacity. The Chairperson of the Advisory Board will be elected based on a consensus vote by the Advisory Board.

The first selection of the Advisory Board will be in place in August 2015. Thereafter a new selection will be put in place every eight months. The third selection, in place from 1<sup>st</sup> Dec, 2016, will remain until the end of the project on 30<sup>th</sup> May, 2017.

## 5. Operation

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The Advisory Board will meet at least once every semester. The liaising WP leader (WP2-CAMBRIDGE) will give notice of meetings 10 days prior to its taking place. The liaising WP leader (WP2-CAMBRIDGE) will provide meeting documentation at least 5 days prior to meeting.

Communication will be maintained between meetings as necessary, via audio conference and a dedicated mailing list, (logistics provided by the Project Coordinator).