



Terms of Reference

11 APRIL 2019

1. Background

The Board for the Core Facility for Integrated Microscopy was established by decision of the Faculty Management (FLT) on 19 September 2017.

The decision was based on the recommendation and analysis of a working group of 21 august 2017.

DEAN'S SECRETARIAT

FACULTY OF HEALTH AND MEDICAL
SCIENCES
BLEGDAMSVEJ 3B
2200 COPENHAGEN N

2. Mandate and responsibilities

The Core Facility for Integrated Microscopy (CFIM) is a core facility for the entire Faculty of Health and Medical Sciences. Organizationally, CFIM is part of the Department of Biomedical Sciences (BMI) and supported by the administration of BMI.

The Board of CFIM refers to the Dean of the Faculty.

The Board is responsible for the strategic development of CFIM, in consultation with the Advisory Board, and for the budget allocation.

The Head of CFIM will be responsible for proposing plans to the Board and for the daily management of CFIM and execution of the Board's decisions.

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CASE: 040-0017/17-3000

Please specify on inquiry

3. Specific tasks

The Board shall

- prepare a strategy for the continuing development of CFIM
- establish a clear governance structure for CFIM including
 - a description of the responsibility of the management of CFIM
 - clear processes for decision-making related to purchase of equipment

- ensure a balanced economy and approve the budget for CFIM (see further below)
- ensure a stable and flexible relation between the Board and the management of CFIM
- ensure that the equipment of CFIM is appropriate and meets the present and future expectations of the users
- decide investment plans for new equipment
- define which specialist expertise should be available in CFIM, and which staffing is required
- decide which services CFIM should provide for the users, including introduction for new users
- approve the costs for services at CFIM annually
- ensure that the equipment and the services make it obvious/evident for researchers at SUND to use CFIM instead of buying own equipment for their research groups
- establish an Advisory Board for CFIM, referring to the Board.

4. Budget model

The Board must ensure the future financial balance of CFIM and establish a balanced budget.

The Board should discuss which principles should rule the pricing of services in order to make CFIM an attractive provider of microscopy services for the researchers of SUND.

The budget should be transparent for the users in order to improve their understanding of the pricing of services.

The Board authorises CFIM to purchase equipment up to an amount of 100.000 DKK. Purchases exceeding 100.000 DKK should be explicitly approved by the Board or be part of a budget or an approved plan.

5. Members of the Board

The members of the first board were appointed by the FLT:

Kristian Helin, Director, BRIC (chair)

Bente Stallknecht, Head of Department of Biomedical Sciences

Ole William Petersen, Head of Department of Cellular and Molecular Medicine

Observers who participate in Board meetings:

Klaus Qvortrup, Professor, CFIM (Director of CFIM and Head of Electron Microscopy)

Clara Prats Gavalda, Associate Professor, CFIM (Head of Light Microscopy)

Karsten Müller, Budgeting Manager, Faculty Services, Finance

Anders Sondrup, Department Administrator, BMI

All changes to the Board are subject to approval by the Dean's Office.

Until further notice, the Dean's Secretariat will support the Board with a board secretary and has the responsibility for filing agenda, supporting documents, minutes and any other relevant documentation.

NB The Board has changed since February 2018. Please find the actual composition of the Board on the [website](#) of CFIM.

6. Meetings

The Board decides its terms of reference in accordance with the memorandum on establishment of a board adopted by the FLT.

The Board meets at the request of the chairperson or at least four times a year.

The meetings should be scheduled with a minimum of two weeks notice with a proposal of agenda for the meeting.

The chairperson should discuss the agenda with the Head of CFIM prior to convening the Board.

The secretariat sends draft meeting minutes to the board for confirmation within two weeks after the meeting.

7. Confidentiality

Potential confidential meeting-documentation is submitted to Board members and observers only per decision by the Chairperson. At the end of each meeting the Board decides if any items on the agenda should be treated as confidential.

The Terms of Reference were determined by the Board in its meeting 6 February 2018.