

## Programme Advisory Committee (SSC Physics Programme): Terms of Reference

### Purpose:

Critical review of research proposals and progress reports for beam-time allocation at iThemba Laboratory for Accelerator Based Sciences (iThemba LABS).

### Assignment Principal and Accountability:

The Assignment Principal of the Program Advisory Committee (PAC) is the Director of iThemba LABS. The PAC will be appointed by the Director. The chairperson is the officer reporting the PAC recommendations to the Director.

### Composition and Functions of the PAC:

#### 1. Functions of the PAC:

The PAC makes recommendations to the Director on the approval of projects and on allocation of beam time based on:

- i) Scientific merit,
- ii) Capacity development,
- iii) Long- and short-term research directions, and
- iv) Readiness, feasibility and science output.

In addition the PAC reviews the progress of projects and may be requested to comment on future research directions and developments.

#### 2. The committee will be comprised of the:

- i) Chairperson who is not an iThemba LABS staff member,
- ii) Secretary: headed by an iThemba LABS staff member,
- iii) Domestic and/or international scientific reviewers (including chairperson) who should have broad expertise in areas of research programmes covered at iThemba LABS,
- iv) Directorate (director and deputy-director(s)),
- vi) Head of the Subatomic Physics group, and
- vii) Head of the Accelerator group.

#### 3. Scope of assignment duties:

i) Responsibilities of the Secretary are to:

- Timeously communicate PAC meeting dates and calls for proposals,
- Collate proposals and reports for expeditious distribution to the pre-PAC review and PAC,
- Submit a copy of proposals to library within 2 weeks of the PAC meeting,
- Maintain records and communicate PAC decisions to applicants, and
- Organize PAC meeting dates in consultation with directorate, chairperson and committee.

ii) The Chairperson's role is to:

- Draw up the meeting agenda,
- Ensure that meetings run smoothly and that decisions arrived at will have the respect of the users,
- Communicate the recommendations to the director.

iii) The Head of the Subatomic Physics group will:

- Comment on technical and financial feasibility of projects based on the outcome of pre-PAC review,
- Report on facility development,
- Report on available beam-time and on previous beam usage, and
- Be responsible of final beam scheduling.

### Duration (Term) of Appointment:

The period of service of the PAC members will be for three years.

### General:

PAC Service provider (iThemba LABS: Cost Centre DIR01) will ensure that logistics for travel costs, subsistence expenses, and other incidentals are well managed for the convenience of PAC members.

Dr F. Azaiez  
DIRECTOR

(Signature reproduced electronically on request)

Date: 07/08/2017