

## **HPC Executive**

### **Terms of Reference**

1. To provide oversight for the day-to-day management of the Facility.
2. To review, devise and provide advice on strategic policy relating to HPC.
3. To identify strategic and/or resource issues for recommendation to the HPC Board.
4. To advise the HPC Board on the development and application of Bristol's HPC facility.
5. To identify resource shortfalls or requirements for recommendation to the Board.
6. To identify, monitor and advise on new opportunities in HPC-based science, HPC research and teaching, academic and industrial collaboration.
7. To advise Research and Education Committees on HPC activities.
8. To vet and review applications to use the HPC facility.
9. To monitor, consider and represent the views of the HPC user community.
10. To define and agree management, access and resource allocation policies.
11. To consider financial aspects including fEC charging and cost recovery processes.
12. To consider and ensure financial sustainability of the Facility
13. To build business cases to ensure future funding of the Facility
14. To promote Bristol HPC both inside and outside the University.
15. To provide management advice to the HPC operations team (ACRC) on the running of the HPC facility's computer systems.
16. To consider training and teaching issues arising.
17. To act as a programme management board for HPC capital projects.

### **Membership 2012/2013:**

Professor Chris Allen, Aerospace Engineering (Chair)

Dr Simon Hanna, Physics

Dr Dan Lunt, Geographical Sciences

Professor David May, Computer Science

Simon McIntosh-Smith, Computer Science

Professor Adrian Mulholland, Chemistry

Tony Spencer, Maintenance Services, Estates

Dr Ian Stewart, ACRC/IT Services

Dr Nic Timpson, Social and Community Medicine

Mrs Caroline Gardiner, ACRC/IT Services (non exec)

The Executive will have two permanent members, six members drawn from the User Group and other members from Professional Services who are invited to join the Executive. One member drawn from the User Group will be elected as Chair of the Executive.

Two deputies to the Chair will be appointed from within the academic membership of the Executive, on a 3 year tenure.

The members of the HPC Executive are responsible for approaching and nominating new members.

### **Decision making**

If a formal decision needs to be made, the members of the Executive will take a vote and the opinion of the majority of members will be carried. More than 50% of the members must be present to provide a quorum before a decision can be taken. The Chair of the Executive has a casting vote if the vote does not produce a majority.

### **Reporting lines**

Reports to the HPC Board. Receives reports from the HPC Technical Board.

### **Meetings**

Meets once a month or as appropriate.