



APPROVED BY THE MEMBERSHIP ON 26 MAY 2011

STANDING COMMITTEE FOR RESEARCH & DEVELOPMENT; Terms of Reference

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1. Introduction

This document sets out the framework in which the Standing Committee for Research & Development shall operate.

2. Aim

The aim of the Standing Committee for Research & Development is to act as the strategic advisor and co-ordinator to relevant ENFSI-entities on matters of research and development in a broad sense.

3. Means

The aim shall be achieved through (not limitative):

- Developing and maintaining ENFSI's Research and Development Strategy to meet the priorities of the ENFSI community.
- Carrying out the activities in order to implement ENFSI's Research and Development Strategy.
- Providing information to ENFSI members on relevant research and development topics.
- Identifying potential funding sources (e.g. EU-programs) and coordinating with those who provide these funds.
- Stimulating initiatives in areas of strategic importance e.g. those that maybe common to a number of ENFSI members or Expert Working Groups.
- Facilitating joint-research between laboratories internationally.
- Supporting and facilitating communication between all actors involved in research and forensic and end users to affect the transfer of knowledge.
- Maintaining web-based pages on research and development.
- Supporting the EAFS Triennial Meetings' organisers and other open activities in the area of research and development.

4. Operation

The Standing Committee for Research & Development shall:

- Meet at least once a year.
- Establish and maintain a R&D Liaison Group (RDLG) of representatives from the ENFSI laboratories as well as the Expert Working Groups.
- Liaise and meet with the RDLG.
- Liaise and co-operate with the (other) ENFSI Standing Committees as well as with the Expert Working Groups.
- Contribute to the (triennial) ENFSI Strategic Plan
- Report annually according to the Framework for Planning & Reporting (BRD-FWK-009)
- Distribute the meetings minutes from the Standing Committee and other relevant information to the ENFSI Board, the RDLG-members and other relevant ENFSI-entities. The minutes are also published on the ENFSI website (restricted pages).

5. Composition

- The Standing Committee for Research & Development shall consist of a Chairperson, an ENFSI Board representative, and 4 - 6 individuals from the ENFSI member-institutes.
- These 4 – 6 individuals should preferably come from the ENFSI Expert Working Groups and the academic ENFSI member-institutes.
- The Board appoints the Chairperson and the members for a period of three years, the Board representative for a period of one year.
- The Board shall make the appointments so that there is a balance between continuity and renewal
- Each member could be accompanied by an interpreter.
- The Standing Committee for Research & Development is encouraged to invite co-opted individuals from academic institutions and institutes in relation to specific ongoing work or plans; these individuals do not have voting rights.

6. Contacts and Representation

- The Chairperson, or his/her nominated substitute, shall be invited to attend the ENFSI Business Meetings to take part in discussions within the area of the Standing Committee.
- The Standing Committee for Research & Development shall liaise and co-operate with relevant partners from outside the ENFSI community.

7. Accountability

The Standing Committee for Research & Development shall be accountable to the ENFSI Board.

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