

## **HPC Executive Terms of Reference**

1. To consider the University's HPC needs in both teaching and research, and devise and set out a resulting vision and strategy to meet those needs, in both the near and long terms.
2. To identify strategic and/or resource issues for recommendation to the Advanced IT Board.
3. To identify, monitor and advise on new opportunities in HPC-based science, HPC research and teaching, and academic and industrial collaboration.
4. To ensure the requirements of all users and stakeholders are represented and considered, in terms of facilities and support.
5. To provide management of the high-performance computing facilities of the University of Bristol
6. To identify staffing requirements and formulate plans for the Advanced IT Board.
7. To advise the Advanced IT Board on the development and application of Bristol's HPC facility in research, teaching and industrial collaboration
8. To vet and review applications to use the HPC facility.
9. To agree and implement management, access, and resource allocation policies.
10. To ensure financial sustainability of the HPC Facility including charging and cost recovery processes.
11. To ensure long-term environmental and technical sustainability of the HPC facilities.
12. To promote Bristol HPC both inside and outside the University.
13. To promote and facilitate HPC teaching, training and research.
14. To act as a programme management board for HPC capital projects.
15. To ensure compliance with data security requirements in line with university policy where relevant.
16. To identify and work to overcome barriers and champion equality, diversity, and inclusion in High Performance Computing at the University of Bristol.

## **Membership 2022/2022:**

- Professor Simon McIntosh-Smith, Computer Science (Chair)
- Professor Adrian Mulholland, Chemistry (Deputy Chair)
- Dr Simon Hanna, Physics (Deputy Chair – Education)
- Professor Chris Allen, Aerospace Engineering
- Professor Tony Payne, Glaciology, Geographical Sciences
- Professor Nic Timpson, Bristol Medical School (Population Health Sciences)
- Dr Laura Ratcliffe (Research Fellow and Proleptic Lecturer, School of Chemistry)
- Dr Oliver Lord (Royal Society University Research Fellow and Proleptic Senior Lecturer, School of Earth Sciences)
- Dr Danielle Paul (Research Fellow, School of Physiology, Pharmacology & Neuroscience)
- Professor Davide Pisani (Phylogenomics, School of Biological Sciences, School of Earth Sciences)
- Dr Se Kyu Choi (Associate Professor, School of Economics)
- Dr Laurence Kedward (HPC User Group representative, Research Software Engineer, Aerospace Engineering)
- Dr Sofia Oliveira (HPC User Group Representative, Senior Research Associate, School of Chemistry)
- Guanjiang Chen (Doctor of Philosophy, Mechanical Engineering Member of Bristol Doctoral College)
- Zoonii J Kayler (Doctor of Philosophy, Geographical Sciences Member of Cabot Institute for the Environment and Bristol Doctoral College)
- Dr Sebastian East (Lecturer (Assistant Professor), Department of Aerospace Engineering.
- Dr Michael Wray (Lecturer (Assistant Professor) of Computer Vision)

- Emeritus Professor David May, Computer Science, Fellow of the Royal Society
- Dr Sadaf Alam, Director of Advanced Computing – Strategy and Academia
- Dr Steven Chapman, Director of Advanced Computing – Operations
- Dr Gethin Williams, Research Computing Manager, ACRC
- Polly Eccleston, ACRC Facilitation and Group manager
- Didier Louis is currently the nominated member from Estates. One member from Estates can attend meetings to advise on facilities management issues as required.

### **Membership terms and management**

The HPC Executive will have two permanent members, several members drawn from the User Group and other members from Professional Services who are invited to join the Executive.

One member of HPC Executive 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.

**Academic and deputy members** who represent school user groups should have a principal term of 3 years, representation across the faculties should be kept in mind.

**Specialist members** should have a principal term of 5 years with 3-year renewal option. At the end of their term specialist and academic members will be asked by the Chair and the committee secretary if they wish to renew for a 2<sup>nd</sup> 3-year term. HPC student and Research Associate user reps will have an 18-month term.

HPC executive membership should be representative of the user community, an open application process will be used to seek new members across the user community. User representation will be a core principle. The members of the HPC Executive are responsible for ensuring new members are appointed. Tenure and membership will be reviewed every 12 months by the committee secretary, the chair and deputy chairs. The chairs should ensure there is overlap of membership to ensure institutional memory is retained.

### **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, where a matter requires an urgent vote a remote voting procedure can be used. The Chair of the Executive has a casting vote if the vote does not produce a majority.

### **Reporting lines**

The HPC executive reports to the Advanced IT Board.

The HPC user group reports to the HPC executive.