Terms of Reference
University of Toronto Core Facilities Working Group

Reporting to the Institutional Research Leadership Group (IRLG), the UofT Core Facilities Working Group (CFWG) will undertake analysis and make recommendations for improved planning, development and oversight of major research equipment and facilities across U of T’s academic divisions and campuses towards maximum leveraging of investments, equitable access, efficient operation, and responsible management.

Scope
The analysis and recommendations will take account of all stages in the life cycle of core facilities, including:

1. A proposed definition of the type/class/level of equipment/facility to be considered “core facilities” (with, potentially, subclasses for international, national, regional, institutional, divisional)
2. Integrated planning processes and mechanisms to ensure that all critical considerations (including but not limited to space, facilities, access, expenses, revenues, sustainability) are addressed in institutional consideration of new/renewed core facilities
3. New/enhanced procurement-related mechanisms to facilitate tracking and monitoring of key information regarding acquisitions that meet the definition of “core facilities”, leading to the creation of an “ever green” inventory of existing & planned facilities
4. An operations and maintenance (O&M) guide to ensure collaborative access to maximize transparent and sustainable access/usage, timely renewal/upgrades as required, and cost control and sharing/recovery
5. Policies and procedures and supporting mechanisms relating to the expansion of existing and establishment of new institutional core facilities, as well as the responsible sun-setting/disposal of research equipment, taking account of EHS considerations, and internal relocation of equipment that is still usable, and updating of the institutional inventory

Membership
A call for nominations to the working group will solicit expertise across disciplines and campuses, with representation from experienced users and facility managers. The Vice-President, Research, Innovation and Strategic Initiatives will select a working group Chair, and provide an administrative support position.

Resources
The working group will draw upon expertise available in central and divisional offices such as VPRI (including Research Services and EHS), Financial Services (including Procurement), Operations (including Facilities & Services, Planning & Budget, University Planning, Design & Construction, Information Technology Services).

They will also access existing data, reports and reference material available from within the U of T, and from other organizations and peer institutions nationally and internationally.

Timing
The working group will be established as soon as possible in 2020 and aim to provide its report and recommendations by Spring 2021, in time to support planning for the next Canada Foundation for Innovation national competition.