

# Charter for the Danish Bioluminescence Panel of Facilities.

November 2023

## Background for the Panel

The Panel of Facilities is an assembly of representatives and staff from the Danish Bioluminescence Core Facilities in Denmark. The Core Facilities decided to initiate this Panel after the 1<sup>st</sup> Danish Bioluminescence Facility Meeting in October 2021. The panel was formed in order to discuss best ways to exchange knowledge of techniques, booking systems, visions for microscopy and job shadowing. In addition, since Denmark joined Euro-Bioluminescence as a node in 2021, a representative in Euro-Bioluminescence (EuBi) to represent the Danish facilities had to be elected, a task undertaken by the panel.

## Purpose of the Panel of Facilities

1. Representation in Euro-Bioluminescence: Panel of Facilities will discuss subjects proposed and debated in Euro-Bioluminescence and will decide on matters concerning Denmark's role as a node in Euro-Bioluminescence, with a common voice.
2. Networking and knowledge sharing: Panel of Facilities will discuss problems common to the facilities represented and share knowledge about new trends, solutions and technologies.
3. Facility training: Panel of Facilities will facilitate training and course/workshop activities and inform about grants for shadowing for facility staff and for visits between facilities in Denmark.

## The Panel of Facilities committee

The members of the Panel of Facilities are chosen in the facilities, each appointing a representative to join the meetings. The Panel of Facilities is a standing committee meeting three to four times annually, whereof one should be physical in conjunction with the annual DBI meeting (if it is not held that year, the physical meeting may be replaced by a virtual meeting). News and decisions from meetings in Euro-Bioluminescence will be discussed in the Panel of Facilities' meetings. It should be up to the facilities to choose if only the chosen representative or more staff from the facilities should join the meetings in the Panel of Facilities.

## Voting in the Panel of Facilities

In case of the necessity for voting for specific decisions in the Panel of Facilities, each facility's representative has one vote. This also applies to facilities not open to other external users.

## **Membership of the Panel of Facilities**

Only Danish Bioluminescence Imaging Facilities or departments functioning as such will be allowed membership of the Panel of Facilities committee. In case of doubt or discussion, the Panel of Facilities members will vote for the acceptance of the new member facility in question.

A member facility may wish to not be part of the Panel of Facilities and may at any point cancel their participation in the panel.

An updated list of current Core Facilities members and representatives will be kept and shared with all members.

## **The Euro-Bioluminescence Imaging representatives**

The elected Euro-Bioluminescence Imaging representatives, a representative and a substitute, are on election every second year, starting their duties in uneven years, January 1<sup>st</sup>. The election should be held after the last yearly meeting in even years. Only representatives from facilities that are part of the Danish Euro-Bioluminescence Imaging node can stand for the election.

## **Management of the Panel of Facilities**

The Danish Euro-Bioluminescence Imaging representative also functions as chair of the Panel of Facilities and is responsible, together with the substitute and the DBI Coordinator, for delegating and taking on tasks put forward by the Panel of Facilities. The DBI coordinator will take the minutes and the minutes will be sent out to the panel representatives for approval. Action points discussed in meetings will be assigned during meetings and followed up on by the Euro-Bioluminescence Imaging representative, the substitute and the DBI Coordinator. Should the chair be unavailable for meetings, the substitute will be chairing the meeting. If both are hindered, the meeting will be cancelled.

## **Budget of the Panel of Facilities**

The Panel of Facilities is a committee under Danish Bioluminescence Imaging and is financially supported by Danish Bioluminescence Imaging. The Panel of Facilities does not have a budget on its own, but relies on finances provided by the Danish Bioluminescence Imaging board.

Approval of the Charter:

Chair

8/11 23  
  
Thomas Hartig Braunstein

Co-chair

  
Nynne Meyn Christensen