

RCPCH

Scientific Advisory Group

September 2019



Terms of Reference

1. TERMS OF REFERENCE

- 1.1 The RCPCH Research and Quality Improvement Committee resolves to establish the Scientific Advisory Group, with no executive powers other than those specifically delegated in these Terms of Reference.
- 1.2 The Group has delegated authority to make decisions and award designated funds and is responsible to Research and Quality Improvement Committee for the oversight and awarding of the research fellowship awards. The Terms of Reference are approved by the Research and Quality Improvement Committee.
- 1.3 The Group shall have the following specific functions:
- (i) To identify and agree selection criteria that are consistent with the priorities of the RCPCH (and other funders as appropriate)
 - (ii) Help source and approach external peer reviewers to undertake evaluations of individual research applications.
 - (iii) Consider the external reviewers' reports and score applications to collectively shortlist applicants
 - (iv) Host interviews to allocate research awards
 - (v) Allocate resources on the basis of scientific excellence and relevance to RCPCH within the budget set by RCPCH Council
 - (vi) Recommend and keep under review policies for the maintenance of confidentiality in the peer review of research applications, and for the proper declaration of conflicts of interest in line with College policy
 - (vii) Feedback via the Chair to the Academic Training Committee and Research and Quality Improvement Committee
 - (viii) Monitor the award process, with support from the Research Team, and review annual reports submitted by research grant holders.

2. MEMBERSHIP

- 2.1 Membership will consist of the RCPCH Vice President Science and Research (Chair) and Academic Regional Representatives from across the UK. In circumstances where the College is allocating co-funded resources the partner organisation(s) will be granted the opportunity to provide their own voting representatives for the Committee (up to a maximum of three representatives).

2.2 This group will be supported by the RCPCH Research Development Manager and Researcher.

3. AUTHORITY AND REPORTING

- 3.1 The group is authorised by the Research and Quality Improvement Committee to investigate any activity within its terms of reference.
- 3.2 Each member of the Group (as well as members selected by funding partners) has the right to: require that a vote be taken on any matter on the agenda and vote in any debate and have their views recorded in the minutes. Where there is no overall majority view on a matter, the Chair of the Group shall have a second casting vote.
- 3.3 After each Group meeting, and on behalf of the Group, the Chair will report back to the Research and Quality Improvement Committee. A copy of draft minutes will be circulated to the subsequent Research and Quality Improvement Committee meeting for information.

4. BUDGET

- 4.1 The RCPCH will be responsible for the cost of hosting meetings and for reimbursing expenses for all members in line with College policy of reimbursement of expenses for those engaged in College business.
- 4.2 Activities of the Group which require additional funding will be subject to approval from Research and Quality Improvement Committee.

5. ADMINISTRATION

Meetings

- 5.1 All Group administration will be carried out by the Researcher
- 5.2 Meetings shall be held at College Offices, usually Head Office. The Researcher shall produce a schedule of meetings prior to the start of each calendar year.

Agenda

- 5.3 The researcher shall maintain an accurate forward look of all standing and ad-hoc agenda items.

- 5.4 The agenda will be set by the Researcher with the Chair and circulated fourteen calendar days before the meeting.

Board Papers

- 5.5 All papers are confidential, unless otherwise stated.
- 5.6 The researcher will ensure all Board papers are prepared, correctly numbered and formatted prior to issue.
- 5.7 Papers will be distributed by the researcher in an electronic format no later than fourteen calendar days before each meeting; hard copies by request only.

Minutes

- 5.8 Minutes will be prepared by the Researcher for approval by the Chair of the Group within seven calendar days and circulated to Group within fourteen calendar days of the meeting.
- 5.9 The minutes shall record Board members present, brief discussion of business items where it is appropriate to do so and all actions arising from the discussions by the Board.
- 5.10 A signed copy of the approved minutes will be kept in a secure place by the Researcher.

CARE database

- 5.11 The Governance Team will be responsible for updating the CARE database with the current Board membership.

6. VARIATION OF TERMS OF REFERENCE

- 6.1 Any amendment to the Standing Orders shall require approval by Research and Quality Improvement Committee.