



## External Advisory Board: Terms of Reference

### Overview

The External Advisory Board (EAB) is made up of academic and industry experts from critical knowledge and experience domains, including from the lay public. Their role is to help the Senior Management Group steer the research activity throughout the programme. Meetings will be on a quarterly basis initially, with additional meetings where requested. Where possible, EAB members will attend the annual advisory conferences and at least one face to face Board meeting.

The Senior Management Team and invited research leads will share requested information and provide headline updates in writing two weeks in advance and verbally at each plenary meeting.

Critical to the success of the EAB is the role of the Lay Public Advisors, who will be provided with additional information on the project and its subject matter via the lay public engagement work, led by UWE.

### Membership

The EAB is made up of:

- EAB Chair (Julia Goldsworthy)
- EAB Members – see appendix
- TRUUD Senior Management Team (SMT)

The TRUUD SMT is made up of: Research Directors of the Consortium (Professors Matt Hickman and Gabriel Scally), Programme Director (Daniel Black) and the Programme Manager (Rachel Brierley).

Other Consortium team members or external experts will be invited to attend as appropriate to the agenda and availability. Their attendance, along with any co-opted members or observers, will be noted in the meeting minutes.

Details of the EAB members (names, photos, biographies) will be made publicly available on the TRUUD Consortium website.

Where additional EAB members are sought, eligibility of potential members will be considered on a case-by-case basis by the research team in consultation with the EAB Chair. Consideration will be given to the independence of any potential members in relation to the research being undertaken.

### Roles and Responsibilities

Members of the EAB will commit to:

- Review progress, at least quarterly (and as otherwise requested)

- Review reports (any additional comments outside formal EAB meetings will be captured and shared by the SMT, either at the next EAB meeting and/or in minutes)
- Attend scheduled EAB meetings (ideally, and when possible, in person)
- Monitor and advise on the research and impact strategy
- Provide advice and independent oversight of the Consortium’s approach to risk management, including review and approval of the risk management plan
- Advise on current and future policy developments that are relevant to TRUUD
- Advise on relevant research priorities for TRUUD and identify opportunities for scalability and to maximise impact
- Act as ambassadors for the Consortium
- Attend at least one annual conference in person over the five years, if possible

### Meeting frequency and structure:

In order to fully brief the EAB, there will be initial online briefings/Q&As on identified topic areas. Following these, quarterly plenary EAB meetings will resume in June 2021. Plenary meetings will be 2h online meetings, with one half-day face to face (where possible) annual meeting to take place alongside the annual conference.

Meeting Type	Topic Area		Online/Face to Face
Briefing/Q&A (2 hrs)	Valuation	April '21	Online
Briefing/Q&A (2 hrs)	Co-Production	May '21	Online
Qtrly Plenary (2 hrs)	Broader Application	June '21	Online
tbd	Tactics/Impact*	Sept '21	tbd

*\*Given that tactics/impact spans all other aspects of the research, it may be sensible to briefly include a shorter section on this at each session, with a dedicated session separately.*

### Further particulars:

- A provisional agenda will be drawn up by the Chair in consultation with the Senior Management Team and circulated at least two weeks in advance of the meeting.
- The final agenda and any papers will be circulated at least two weeks in advance of each meeting.
- Where possible, decisions will be taken collectively, taking full account of the views of all members.
- Meeting attendance will be by invitation only.
- The Programme Manager is responsible for the provision of administrative support to the EAB meetings.
- The role of the EAB member is unpaid, however, the Consortium will reimburse members for all reasonable costs incurred whilst fulfilling their roles on the board and which cannot be recovered from their own organisation.
- There is no specific budget available to support travel and subsistence costs. However, for example, if Board members based in the UK wish to attend in person or an International Board Member is visiting the UK at the time of the meeting for other purposes extends their existing visit to take part, limited financial support may be possible.

### Reporting and Documentation:

Discussions will be recorded by the Programme Manager and signed off by the Chair. The minutes will be made available two weeks after.

This Terms of Reference for the EAB, meeting agendas and approved minutes of meetings will be made publicly available on the TRUUD Consortium's website.

Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members or guest speakers.

## **Definitions**

A working glossary of terms has created by the TRUUD Consortium and will be made available to the EAB members. If members would like to see an updated version, please contact the TRUUD Programme Manager.