



## External Advisory Board: Terms of Reference

### Overview

The External Advisory Board (EAB) is made up of academic and practitioner experts from critical knowledge and experience domains, including from the lay public. Their role is to provide advice to the Senior Management Group and invited research leads on how best to increase the reach and influence of the research. Meetings will be on a quarterly basis, with additional meetings where requested. Where possible, EAB members will attend 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.

### Membership

The EAB is made up of:

- EAB Chair (Sunand Prasad)
- EAB Members

Details of the EAB members (names, photos, biographies) are made publicly available on the TRUUD Consortium [website](#).

Members of the [TRUUD Management Team and invited researchers](#) will be in attendance as required. Their attendance, along with any co-opted members or observers, will be noted in the meeting minutes. Gabriel Scally, TRUUD Research Director for Impact, working with Programme Director, Daniel Black, leads on our engagement with the EAB via the EAB Chair. They are supported by David Williams and Holly Bain, Programme Manager and Administrator.

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), advising on research, communications, impact and risk
- Advise on current and future policy developments that are relevant to TRUUD
- Act as ambassadors for the Consortium

### **Meeting frequency and structure:**

Plenary meetings will be up to 2h online meetings, with one half-day face to face (where possible) annual meeting to take place alongside the annual conference.

### **Further particulars:**

- A provisional agenda will be drawn up by the SMT in consultation with the Chair and circulated at least four weeks in advance of the meeting.
- The final agenda and any documents to be read in advance 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/Administrator 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.