UKCRC Registered CTU Network Sub-Groups

General Terms of Reference

1. **Remit:**

    1.1. To be responsible to the Executive Group for the delivery of the individual remit for sub-groups as stated in the UKCRC Registered CTU Network Work Programme.

    1.2. To work with the UKCRC Registered CTU Network Programme and Delivery Manager, Executive Group and Registered CTUs to identify key priorities within each group's individual remit and produce supplementary Terms of Reference incorporating these agreed key deliverables.

    1.3. Each group will operate in accordance with these generic Terms of Reference and its specific supplementary Terms of Reference. Two types of Groups will be established:

    - Task and Finish Groups will be required to produce a timeline for meeting key deliverables.
    - Operational Groups will be required to incorporate a networking and developmental remit. Core steering groups consisting of 6 representatives will be established to identify, lead and prioritise on the delivery of key objectives.

    1.4. In order to fulfil their remits all Groups may develop other working relationships with representatives of major clinical research funding bodies, industry, universities and the NIHR where appropriate.

2. **Appointment and Tenure:**

    2.1 Chair:
    All appointments to Chair position will be made by the Executive Group. Due to the on going nature of the group the Chair of each Operational Group will also become a member of the Executive Group during his/her tenure as Chair. They will be responsible for updating the Executive Group on the deliverables, activities and events of their respective Group, and to champion and promote the specific agenda/issues of their respective Group.

    The Chair will serve in this role for a maximum of up to three years in the first instance and can stand for a maximum of two consecutive terms. Appointments to the Chair position will require a period of handover to ensure continuity. Members appointed to Chair position must be existing members of the group unless there are exceptional circumstances that apply.

    2.2 Deputy Chair:

Appointed by members of the Task and Finish Group or Operational Core Steering Group through a process of internal nomination. The Chair of the Executive Group will decide in the event of any disagreement. The Deputy Chair will be appointed for a fixed term of 3 years in the first instance and can stand for a maximum of two consecutive terms. It is not the expectation that the Deputy Chair will routinely evolve into the Chair position.

2.3 Members:

For Task and Finish Groups the membership will be selected by the Executive Group following a call for nominations and CV review. It will comprise of representatives from clinical trials units based on expertise and representation essential for that committee. Every effort will be made to ensure CTUs in the devolved countries are represented.

For Operational Groups, each clinical trials unit will be represented in the wider network group, the CTU Director will determine representatives and representation can rotate.

A steering group structure of up to six members will be adopted for each Operational group, following an open nominations process and selection by the Executive Group, with input from the group Chair. Selections will be based on experience and expertise. Due to the representation of all CTUs within the wider group, devolved nation representation is not an essential component for selection.

2.4 Members will be appointed for an initial term of up to three years and can stand for a maximum of two terms.

2.5 Task and Finish groups will be replaced if the deliverables are time limited and have reached their end. New Task and Finish Groups will be established in consultation with the Executive Group and CTU Directors following a review of the Network's Work Programme.

2.6 Members will be refreshed in order to ensure there is adequate expertise on the committee.

2.7 In the event that several members wish to stand down at the same time, the process will be staggered to ensure continuity.

2.8 Members cannot share confidential information they may have received as part of carrying out this role.

2.9 Former Operational Group Members will be considered 'honorary' Operational Group Members for the purposes of conferences and Network wide workshops and meetings for two years following their departure from the Group. Honorary members will automatically be given a space at Group events held during their two year 'honorary' term.

3. Responsibilities

Members will commit to attending (or commenting on the materials of) at least two-thirds of the meetings. If attendance falls below these levels, the Programme Manager or Group Chair will, on behalf of the Executive Group, discuss with the member about whether they are able to meet this expectation and continue, or whether they should be replaced. Electronic working between meetings is likely and may involve a couple of hours between meetings dedicated to leading, or contributing to discrete pieces of work on behalf of the Network.

4. Meetings:

4.1 Meetings will take place quarterly and a face to face meeting once a year for Operational Groups.

4.2 The committees will operate mechanisms for recording members' interests and for dealing with potential conflicts of interest during the conduct of its business.

4.3 A report will be presented to each Executive Group meeting. The Executive Group may call upon the Chair or Deputy to present an update to delegates at the Biannual CTU Directors' meetings.

4.4 The first meeting of each Group will be administered/ facilitated by the UKCRC CTU Network Secretariat; Groups may be required to be self-sustaining thereafter.

4.5 The UKCRC CTU Network Programme and Delivery Manager and Executive Group Members may attend meetings in an *ex-officio* capacity.

5. Budget:

4.1 Each Task and Finish sub-group is expected to meet quarterly up to a period of 3 years and will be responsible for a budget of £1200 each per year.

4.2 Each Operational group will meet quarterly and hold a face to face meeting including the wider network members at least once a year.

4.3 The Chair will be responsible for a budget to support development and delivery of activities and deliverables. The budget amount will be confirmed annually by the Secretariat and is currently set at £3000 per annum for each Operational Group.

4.4 Any funds remaining at the end of the financial year will be carried forward into a global pot to support the work of the Network.

5. Review:

5.1 These Terms of Reference and the Supplementary Terms of Reference for individual sub-groups will be reviewed at a minimum every two years.