

UKCRC Registered CTU Network Policy Group

Supplementary Terms of Reference

1. Purpose of the group:

- 1.1. The Policy Group has been set up to address the Network's 3rd Strategic Aim to Be a strong voice for Registered Clinical Trials Units, and to deliver the associated strategic objectives to:
 - i. Increase representation of member CTUs in positions of influence with key stakeholders:
 - a. Map current representation on key bodies and groups and identify gaps. and
 - b. Improve the communication and consultation regarding stakeholder events.
 - ii. Develop a strong policy function so the views of Registered CTUs are represented, and communicated to key decision makers during consultations, evidence calls and policy development;
 - iii. Develop closer relationships with key regulatory, funder and Governmental bodies to ensure registered CTU views and issues are considered; and
 - iv. Develop stronger international clinical trial research links.

- 1.2. In order to do this the Policy Group will, in relation to clinical trials research, develop and co-ordinate a programme of policy work on behalf of the UKCRC CTU Network Executive Group to:
 - 1.2.1. Provide advice to the Executive Committee on strategic alignment of the UKCRC CTU Network with government and other policy makers to assist in strategy development and prioritisation of Operational Group and Task and Finish Group objectives.
 - 1.2.2. Develop and manage effective relationships at government, government department and agency level and develop strategies to represent the views of members to proactively positively influence and shape the landscape. Support Operational Groups in developing the relationships they need to influence at government department and agency level.
 - 1.2.3. Work with multiple key stakeholders to identify areas of strategic alignment and risk. Use the events to identify strategic priorities and practical solutions to issues in a joined up way with other key stakeholders.
 - 1.2.4. Lead on Network responses to changes in government policy and the strategic direction of key stakeholders on topic areas working with the Core Operational Groups where necessary. Interface with and represent operational and task and finish group issues at a strategic policy level. Take a proactive, evidence based approach, understanding the interrelatedness of policy from other key stakeholders. Work with Ops and T&F groups to actively consult Network Members and utilise robust data and methods to evaluate the impact of government policy and legislation changes.

- 1.2.5. Co-ordinate and where appropriate write, opinion pieces from the Network to start and / or influence the narrative around clinical trials research policy and practice.

2. Membership and Accountability Terms

- 2.1. These are covered in the General ToR for Sub Groups.

3. Review

- 3.1. These Terms of Reference for individual Operations Groups will be reviewed at a minimum every two years.

4. Ways of working

4.1. The membership of the group will commit to:

- 4.1.1. Attending all scheduled Network Group/Advisory Group meetings
- 4.1.2. Wholeheartedly championing the network within and outside of work areas
- 4.1.3. Sharing all communications and information across all members
- 4.1.4. Making timely decisions and taking action as appropriate.
- 4.1.5. Notifying members of the Network Group/Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the development/purpose of the Group
- 4.1.6. Lead Network workshops and coordinate engagement events subject to funding.
- 4.1.7. Attending all meetings and if necessary nominate a proxy.

4.2. Meetings

- 4.2.1 A meeting quorum will be 60% of the members of the advisory group. Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Policy Group chair makes final decision.
- 4.2.2 Meeting agendas and minutes will be provided by The Secretariat, this includes preparing agendas and supporting papers. Also preparing meeting notes and information.
- 4.2.3 Meetings of the Steering Group will be held every 3 months at the minimum, meetings can be more frequent depending on the needs and preferences of the group. If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members

4.3. Sharing of information and resources

- 4.2.1 There will be a mailing list set up to facilitate communications with wider membership.
- 4.2.2 There be a MS Teams group set up for the group to facilitate meetings and sharing of documentation, the Secretariat will be responsible for facilitating the MS Teams Group.