

## **Osteoporosis and Bone Research Academy**

### **TERMS OF REFERENCE –Working Groups**

#### **1.0 Role**

The role of the Osteoporosis and Bone Research Academy Working Groups is to report through the Working Group Chairs to the Academy Advisory Committee on matters relating to the Academy's three work areas.

#### **2.0 Areas of responsibility**

There will be three Academy Working Groups:

- **Causes:** Understanding the causes and mechanisms of osteoporosis (e.g. genomics).
- **Technology:** Exploring and developing new and innovative technologies (e.g. regenerative medicine, precision medicine, big data, engineering).
- **Effectiveness:** Understanding the effectiveness of current and potential new diagnostic tools, treatments and interventions (e.g. risk assessment, drug repurposing).

Each Working Group will:

- Support the development of the Academy work programme;
- Develop new priority areas and the recommended actions or interventions to be taken to address priorities;
- Recommend when to cease or reduce investment or work in existing areas or identified potential areas of interest and work;
- Actively encourage ambitious and innovative new ways of working;
- Explore opportunities in the UK and internationally to harness new ideas and identify potential new partnerships and collaborations;
- Develop and mentor new researchers;
- Participate in communicating the Academy's work to beneficiaries and funders.
- Contribute to writing and production of reports involving the review and synthesise of scientific, clinical or detailed information as needed;
- Participate in research related workshops to discuss research priorities etc.

#### **3.0 Operation and structure**

##### **3.1 Number and quorum**

Each Working Group will comprise between six to twelve people. This will include the Chair of each Working Group (an Advisory Committee member) and up to two patient advocates. Additional members will be nominated (and approved by the Advisory Committee) to the Working Groups by the Working Group Chair, to ensure an appropriate balance of skills and expertise.

Normally only the Chair of each Working Group will sit on the Academy Advisory Committee, however additional Advisory Committee members may be co-opted onto the Working Groups, if required, for specific topics.

The quorum will be six. Business that is transacted at a meeting that is not quorate will only be valid once approved by a quorum.

### **3.2 Officers**

The Chair of each Working Group must have a clinical background specific to the Working Group topic. A vice chair of the Working Group will be appointed in collaboration with the Working Group Chair and Academy Director. The Academy Director will attend the Working Group meetings to facilitate its operation with the Chair.

### **3.3 Appointments**

In the first year of tenure, scientific/clinical members of the Working Groups will be appointed by a recommendation on the basis of their discipline and expertise. Ongoing recruitment of scientific/clinical members will be undertaken through a nomination route and the provision of a one-page CV to the Working Group Chair and Academy Director. Final recommendations will then be made to the Advisory Committee.

Vacancies for patient advocate positions will be advertised, as appropriate, via Osteoporosis News, the charity's website and other relevant avenues. Full details of the role will be provided to prospective candidates. Candidates will be asked to complete an application form which will highlight their area of expertise and describe the skills, knowledge and experience they would bring to the Working Group. The patient advocate members of the Advisory Committee and Academy Director will carefully review the applications and hold telephone interviews, before making final recommendations to the Advisory Committee.

### **3.4 Term of office**

Working Group members are appointed for such term of office as the Advisory Committee determine. In the first instance and in respect of the formation of the Working Groups this will be for a term of three years.

The usual policy is for the term of office for a Working Group member to be three years before he or she is required to retire. Retiring members may be reappointed for a second, and in exceptional circumstances a third, term of office of three years each.

The maximum any one Working Group member can serve is nine years (3 x 3 years).

The Advisory Committee have discretion to make exceptions to this policy.

### **3.5 Meetings and reporting**

The Working Groups will meet up to three times a year, either in London or at the charity's offices in Camerton. The number of meetings thereafter will be determined

by the level and complexity of the work of the Academy. Occasionally meetings will be conducted by teleconference in an effort to reduce travel time and cost.

Working Group members will be expected to attend ALL meetings.

Meetings will preferably be held one month prior to Advisory Committee meetings. Meeting agendas will be circulated no fewer than 5 working days before the Working Group meeting. Draft meeting minutes will be circulated within 10 working days of the meeting.

### **3.6 Reporting**

Minutes of the Working Group meetings will be reported to the Advisory Committee by the Chair of the Working Group. The work will also be reported through the charity's publications as appropriate.

Members of the Working Groups might be asked to attend other meetings or events to report on the work of the Academy.

### **3.7 Expenses**

Charity travel and subsistence expenses are refunded in line with the charity's Travel and Subsistence Policy.

### **3.8 Review**

The Advisory Committee will review these Terms of Reference after the first eighteen months of the Academy and then every three years.