



Strategic Advisory Committee

TERMS OF REFERENCE

VERSION CONTROL

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THE AUSTRALASIAN NURSING AND MIDWIFERY CLINICAL TRIALS NETWORK

The Australasian Nursing and Midwifery Clinical Trials Network (ANMCTN) is a network of institutions, academic researchers, and industry collaborators who have come together across Australia and New Zealand. The aim of the ANMCTN is to establish and sustain a coordinated nursing and midwifery CRN focused on facilitating high quality, high impact clinical research to improve patient outcomes, advance clinical care through contribution to the evidence base, and improve the efficiency of the healthcare system.

The Founding members of the Australasian Nursing and Midwifery Clinical Trials Network recognise that it is impractical to make provision for every contingency that may arise in the course of the performance of Network. It is the spirit and intent of these Terms of Reference for founding members to recognise and fulfill their collective responsibility in the Australasian Nursing and Midwifery Clinical Trials Network and be part of a world first clinical trial network of nurses, midwives and other research professionals conducting research on models of care to improve the health of individuals, communities and society.

OBJECTIVE

The objectives of the ANMCTN are to:

1. Facilitate high quality research of high impact to improve the nursing and midwifery clinical environment, as well as consumer care, experience, and outcomes;
2. Provide education and leadership opportunities for nurses and midwives who have or are pursuing an active research career;
3. Establish a robust ANMCTN governance structure, business model and support services that assists nurse and midwife-led clinical research projects;
4. Build collaboration with multiple stakeholders to be partners of the network, including those from various geographic regions, health sectors, industries and end-users; and
5. Identify and resource necessary infrastructure required for meeting, capacity, capability, and sustainability requirements.

It is intended that the ANMCTN will pave the way for scientific discovery and translation of evidence into practice to better equip nurses and midwives and the broader healthcare system to provide optimal care for the community.

The following document outlines the Terms of Reference (TOR) for the ANMCTN's Strategic Advisory Committee and the cooperation between the University and other organisation representatives as members of this committee.

NAME

The name of the committee is the *Australasian Nursing and Midwifery Clinical Trials Network Strategic Advisory Committee* (hereafter referred to as 'the Strategic Advisory Committee').

TYPE AND AUTHORITY

The Strategic Advisory Committee will work in partnership with the Executive Committee and provide strategic advice, support network decision-making and make recommendations regarding the ANMCTN's strategic direction in line with its purpose, duties and scope.

PURPOSE

The purpose of the Strategic Advisory Committee is to support the strategic objectives of the ANMCTN by providing:

- Expert advice and guidance of the network's activities and opportunities for broader advocacy and industry engagement;
- Expert advice on dissemination and promotion of its research; and
- Support for innovation of the network's research direction and investment.

DUTIES AND SCOPE

The duties and scope of the Strategic Advisory Committee are:

- Support strategic planning process in partnership with the Executive Committee;
- Monitor performance of strategic initiatives funded by the ANMCTN;
- Review briefing reports of research activities and business performance of the ANMCTN;
- Review the short-, medium- and long-term outcomes and impact of research associated with the ANMCTN and advise of appropriate dissemination channels to expand reach of the research;
- Leverage research and industry networks to build the ANMCTN to achieve a significant research profile at national and international levels;
- Strategic advice regarding ANMCTN initiatives designed to support the proactive development of clinical research projects ready for competitive grant funding (e.g. project protocol reviews, concept development workshops); and
- Inform the Executive Committee on contemporary evidence-based nursing and midwifery research that may be suitable for ANMCTN network support.

MEMBERSHIP

The Strategic Advisory Committee represents a broad membership from institutions primarily funding the network from across Australia and New Zealand. Membership includes but is not limited to:

- A Chair or Deputy Chair appointed from the Strategic Advisory Committee members.
- Representatives from paid members of the ANMCTN.
- A minimum of two external representatives to provide strategic advice on clinical research capacity building in Australia and New Zealand.
- The ANMCTN Executive Officer (non-voting member).

The Committee membership shall be constituted as follows:

- The Strategic Advisory Committee will nominate a Chair and Deputy Chair from within its members.
- Membership is inclusive and based on representation from the range of funding institutions along with invited, external representatives.
- Proxy members are permitted from within the institution.
- Voting rights are transferrable to proxy members only.
- In the event that the Chair resigns, they must give notice to the Strategic Advisory Committee members in writing. The Deputy Chair will assume caretaker responsibilities for the Strategic Advisory Committee until a new Chair is appointed.
- Members can resign at any time by giving notice to the Chair in writing. Requirements for and appointment of replacement members are to be tabled for endorsement by the Strategic Advisory Committee.

QUORUM

A quorum for meetings will consist of half the members, at least one of whom will be either the Chair or Deputy Chair, plus one.

MEETING VENUE AND DURATION

Unless otherwise notified, meetings will be held via web-conferencing facilities. Meetings will normally be 90 minutes duration. Web-conferencing details will be circulated by the Secretariat prior to each meeting as part of the meeting invitation and/or meeting papers.

MEETING ATTENDANCE

Members will participate via web-conference. Members should table an apology if unable to attend. Proxy attendance is permitted and should be made known to the Chair prior to the meeting.

FREQUENCY OF MEETINGS

Meetings will occur three times per annum and be held as near as practicable to every second Executive Committee (approximately February, June and October).

RESOLUTIONS

Resolutions are reached by a consensus of members present. In case of incapacity to reach consensus, the issues shall be referred to the Chair for appropriate resolution (e.g. more information, held over to next meeting, ballot).

REPORTING

The Strategic Advisory Committee will have a two-way reporting relationship with the Executive Committee. Reporting may be either by verbal report or in writing depending on the nature of the business. Reports will be tabled by the Executive Officer of the ANMCTN.

Matters raised by the Executive Committee will be tabled for discussion at the Strategic Advisory Committee meeting.

OUT OF SESSION COMMUNICATION

It is not anticipated that out of session communication will be required. In the case where out-of-session communication is required, feedback, review, or resolution of matters arising will be coordinated via documented responses provided to the Executive Officer within the requested timeframe.

DECLARATIONS AND CONFLICTS OF INTEREST

Individuals must declare a conflict of interest (real or perceived) for an agenda item (or part thereof). Members may also independently raise an individual's interest if they think it may be in conflict with the present discussion.

It is at the discretion of the Chair and other committee members how the conflict is managed.

CONFIDENTIALITY

Strategic Advisory Committee matters are treated as the business of the ANMCTN and its funding partners. Hence, members shall respect the confidentiality of any material tabled, any matters discussed or noted in the meeting minutes, or communicated in writing outside of the meeting.

Exceptions to this are information from publicly available sources or information generated by the ANMCTN that is agreed for public release.

MEETING AGENDA AND MATERIALS

The Secretariat will distribute the agenda and supporting material at least seven days in advance of the meeting unless otherwise noted in writing to the members.

CHAIR AND DEPUTY CHAIR

The Chair and Deputy Chair shall be selected through an expression of interest process of the current Strategic Advisory Committee members. In the event more than one nomination for each position is received, the Chair and Deputy Chair shall be selected via an anonymous, secret ballot of the committee members.

The key function of the Deputy Chair is to perform the role and function of the Chair in the absence of the Chair.

The term of the Chair and Deputy Chair will be for a minimum of two years from 1 January, the year after they are elected, with the possibility of re-election. If the position of Chair becomes vacant, the Deputy Chair will become the Chair for the remainder of the term. The Deputy Chair will be successor to the Chair at the conclusion of the Chair's term. Where possible, the Chair and Deputy Chair of the Executive Committee will be appointed in the alternate year to the appointment of the Chair and Deputy Chair of the Strategic Advisory Committee to enable orderly chair succession and the continuity of knowledge and relationships between the two committees.

MINUTES AND ACTIONS ARISING

Draft minutes and actions arising will be prepared out of session via email correspondence with the Chair. Minutes and actions arising will be confirmed at the following meeting.

EXECUTIVE OFFICER

The Executive Officer (EO) of the Strategic Advisory Committee will be an employee of the ANMCTN who will attend for reporting purposes. The EO is a non-voting member of the Executive Committee. The EO is required to table an apology if they are unable to attend.

SECRETARIAT

Secretariat services to the Strategic Advisory Committee will be coordinated by the Rosemary Bryant AO Research.

REVIEW OF TERMS OF REFERENCE

Terms of Reference of the Strategic Advisory Committee will be reviewed annually at the first meeting of the calendar year. Changes to the Terms of Reference will be tabled at the following meeting for endorsement.

Endorsed: 27 July 2023

The Australasian Nursing and Midwifery Clinical Trials Strategic Advisory Committee