

The Eve Appeal Research Advisory Committee Terms of Reference

Purpose

The role of The Eve Appeal Research Advisory Committee [RAC] is to advise the Board of Trustees and the Senior Management Team on research matters at the charity, including the following responsibilities:

- To provide expert scientific advice and intelligence to The Eve Appeal
- To assist the Head of Programmes, Development and Research Committee and Board of Trustees with strategic planning and prioritisation, in light of current knowledge and activity in gynaecological cancer research, and make recommendations on the allocation of available research funds
- To provide an external peer review function to assess research project proposals in accordance with procedures set out in the Code of Conduct, and identify and recommend the most appropriate projects for financial support
- To assess ongoing research programmes and report findings to the Board of Trustees, advising on any necessary course of action or additional information requirements
- To review evaluation of completed projects, to assess impact
- To consider opportunities and recommend initiatives for collaborative funding with key stakeholders
- To ensure compliance with AMRC guidance

RAC Chair

The Chair of the RAC is appointed by the Board of Trustees.

The position of Chair of The Eve Appeal's RAC is an honorary one. The RAC Chair should be widely regarded as a gynaecological cancer research specialist. Their seniority will reflect their ability to manage the diverse membership of the RAC. The Chair helps the committee to work collaboratively, ensuring a balanced contribution from all committee members, and is mindful that some members may need support to ensure full participation. The Chair will have expertise in chairing groups; they will lead discussion and guide the group on achieving consensus. They will have a clear understanding of The Eve Appeal's mission and research strategy and will have oversight of the aims of focused funding calls under review.

The usual term of office is for an initial period of three years, renewable for a further term of three years. The Eve Appeal will ask RAC members and the current RAC Chair to suggest a successor, who will be invited by the Chair of the Trustees to undertake the role.

A Deputy Chair will be appointed to manage decision-making should the Chair have a conflict of interest.

Membership and Length of Service

Members will serve for a term of three years, renewable for a further term of three years. There will be no more than 9 members at any one time. Succession planning will be done to ensure that there are never fewer than 5 members. The RAC, Board of Trustees and Senior Management may identify and recommend potential members to be formally appointed by the Board of Trustees.

The RAC will reflect (where possible) the following skills:

- Biomedical and translational research in gynaecological cancers
- Clinical research and practice in gynaecological oncology
- International research leadership and collaboration in the fields of risk prediction and prevention of cancers
- Gynae cancer research expertise in the following areas gynae-specific cancers: epigenetic and genetic analysis, data integration and analysis, microbiome analysis, risk communication
- No less than two lay/community representatives, who may include patients and those with lived experience of gynae cancer, or those who work or who have worked in cancer healthcare.

If the committee does not have sufficient expertise to make firm recommendations, they may call upon external experts who will provide additional guidance and support with decision-making. External experts may take part fully in discussions, but do not have voting rights or count towards quorum.

Format and Meeting Attendance

Members will meet online, three to four times a year to assess new opportunities, review research applications and evaluate reports from funded projects.

Each meeting is usually 1-2 hours and involves consultation and discussion. Recommendations are noted by the RAC secretariat, and are shared with the Board of Trustees, who are updated quarterly.

If it is not possible to attend a meeting, written comments on applications and other papers will be requested prior to the meeting.

In the event of a member not attending two consecutive meetings, the Chair of the RAC will discuss non-attendance with the member. In the event of the member not attending three consecutive meetings, membership will be reviewed by the Board.

The committee may have one additional meeting around AMRC audit and review periods (every 5 years).

Conflicts of Interest

All members will sign the Code of Conduct for Research Advisory Committee members.



the gynaecological cancers charity

Secretariat and Support

Expenses: The Eve Appeal will cover all reasonable travel expenses for in-person meetings that may arise, on the production of appropriate receipts within three months of a meeting.

Support: The Head of Programmes will support members by coordinating and supporting meetings, providing an induction for new members, coordinating anonymised feedback for applicants, and will act as liaison between the Board of Trustees and the RAC.

Personal Information

The names (and places of employment of scientific members) will be made public on our website, in accordance with AMRC guidelines. Limited information, including email addresses, will be shared amongst committee members.