

Terms of Reference

March 2017

Stated purpose of the APPG on Medical Research

- To provide an ongoing forum and network for parliamentarians with an interest in medical research
 - To facilitate collaboration between parliamentarians and medical research bodies
 - To provide MPs and peers with up to date information on developments in medical research, including aspects of public health, ethics of research, and the implications of research findings for society.
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Members

Jo Churchill MP (Chair and Registered Contact)
Lord Turnberg (Vice Chair)
Lord Willis of Knaresborough (Vice Chair)
Mark Durkan MP (Officer)

Supporting organisations (‘Steering Group’)

Academy of Medical Sciences
Arthritis Research UK
Association of Medical Research Charities (AMRC)*
British Heart Foundation
Cancer Research UK
Medical Research Council (MRC)
Wellcome Trust

*AMRC provides the secretariat for the group.

How the group is funded

The costs of events are met equally by the supporting organisations. In addition, each supporting organisation contributes £5,000 per annum to AMRC to cover staff time for the secretariat function.

The secretariat and supporting organisations (Steering Group) will hold a financial annual review of the funding and activity of the APPG.

Income and expenditure reports will be produced in line with the Rules on All-Party Groups and published on the Parliamentary website and the AMRC website.

The Chair of the APPG on Medical Research will make decisions about organisations wishing to become a ‘supporting organisation’ of the APPG. The Steering Group will have the opportunity to make a recommendation to the Chair of the APPG on whether the organisation supports the purpose of the APPG, as outlined above.

In making this recommendation, the Steering Group will consider:

- If the organisation helps to further the aims of the group as outlined above?
- If there any reputational risk associated with the organisation funding the APPG?

How the group is run

APPG Chair

The APPG’s work is driven and controlled by its parliamentary members, led by the Chair. The Chair, with Officers, will agree the APPG activity for the year ahead. The Chair approves the organisations that fund the APPG.

The Secretariat

It is the role of the secretariat, provided by AMRC, to:

- Liaise and support the Chair of the APPG and its Officers.
- Produce a draft plan of APPG activity for the year ahead for the Steering Group to recommend to the Chair.
- Implement the plan agreed by the Chair, in coordination with supporting organisations and the relevant working groups.
- Produce a draft Project Initiation Document (see appendix) for the working group.
- Arrange an annual AGM and ensure the parliamentary APPG register is updated, as required.
- Produce an annual financial review and administer the costs of the APPG and supporting organisations.
- Arrange Steering Group and working group meetings

The Secretariat will ensure that plans and other materials are produced will appropriate timelines for consideration and sign off by the Steering Group, working groups and Chair.

Meetings, events and other activity will be scheduled with appropriate notice for the Steering Group, working groups and Chair.

The secretariat will operate within the parameters of the funding available to the secretariat, as set out at the annual financial review.

Where compromise is not reached amongst the supporting organisations, the secretariat is the arbitrator for this.

The secretariat will use executive function to make administrative decisions, where appropriate – for instance where there are no substantive or controversial issues. In such circumstances the secretariat will provide the working group or steering group with information as an update, rather than to seek approval.

Steering Group

There is a steering group to support and advise on the planning and delivery of events. The steering group consists of one representative of each supporting organization. The role of the steering group is to:

- Recommend to the Chair a proposed plan of APPG activity for the year
- Review and advise, where needed, on the implementation of the plan
- Hold an annual review of funding and activity.

The steering group meets twice a year. Ad-hoc meetings will be called to discuss issues that require the attention of the Steering Group.

Working group

Working groups are formed to support the implementation of the APPG plan of activity. Working groups are composed of representatives of supporting organisations. A new working group will be formed for each event or project. The role of the working group is to:

- Agree the 'Project Initiation Document' for the event or activity. The Project Initiation Document serves to set out the objective, format, target audience, timeline and support/input required from the working group, including the list of documents or materials for sign off by the working group.
 - o The Project Initiation Document will be shared with the Chair for agreement. His/her decision is final.
 - o The Project Initiation Document will be share with the Steering Group for information.
- To support the delivery of an event or activity, as outlined by the Project Initiation Document, working with the secretariat.

The working groups will meet as frequently as needed.

The secretariat will give sufficient time for comment and sign-off whenever possible. Working group members

are expected to respond to the secretariat in a timely and efficient manner.

Responsibilities of supporting organisations

As well as covering the running costs of the APPG, supporting organisations provide, when required:

- Policy support
- Public affairs support
- Other staff time as required for preparation and delivery of events

Every effort will be made to evenly share these responsibilities equally among the supporting organisations.

Project name:	
Rationale	<i>Overview of the background and rationale for the project or event.</i>
Objective	<i>Outlines objective of the event.</i>
Project description	<i>Sets out the event or project format in detail.</i>
Venue and date	<i>Date and venue</i>
Audience/invitees	<i>Who is the event aimed at? (An accompanying document can details individuals)</i>
Timelines & responsibilities	<i>States the key milestones and responsibilities of the working group and secretariat.</i>
Materials for approval	<i>Lists the documents and materials that the working group will need to approve.</i>
KPIs	<i>Smart, realistic KPIs in accordance with the project objective.</i>
Meeting dates	<i>Working group meeting/ TC dates.</i>