

ACvA Flagships

Advisory Group | Terms of Reference



1. Objective

The Advisory Group is to advise the ACvA Scientific Advisory Board and the ACvA Board on how to achieve its vision by clearly mapping existing strengths and identify key research priorities relevant to expanding funding opportunities. In addition, the Advisory Group is expected to offer advice on areas supportive and aligned to ACvA's purpose.

2. Governing body

This Group is a standing group of the ACvA, under the leadership of the ACvA Board and the ACvA Scientific Advisory Board.

3. Functions

To provide advice and recommendations **in their area of expertise** at all phases of the Flagship's set up, implementation and translation. This may include but is not limited to:

- To advise on projects relevant to the Flagship
- To provide advice on how best to engage other relevant stakeholders
- To provide advice on how best to evaluate the success of the Flagship
- To identify potential barriers to success and provide strategies to counter this
- Provide ad-hoc advice on specific technical and policy issues when requested by the ACvA Board and/or the ACvA Scientific Advisory Board
- To strengthen and promote collaboration between ACvA and relevant international and national agencies

4. Roles and responsibilities

The Flagship Advisory Group's will be composed of individuals with expertise in the implementation of cardiovascular (and other diseases) research.

Chair

The Group will be chaired by the Director(s) of the Flagship's. The Chair is responsible for:

- Guiding the Group according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Reviewing and approving the draft minutes before distribution
- Authoring correspondence external to the ACvA when a request for advice from the Advisory Group has been sought.

Secretariat

The secretariat for this Group will be the Flagship's project officer, or other nominated representative. The secretariat is responsible for:

- Scheduling meetings and notifying group members
- Inviting specialists/subject experts to attend meetings when required by the Group
- Preparing and distributing agendas and invites for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
- Taking notes of proceedings and preparing minutes of meeting
- Distributing the minutes to all group members no more than four weeks after the meeting. The minutes should be checked by the Chair and accepted by members as a true and accurate record at the commencement of the next meeting.

Members

Membership of the Flagship's Advisory Groups will include representatives from government, universities, industry and the community. Membership may vary for each Flagship and is expected to be multi-disciplinary and will include a consumer representative and early career researcher (ECR) representative. Other suggested members are as follows:

- Industry advisor
- Preclinical/biomedical researcher
- Clinician researcher – with AHRTC links and/or primary care engagement
- International Advisor

Membership must be passed by the Chair of the ACvA Board.

Each Group member is responsible for:

- Complying with the requirements for confidentiality, ACvA code of conduct and conflict of interest.
- The obligations also apply to the member's delegate/nominated representative
- Where appropriate, consulting with colleagues and relevant staff within their organisation or representative group to inform the advice given to the Group.
- When requested, providing feedback to colleagues and relevant staff within their organisation or representative group on meeting actions and outcomes.
- Providing a delegate/nominated representative at each meeting in their absence. Failure to attend three consecutive meetings without providing delegate/nominated representative may lead to the cessation of the membership
- Actioning the allocated meeting task(s) and completing the tasks within the agreed timeframe.
- All documents circulated to the Flagship's for comment will include a response deadline. Where no communication is received, it will be assumed there is no comment and the content within is agreed. Meeting papers and draft documents sent to Advisory Group members are confidential and not for circulation outside the Group without explicit permission from the ACvA.

Members will cease to be a participant of the Advisory Group if they:

- resign from the group
- fail to attend three consecutive meetings without providing delegate/nominated representative to the Chair
- resign from their employment
- breach confidentiality.

Criteria for Selection of Advisory Group Members

Potential members will be expected to self-nominate and submit an EoI, with two referees who are current ACvA members. Flagship Directors and Board selection sub-committee will assess for suitability and experience.

Individuals will have:

- appropriate academic training and relevant experience
- proven scientific excellence and/or technical excellence in one or more of the abovementioned fields
- international experience and/or recognition
- gender balance and geographical distribution
- balance between established experts and younger promising scientists

Meeting operating procedures

Quorum

A quorum, consisting of half the number of members plus one, must be present (in person or by teleconference) for decision-making. Cancellation of meetings due to lack of a quorum is at the discretion of the Flagship, in discussion with the Chair of the Scientific Advisory Board.

Internal or external specialists/subject experts may be invited to attend the meeting at the request of the Chair on behalf of the Group to provide advice and assistance where necessary.

Frequency of Meetings

Meetings should be held quarterly (approximately every 3 months), for a period of two hours. An exceptional/extraordinary meeting may be called by half of committee members, or by the ACvA, when required.

Amendments

The terms of reference will be reviewed annually from the date of approval. The terms of reference may be altered to reflect the current functions of the Group, by the decision of the ACvA.