

TERMS OF REFERENCE

Research and Development Committee

1. Purpose:

In line with the IPS strategy, to assist the MEG to contribute to the generation, dissemination and implementation of knowledge from research, that enriches the practice of infection prevention and control.

2. Accountability:

The committee is accountable, through the Standing Committee Co-ordinator to the IPS MEG.

3. Areas of responsibility:

The objectives of the group are to:

1. Monitor, consider and contribute to the setting of research priorities in the field of infection prevention and control.
2. Encourage IPS members to identify and participate in research projects.
3. Seek opportunities with IPS members and external organisations/stakeholders to participate in collaborative research projects.
4. Support IPS members to get involved in research by facilitating the IPS research awards and highlighting UK research priorities.
5. Ensure that research grants/awards are appropriately administered and completed.
6. Promote the R&D research funding through successful applicants showcasing their abstracts/research on the IPS web pages.
7. Work with IPS membership to enhance research capability, capacity and aspirations.
8. Seek to enhance research knowledge, understanding and skills of IPS membership.
9. Utilise communications to ensure IPS members get the best possible information and support, and in a timely manner from the IPS R&D Committee.
10. Ensure successful succession planning.
11. Comply with IPS Standard Operating Procedures including the production of an annual report, annual business plan with financial forecast (to be delivered in line with the Society's overall strategy for submission to the last

MEG meeting of the financial year) and regular activity reports to the IPS MEG.

12. Ensure cost-effectiveness of the IPS R&D.

13. Consider applications from researchers who would like to access IPS members for research purposes.

4. Membership:

Post	Key Role	Duration (flexible)
Co-ordinator	To provide leadership	2 years
Deputy co-ordinator	To deputise and take over leadership after time in post	2 years
Secretary	To circulate the agenda for meetings, take minutes at meetings and distribute to R&D committee	2 years
R&D Awards co-ordinator	To co-ordinate the R&D awards	2 years
R&D Communications co-ordinator	To ensure effective communications between IPS R&D Committee, the IPS MEG, IPS members and wider stakeholders	2 years

5. Chair of the Group:

Coordinator.

6. Decision making:

Meetings will be minuted and the approved minutes made available on the IPS website.

Decisions and actions shall be recorded within the meeting summary. Group members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.

Areas of responsibility for committee members will be made through communication with the R&D committee, and a record of responsibilities made available on the committee page of the IPS website.

The Coordinator will facilitate other discussions and decisions on Committee activities.

A quorum of the Committee shall comprise of 50% of the Committee membership.

Committee members will be elected following a call for applicants to all IPS members and a review of applications received by the Coordinator and at least one other Committee member.

Coordinator and deputy positions will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the MEG.

(NB In the absence of the Coordinator the deputy will assume decision-making responsibilities)

7. Voting rights:

All members of the committee have the right to vote.

In the event of equal votes being cast the Coordinator shall have a second and casting vote.

8. Meeting arrangements:

The committee shall meet 4-6 times per year, either in person or virtually. Additional meetings may be required.

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Coordinator in advance of meetings if required.

9. Meeting papers arrangements:

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

Minutes of the meetings will be made available to group members within fourteen days of the meeting/teleconference/skype/webinar and posted on the Committee section of the IPS website once ratified.

All meeting papers will record action points.

Papers will be archived by the contracted secretariat/administrative organisation.

10. Confidentiality:

Confidentiality will be maintained as and when required

11. Financial arrangements:

Reasonable expenses incurred by group members while on IPS business will be paid in line with the Standard Operating Procedure (SOP) – Expenses and in accordance with the Memorandum and Articles of Association.