



# Research Committee

## Terms of Reference

### 1. PURPOSE

The Research Committee oversees research activities of the college including the ANZCA Grant Program and reports to council on its activities.

### 2. TERMS OF REFERENCE

#### 2.1 The Research Committee roles are to:

- 2.1.1 Promote high quality research conducted by fellows of ANZCA and FPM.
- 2.1.2 Assess and award research applications for projects from fellows of ANZCA and FPM related to anaesthesia, resuscitation, perioperative medicine, intensive care or pain medicine carried out in Australia, New Zealand, Hong Kong, Malaysia and Singapore.
- 2.1.3 Develop policy on research issues for consideration by council.
- 2.1.4 Mentor novice researchers.
- 2.1.5 Assess and award applications for Novice Investigator Grants, the Academic Enhancement Grant, the Simulation/Education Grant and any other grants as requested by council.
- 2.1.6 Assess and award applications for the Douglas Joseph, Lennard Travers and any other such Distinguished Professorships as requested by council.
- 2.1.7 Mentor or counsel successful and unsuccessful research grant applicants and other researchers
- 2.1.8 Chair and adjudicate the Gilbert Brown Prize session at the ANZCA Annual Scientific Meeting.
- 2.1.9 Advise other college committees on research matters.
- 2.1.10 Liaise with the ANZCA Clinical Trials Network Executive. The chair of the ANZCA Clinical Trials Network Executive reports through to the chair of the Research Committee and to council.
- 2.1.11 Advise The ANZCA Research Foundation Committee on research matters and to support their efforts to raise funds for research. The chair of the Research Committee is a member of the ANZCA Research Foundation Committee.
- 2.1.12 Oversee the maintenance of a register of suitable reviewers for grant application reviews.
- 2.1.13 Undertake any other functions as requested by council.

#### 2.2 The roles of the Research Committee do NOT include:

- 2.2.1 Raising funds for research (which is the role of The ANZCA Research Foundation).
- 2.2.2 Determining the annual amount of the Research Fund pool available for grants (which is the role of council).

#### 2.3 The following are delegated roles from council:

- 2.3.1 Determination and award of successful grant applicants.
- 2.3.2 Allocation of funds to successful grant applicants (within budget available).

#### 2.4 The following require approval of council:

- 2.4.1 Appointment of committee members.
- 2.4.2 Changes to research policy.

**2.5** The important groups for coordination/communication for the Research Committee are:

- 2.5.1 Council (governance)
- 2.5.2 CEO
- 2.5.3 ANZCA Clinical Trials Network Executive
- 2.5.4 The ANZCA Research Foundation
- 2.5.5 Professional Practice Research Network.

### **3. MEMBERSHIP**

- 3.1** The membership of the Research Committee is defined in ANZCA regulation 2.
- 3.2** Appointment of members will be made in each odd numbered year, for a two year period.
- 3.3** Appointment of members will take into account the following factors:
  - 3.3.1 Interest and experience in research
  - 3.3.2 Peer esteem as a researcher
  - 3.3.3 Willingness to contribute to the activities of the Research Committee (e.g. as evidenced by track record as a reviewer).

### **4. MEETINGS**

- 4.1** The Research Committee will meet two to three times per year, with one face-to-face meeting of members and all other meetings via teleconference.
- 4.2** A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the Research Committee may meet only for discussion purposes.
- 4.3** Questions arising at a meeting of the committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 4.4** There is no provision for a member to vote by proxy.
- 4.5** An agenda with relevant papers will be prepared and circulated to all attendees of the Research Committee, one week prior to each meeting to allow sufficient time to read and consider their contents.
- 4.6** The Research Committee shall ensure that council receives minutes of the meetings, is kept regularly informed on general progress and activities, and is briefed promptly on all significant matters.
- 4.7** For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.
- 4.8** All matters discussed at Research Committee meetings together with all material provided to attendees is confidential.
- 4.9** Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.
- 4.10** The members of the Research Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at [www.anzca.edu.au/resources/corporate-policies](http://www.anzca.edu.au/resources/corporate-policies)), and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

**5. Self-Evaluation**

- 5.1** On an annual basis the Research Committee will undertake a formal evaluation and assess the performance and achievements of the committee for the previous period and ensure that it is meeting its objectives as defined by the Terms of Reference efficiently and effectively and is in a position to continue to do so.
- 5.2** Provide an annual report to council outlining the activities and actions taken by the Research Committee over the preceding 12 months.
- 5.3** The Research Committee will review the Terms of Reference at least once every three years.

**6. REPORTING**

- 6.1** Meetings will be minuted with the minutes being forwarded to council. Decisions made electronically will be recorded in the minutes of the next committee meeting.

**7. ADMINISTRATIVE SUPPORT**

- 7.1** Administrative support for the Research Committee will be from the ANZCA Research Foundation unit.

**8. FINANCIAL REPORTING AND PLANNING**

- 8.1** Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
- 8.2** The roles of the committee do not include the day-to-day financial management of the college (which is the role of ANZCA management).

**Version control**

Version	Author	Reviewed by	Approved by	Changes
1	A Merry, D Scott (VIC)	L Roberts	Council	Creation
1 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of interest clauses
1 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.
1 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning
1 (amended)	A Merry K Leslie	L Roberts	Council April 2013	Delegation amendment
1 (amended)	L Roberts	Executive	Council Feb 2014	Amendment to standard wording for ANZCA policies
2		Executive	Council April 2014	Amended definition of quorum and financial reporting.
2 (amended)	L Roberts	Executive	Council April 2015	Amendment to "membership"
2 (amended)			Council Nov 2016	Alignment with the renamed ANZCA Clinical Trials Network Executive and Research Foundation unit
2 (amended)	DA Scott		Council Feb 2021	Updated with new ToR template Addition of Professional Practice Research Network to groups for coordination/communication

**Next review:** November 2023