Programme Advisory Board
Terms of Reference

1.0 Context

1.1 The role of the NIHR Public Health Research programme (PHR) programme is to provide new knowledge on the benefits, cost-effectiveness, acceptability and wider impacts of non-NHS interventions intended to improve the health of the public and reduce inequalities in health within the United Kingdom.

1.2 The overall purpose of the Programme Advisory Board (PAB) is to advise the Programme Director on the identification and prioritisation of research topics and to help steer the development of the programme.

1.3 The PAB will be tasked with

- strategic discussion of the programme's objectives and direction
- shortlisting outline proposals for further consideration (researcher-led work stream)
- prioritising research suggestions for further consideration (commissioned work stream)
- prioritising research briefs for advertising (commissioned work stream)

2.0 Terms of Reference

2.1 To advise the Programme Director on the prioritisation of possible research in both the researcher-led and commissioned workstreams; specifically through advising on the public health importance of possible research.

2.2 To advise the Programme Director, as required, on the development of the programme.

3. 0 Relationship with the PHR programme and the Research Funding Board (RFB)

3.1 The Public Health Research programme is managed by the NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC), part of Wessex Institute at the University of Southampton.

3.2 NETSCC staff will provide administrative and scientific support for the programme's activities, including those of the PAB.

3.3 In addition to the PAB, the PHR programme also has a Research Funding Board (RFB)

3.4 The role of the RFB is to advise the Programme Director on the scientific quality, feasibility and value for money aspects of proposals submitted to the programme through the researcher-led and commissioned workstreams.

4. 0 Membership of the PAB

4.1 The term of office for PAB members will be 4 years, with an option to extend for a further two years at the discretion of the Programme Director.

4.2 The PAB meets three times a year for a one day meeting.

4.3 Members are requested to attend each of the PAB's three annual meetings and are responsible for dealing with the associated paperwork of the PAB.

4.4 If an individual member is unable to attend three consecutive meetings they will be asked to resign so that a new member may be appointed.

5. 0 Voting Procedures

5.1 Proposals, research suggestions and research briefs will be scored through a voting process.

7.0 Disputes and Complaints

7.1 Disputes and complaints will be dealt with through standard NETSCC processes.

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