Scientific and Education Committee
Terms of Reference

Purpose

The purpose of the Scientific and Education Committee is to ensure that the charity funds high quality research into the prevention, diagnosis and treatment of urology cancers and conditions, and that decisions on what research should be funded are based on the merits of the research, in a fair and equitable way and without bias.

Role

The role of the Scientific and Education Committee (SEC) is to:

- Provide expertise to the charity on current trends in urological research, training and education, and on emergent clinical or healthcare needs in urology.
- Review and assess applications to the charity's core grant programmes (e.g. Research, Educational and Fellowship programmes) and make recommendations for funding to the Board of The Urology Foundation.
- Support delivery of the charity's priorities and principles as set out in its charitable remit and current Research Strategy.
- Make recommendations for and suggest changes to the charity's awards programmes and help shape funding priorities and programmes in coming years.
- To facilitate and contribute to the appointment of external peer reviewers for grant applications as required.
- To review and recommend for approval documentation relating to grants awards including (but not limited to) grants and awards terms of conditions, procedures and application forms.
- To uphold and promote the reputation of the charity as a funder of high-quality research and promote The Foundation's work and programmes to the wider urological community and interested parties.

Membership

The Scientific and Education Committee (SEC) shall consist of at least nine members. Membership will be drawn to reflect the following:

- Adequate spread and expertise across the subspecialties within urology and/or related specialties.
- Geographical spread across the United Kingdom.
- Representation from scientists/academia, clinicians, nurses and AHPs and lay members.
- Gender and ethnic diversity.
- Knowledge of research, training and education practises.
- Lay representatives, e.g. patients or carers with lived experience.

The SEC should strive to have at least two members of the committee from the lay/patient (non-scientific) community (or a ratio of 1 lay member to every 6 professional members), to provide perspective on research projects which are of interest to the general public.

A quorum shall consist of a minimum of five members of the committee, excluding any potential conflicts of interest.

Expenses

This is an honorary post but expenses incurred while undertaking committee business will be reimbursed.

Appointment of Committee

Members of the SEC shall be appointed by the charity following a public call for applications, submission of CV and interview process. Interviews to be conducted by the Chair of the SEC, another member of the committee and representatives from the charity.

Rotation Policy for Committee Members

SEC members shall serve a three-year term, with an option to renew for a second term, (giving a total term of six years).

Former members may reapply to the Committee but not until at least one term, i.e. three years, have lapsed since their membership.

Chair & Vice Chair

The Chair of the SEC will have a place on the charity's Board of Trustees for as long as their tenure as SEC Chair. In addition to their responsibilities as a member of the Committee, as set out above, the role of the Chair is to:

- Chair meetings of the SEC (unless a conflict of interest prevents this, at which point the Vice Chair will step in).
- Attend meetings of the charity's Board of Trustees.
- Attend meetings of the charity's Finance Committee.
- Oversee the development and implementation of the charity's Research Strategy.
- Provide guidance to TUF staff on scoping programmes and eligibility criteria, etc.
- Ensure the SEC acts in accordance with rules laid down by the AMRC, of which TUF is a member.
- Pay particular attention to the possibility of any conflict (inc perceived or potential conflicts) arising in relation to any aspect of the charity's or SEC's operations. This will include any conflict for members of the SEC, Board or any senior executive.

The role of the Vice Chair is to support the SEC Chair in providing cross cover, ideas sharing and spreading the load, but will also have specific responsibility for improving the charity's links and networks in the four nations and regions and for driving forward the charity's Patient and Public Involvement and Engagement programme in research. The intention is that the Vice Chair will take over as SEC Chair at the end of the Chair's term of office, subject to agreement and TUF Board approval, thus ensuring succession planning and continuity in this very important committee.

The Chair and Vice Chair of the SEC will be appointed via an open call for applications and interview process. The interview panel will comprise the Chair of the Board of Trustees, select members of the SEC who are not conflicted and relevant charity staff.

Committee membership

A member may cease to become a member of the committee if:

- They resign from the committee by giving notice to the charity in writing.
- They retire or step down from their position, or cease to be employed by their current workplace *(in the case of professional members of the committee)*.
- After they have served two terms on the committee, i.e. six years.

Transfer of employment to another workplace may require a review of committee membership, to ensure that geographical and specialism spread still apply, before a decision is taken to either continue or cease membership.

Committee membership may be revoked if:

- A member is deemed to be in breach of the committee's Terms of Reference or Conflict of Interest Policy.
- Persistent conflicts arise that prevent a member from executing their duties effectively.
- A member fails to attend meetings on a regular basis without good reason.
- A member fails to respond to requests for action without good reason.

Any issues relating to improper conduct will be reported to the Board of Trustees for appropriate action.

Frequency of meetings

The SEC shall meet not less than once per year. These meetings may be held remotely, e.g. by Zoom or similar, or a mixture of remote and in-person attendance. A further meeting may be called in the year and ongoing committee business will be conducted via electronic communications.

Record of Meetings

The SEC shall ensure that an agreed written record of each of their meetings is maintained and made available to the charity and its Board.

- The charity will provide secretarial and administrative support for meetings.
- An agenda and supporting papers will be agreed by the Chair and will be circulated by email to members at least 7 days before the meeting. Formal minutes recording the proceedings of the meetings will be circulated to members within 4 weeks of the meeting date.
- The Director of Research, and any other staff as required to attend the meeting, will not be entitled to vote.

Further requirements

Membership of the committee should have sufficient expertise to critically understand research applications from a range of urology sub-specialisms. In the event that the charity/committee feels expertise is lacking in a particular area to judge an application fairly, e.g. in radiography or Artificial Intelligence, etc, the charity can seek additional, external reviewers in the relevant fields.

SEC members are subject to The Urology Foundation's Conflict of Interest Policy (a copy is available via grants@theurologyfoundation.org). If a vested interest is identified they must withdraw from the consideration of that application.

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