# Terms of reference template

This template is designed to help you develop terms of reference for a group such as a public involvement advisory groups or research panels. We’ve included suggested headings and questions; these are not intended to be stringent but will give you some ideas based on what other people have included in their terms of reference.

## Name of group:

## **Purpose / role of the group**:

* what is the broad purpose/role of the group?
* when was the group established and by whom?
* what are the aims/responsibilities of the group?

## **Membership**:

* who is membership of the group open to?
* are there any restrictions on numbers?
* are patient/public members involved?
* are any representatives from other organisations included?
* how long is the period of membership and can it be extended? Recommend rolling membership to allow for new public contributors the opportunity to get involved

## **Accountability**:

* are individual group members responsible for reporting back on activities of the group and if so to whom?

## **Review**:

* how often will the group review the relevance and value of its work and the terms of reference?

## **Working methods/ways of working**:

* what method/approach to working will you adopt (for example a shared learning approach)?
* will any subgroups be convened?

## **Meetings**:

* how many meetings will be held each year and where will they be held?
* who will organise and chair the meetings?
* how will topics for the agenda be generated?
* how and when will meeting papers be circulated?
* what will the format of meetings be, for example will they include small group discussions?
* will non-members be invited to group meetings and if so, under what circumstances?
* who will provide secretariat for the group?

## **Sharing of information and resources (including confidential materials):**

* how will group members share information and resources?
* how will confidential materials and copyright issues be identified and dealt with?
* will there be a web space for the group and if so, will it be password protected and who will be responsible for facilitating it?

## Definition of terms

* provide definitions of any key terms

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