



# SPECTRUM

SHAPING PUBLIC HEALTH POLICIES  
TO REDUCE INEQUALITIES AND HARM

## International Advisory Board

### Terms of Reference

#### Version Control

Please note that this document is uncontrolled if printed. For the latest version please contact the Consortium Manager or visit the governance section of the SPECTRUM website ([www.spectrum.ac.uk](http://www.spectrum.ac.uk)).

| Date/Version | Changes Implemented                           | Changes Made By    | Changes Approved By |
|--------------|---|--------------------|---------------------|
| v0.1         | Original Draft                                | Consortium Manager | IAB                 |
| V0.2         | Formatting: Changed to new branded letterhead | Consortium Manager | Consortium Manager  |

#### Overview

The International Advisory Board (IAB) will provide independent oversight of the SPECTRUM Consortium. They will advise on the strategy adopted, the progress of the Consortium in addition to reviewing and monitoring the risk management plan. The IAB is as an advisory body convened to support and strengthen the work of the Consortium. The group will convene twice in the first year and annually thereafter.

#### Chair

The IAB has an independent chair Professor David Hammond, Professor and CIHR Applied Chair in Public Health in the School of Public Health & Health Systems, University of Waterloo.

#### Confirmed membership

- Ms Paula O'Brien, University of Melbourne
- Professor Charles Parry, South African Medical Research Council
- Professor Janet Hoek, University of Otago
- Professor Joanna Cohen, John Hopkins Bloomberg School of Public Health
- Professor Keith Humphreys, Stanford University
- Professor Kurt Ribisl, UNC Gillings School of Global Public Health
- Professor Sir Trevor Hassell, Healthy Caribbean Coalition

#### Others in attendance

The Director of the Consortium (Professor Linda Bauld), Co-Directors (Professor Niamh Fitzgerald, Professor Marcus Munafò) and the Consortium Manager (Ms Sancha Martin) will attend each meeting.

Other Consortium team members will be invited to attend as appropriate to the agenda and availability. Their attendance, along with any co-opted members or observers, will be noted in the meeting minutes.

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## **Roles and responsibilities**

The remit of the International Advisory Board is to provide independent oversight of the Consortium. The purpose of the board is to provide advice and guidance. The Strategic Management Group, comprised of the Principal Investigator and all collaborators of the Consortium, is accountable for the Consortium progressing successfully.

The IAB at each meeting will:

- Receive and comment on a progress update from the PI (and/ or others).
- Ensure views from key stakeholders are considered in the Consortium's design and ongoing implementation of the project.
- Monitor and advise on the strategy being undertaken in the Consortium:
  - Review progress towards relevant milestones
  - Support and advise on the research being conducted, and capacity development approach and activities,
  - Provide advice on publications and other outputs,
  - Support the Consortium in its activities aimed at generating impact, including the development of a communication plan and dissemination activities.
- Provide advice and independent oversight of the Consortiums approach to risk management, including review and final approval of the risk management plan.
- Advise on current and future policy developments that relate to the Consortium's work.
- Advise on future research priorities and identify opportunities for new areas of research or funding that might support the aims of the Consortium.
- To act as ambassadors for the Consortium, highlighting its activities and any relevant achievements to other key stakeholders.

## **Meeting frequency and structure**

- The group will meet twice in the first year and annually thereafter.
- Meetings will be conducted by video/teleconference.
- A provisional agenda will be drawn up by the Chair in consultation with the PI and Consortium Manager and circulated at least four weeks in advance of the meeting.
- The final agenda and any papers will be circulated at least a week in advance of each meeting.
- Where possible, decisions will be taken collectively, taking full account of the views of all members.
- Meetings will not be open to the public.
- The Consortium Manager is responsible for the provision of administrative support the IAB meetings.
- The role of an IAB member is unpaid, however, the Consortium will reimburse members for all reasonable costs incurred whilst fulfilling their roles on the board and which cannot be recovered from their own organisation.
- There is no specific budget available to support travel and subsistence costs. However, for example, if Board members based in the UK wish to attend in person or an International Board Member is visiting the UK at the time of the meeting for other purposes extends their existing visit to take part, limited financial support may be possible.

## **Documentation**

The business conducted at the International Advisory Board meetings and actions required will be recorded and subsequently signed off by the Chair. The agenda will be circulated to Board members and others in attendance at least two weeks prior to each meeting and the minutes available two weeks after.

The Terms of Reference for the IAB will be made publicly available on the Consortium's website.