



# Department of Obstetrics & Gynaecology Research and Research Strategy Committee (R&RS)

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## Purpose

The Department of O&G Research and Research Strategy Committee is an advisory committee of the Department of O&G Executive. In accordance with the **vision** of the **Department of O&G to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics**, it has overall responsibility for the development and translation of the Department's research strategy. The committee also oversees and promotes the development and integration of the Department's knowledge exchange and impact strategy with its commitment to research excellence.

The Committee aims to strengthen a departmental culture that encourages:

- Research Collaboration
- Bridging of fundamental, clinical and translational research across disciplines
- Mentoring of early-mid career researchers, which is central to the establishment and retention of excellence in research.

## Values

The Department of O&G Research and Research Strategy Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity**.

## Terms of Reference

- To plan the strategic future of the Department of O&G's research activity, aiming at excellence and innovation in basic, clinical and translational research.
- To lead academic staff in realising this strategy by instituting processes that provide our researchers at all career stages with strategic direction, Department wide engagement, collaboration and support in women's and newborn health research
  - To oversee the annual Department Innovation Grant Scheme

- To assist with reviewing and scoring of awards, prizes and Fellowships pertaining to research performance/impact
- To decide on activities to achieve the outcomes specified in the strategic plan; to set targets as the Committee sees fit
- To help identify funding grant opportunities and research project proposals review
- To coordinate the provision of research support initiatives, e.g., grant writing support, peer review and mentoring
- To organise an annual Department of O&G research showcase/symposium
- To assist in the positioning of research activity of the Department within the School and Faculty

## Membership Proposal

- Chair
- Deputy Chair
- ECR representative(s)
- MCR representative(s)
- A Graduate Research student
- Medical School Research Committee representative
- The Department Manager - TBC
- Administrative assistant – TBC
- HOD (ex officio)

## Membership 2022

- Stephen Tong
- Brett Manley
- Louise Owen
- Clare Whitehead
- Kate Hodgson
- Evdokia Dimitriadis

The Research and Research Strategy leadership portfolio Chair and Deputy Chair position have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or Research Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The Research and Research Strategy committee should aim to comprise a minimum of one representative from each precinct within the Department of O&G, including our smaller sites as far as practicable.

## Reporting line

- Chair reports via O&G Executive Committee to the HoD

## Meeting cycle

- Bi-Monthly for one hour via Teleconference

## Reports for tabling bi-monthly

- Research and Research Strategy Leadership Portfolio Reports
  - to provide a detailed report to the O&G Executive Committee twice per year as follows
    - Research– February and July
  - To provide a short report on current actions within Portfolio bi-monthly.
  - Reports to be submitted to the Secretariat of O&G Executive Committee no later than 7 days prior to the meeting to enable consolidation and circulation with other meeting papers.

## Meeting procedures

- **Quorum**
  - A majority of current members.
  - Members participating by videoconference or teleconference will be deemed to be in attendance
- **Standard agenda items**
  - Attendance and Apologies
  - Actions Arising
  - Chair report against portfolio initiatives and action plan
  - Matters for discussion
    - Any matters raised prior to meeting by attendees
  - Other business
  - Reports for information tabled bi-monthly
- **Meeting process**
  - Items must be submitted one week before meeting date
  - Agenda items will be allocated set times by the Chair
  - Priority will be given to matters for decision rather than just discussion
  - Decisions will be by majority vote
  - The Chair may be rotated
  - Other staff may be invited to attend meetings to present matters as required
  - Communications between meetings will be by email

- All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting
- **Secretariat**
  - EA to HoD/DHoD will provide secretariat support to the committee.
  - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

## Review

The Terms of Reference is a live document and should be reviewed on 31 December 2023. They are then to be reviewed every two years by the Research and Research Strategy Committee, and upon finalisation, will be reported to the Department Executive by the Chair.