

# UKCRC Registered CTU Network Sub-Committees

## Efficient Trial Conduct Subgroup

### Supplementary terms of reference 2016

#### Deliverables

1. Report on the survey of CIs and CTUs, and prepare draft template agreement.  
*Timescale:*

draft report and proposal for template	June 2016
discuss and revise draft report and template	July 2016
submit template agreement / recommendations for submission to Executive Group	October 2016
2. Prepare proposal for a Feasibility Studies workshop  
*Timescale:*

draft proposal ready to circulate to group	May 2016
discuss and revise proposal	July 2016
submit proposal to Executive Group	August 2016
3. Work with NIHR and HRA representatives on joint agenda  
*Timescale:*

support TCC with video case studies for trainees	October 2016
support TCC with written document outlining trainee pathways and training programmes	October 2016
input into CRN groups and workstreams	December 2016
provide feedback to HRA on approvals and metrics	December 2016
4. Establish representation MRC Hubs ETC group and Trial Managers Network  
*Timescale:*

	July 2016
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#### Meetings and how the group works

- The sub-committee will meet at least three times a year
- At least one meeting each year will be face to face, other meetings being by teleconference.
- Brief accurate minutes of each meeting will be circulated for agreement, and submitted to the Executive Group.
- The subgroup will work on email when appropriate, in order to ensure timely completion of deliverables.
- Subgroup members will be asked to declare potential conflicts of interest, and this will be updated annually.

#### Budget

- The subgroup budget will be held centrally.
- The budget will be used to cover members travel expenses for face to face meetings

#### Review

- These Supplementary Terms of Reference will be reviewed annually.