

UK TRIAL MANAGERS' NETWORK WORKING GROUP

Terms of reference

Remit

The remit of the Working Group is to:

- guide and support the organisation and development of network activities during the post-transition phase (2017 onwards)
- guide the future strategic development of the network
- develop full terms of reference for itself by 31st March 2018

Working Group members

Post-transition membership of the Working Group will continue to be volunteers, all of whom are involved in clinical trials, who have agreed to assist in guiding the network through the post-transition phase and to develop a longer-term strategy for the network's sustainability. All such volunteers must be approved by the existing members of the Working Group.

Each member of the Working Group will stand for two years in the first instance. This two-year period can be renewed for further two-year periods. It is envisaged that the structure of the Working Group (sub-groups and specific roles) will continue to evolve.

Individuals willing to serve as members of the Working Group can self-nominate via the Chair.

The Chair of the Working Group will be appointed by the Group.

Responsibilities of the Chair

The Chair of the Working Group will be responsible for ensuring that the future sustainability of TMN is paramount in all discussions and decisions made by the group.

Meeting Frequency

The Working Group should meet mainly by teleconference during the post-transition phase. The Working Group will take advantage of natural opportunities such as conferences to meet face-to-face. The organisation and support of Working Group meetings will be undertaken by the Secretariat.

Meeting Procedures

A meeting shall be quorate if at least four of members, of which at least one trial manager (indicated by * in the members' list), take part. The aim is for consensus in decision making, however if necessary decisions shall be taken by majority vote, with the chair having a casting vote in case of a tie. Each meeting of the Working Group should be minuted and archived by the Secretariat.

Working Group Membership on 1st March 2017

Newcastle CTU	Elaine McColl (Chair)
CTSU, NDPH, Oxford	Louise Bowman
OUH, Oxford	Chris Bray
CTSU, NDPH, Oxford	Ruth Davis *
NPEU, NDPH, Oxford (retired)	Barbara Farrell *
CTRU, Leeds	Suzanne Hartley *
Liverpool CTRC	Helen Hickey *
CHaRT, Aberdeen	Alison MacDonald *
ICTM, UCL, London	Helen Meadows *

Note: members indicated with * are trial managers

Editorial Board Sub-group Membership

CHaRT, Aberdeen	Alison MacDonald (Chair)
CTRU, Leeds	Gillian Booth
Previously INVOLVE (retired)	Sarah Buckland
CTSU, NDPH, Oxford	Ruth Davis
NPEU, NDPH, Oxford (retired)	Barbara Farrell
Previously DPC, Nottingham	Katharine Foster
MRC CTU UCL, London	Lynda Harper
Liverpool CTRC	Helen Hickey

Competency Framework/PAS Sub-group Membership

	Vacant (Chair)
CTSU, NDPH, Oxford	Ruth Davis
NPEU, NDPH, Oxford (retired)	Barbara Farrell
CTRU, Leeds	Suzanne Hartley
Liverpool CTRC	Helen Hickey
Newcastle CTU	Elaine McColl
ICTM, UCL, London	Helen Meadows

Training Sub-group Membership

	Vacant (Chair)
CTSU, NDPH, Oxford	Ruth Davis
Liverpool CTRC	Helen Hickey
Newcastle CTU	Elaine McColl
ICTM, UCL, London	Helen Meadows

Website Sub-group Membership

NPEU, NDPH, Oxford (retired)	Barbara Farrell (Chair)
OUH, Oxford	Chris Bray
CTSU, NDPH, Oxford	Ruth Davis
CTSU, NDPH, Oxford	Ryonfa Lee