**CME: Public Engagement Committee**

**Terms of Reference (TOR)**

This document explains why the Wellcome EPSRC Centre for Medical Engineering’s (CME) Public Engagement (PE) Committee has been established, how it is run, its purpose and the responsibilities of those attending.

**Purpose:**

*What is the role of the group?*

The broad purpose of the Public Engagement Committee is to (i) set the direction of PE within the Centre (and School more broadly) by helping develop PE strategy, (ii) be an Ambassador for PE within your department/Centre and (iii) review PE grant applications to help facilitate the delivery of high quality public engagement activities relating to research on imaging technologies across a range of disease areas.

*When was the group established and by whom?*

This group was established in February 2019 by the CME Public Engagement team.

*What are the aims and responsibilities of the group?*

The overarching aim for the group is to help the public engagement team more effectively embed public engagement into the School’s research (and King’s College London more broadly). Group meetings aim to provide an opportunity for open and equal discussion on related issues. Committee member insight and suggestions focused on improving researchers’ experience of public engagement will, in turn, improve how PE is supported.

A key responsibility for the group is to review CME PE grant applications to help decide on allocation of funds and to provide feedback on applications that will be given to awardees. Committee members are also encouraged to give feedback on all documents and processes (i.e., PE Strategy, TOR, PE grant schemes) to improve how information is disseminated and researchers’ experience. Feedback provided by PE Committee members is used at the discretion of the PE team.

**Membership**

Membership is open to staff and post-graduate students across the School of Biomedical Engineering & Imaging Sciences (BMEIS), and the Department of Neuroimaging (IoPPN), who are currently hosting regular PE activities or have substantial experience in delivering PE events/activities in the past. PE Committee members have also been selected who are at various stages of their academic careers (i.e., PhD, post-doctoral researcher, Lecturer, Professor) and to represent one of the three clinical pathways within the Centre (i.e., brain or heart disease, or cancer).

The main requirement is that you are enthusiastic about helping researchers, or those working with research teams (i.e., professional service staff), to improve the extent and quality of public engagement that takes place across the School and to share best practice.

Each meeting is restricted to 8-10 people for the “committee”. Confirmation of your attendance should be provided at least one week in advance of scheduled meetings, if possible. We also welcome your contributions by phone, email, and video connection, at meetings where possible if you not able to join in person.

The opportunity to review membership will be offered annually. Feedback provided by members should be given in a constructive, kind and concise manner in/between meetings. Meetings are led and/or chaired by the CME Public Engagement team.

**Practical terms of the group’s way of working**

*Frequency*

Face-to-face meetings are approximately three times a year. Meetings are held at Becket House or at St Thomas’ Hospital campus. Meetings are organised by the CME Public Engagement team and communicated with all group members.

*Topic of discussion*

Meetings are to coincide with CME PE grant funding round closing dates so there will be a large focus on grant applications, twice a year. Other topics discussed will focus of themes relating to public engagement (i.e., strategy, evaluation, training, reward and recognition) but will also be centred on want PE Committee members wish to discuss or would benefit from. A meeting Agenda will be circulated ahead of each meeting to ensure there is an opportunity for members to add items. There will also be an opportunity within meetings to discuss any other business (AOB).

*Information dissemination and discussion*

Information on documents relating to an upcoming meeting (i.e., Agenda, grant applications) will be emailed to PE committee members ahead of time to allow time for review. During the meeting, slides may be presented to give an overview or additional information. Group discussion is encouraged throughout. After each meeting, any slides presented will be circulated to members, along with meeting minutes. Members are invited to forward any amendments to the PE team and/or give their feedback in a constructive and concise way. Actions are agreed within the meeting and included in the minutes, which are discussed at the following meeting.

*Confidentiality*

Material provided to and discussed by the group must remain confidential and should not be discussed with anybody outside of the group, unless otherwise agreed by Committee members.

*Observers*

Observers are permitted to join the PE Committee group meetings for the purpose of new member recruitment or to generally learn about the Committee, however, must be agreed upon prior to the meeting by current members. A maximum of two observers per meeting is permitted and all observers are required to maintain the same level of confidentiality as members.

*Recruitment of new members*

Recruitment of new PE Committee members will be managed by the CME Public Engagement team. PE Committee members are encouraged to nominate or direct new potential members to the PE team for further information (and to arrange lay member training if required).

*Organisation*

The Wellcome/EPSRC Centre for Medical Engineering focuses on the science and engineering of medical imaging. The Centre combines fundamental research in engineering, physics, mathematics, computing, and chemistry with medicine and biomedical research.

Our ultimate aim is to improve the care and outcomes of patients with neurological, cardiovascular and oncological conditions. We will deliver this via four key aims:

• Provide the enabling infrastructure needed to deliver strong, grant‐funded underpinning research, including several transformative initiatives that depend on strategic Centre funding

• Ensure that research is focused on important clinical and biological questions

• Facilitate the clinical and commercial translation of successful research and technological developments from each theme

• Engage public and patients with the research of the Centre and its clinical significance

*Provision*

Refreshments for PE Committee meeting attendees (i.e., sandwiches, fruit, tea, coffee, water) will be provided and dietary requirements can be catered for.

*Data privacy*

We will use your personal information for internal administration purposes directly related to the group and will not share it without your written consent. We also take appropriate measures to ensure that your information is kept secure and up to date and kept for so long as is necessary for the purpose for which it is used.

By joining this group and providing this information you consent to the collection and use of any information you provide in accordance with the privacy statement above.

**Review**

This is an iterative document. Committee members are encouraged to provide continual feedback on the Terms of Reference (TOR) and how they can be improved going forward.

TOR will be reviewed annually by PE Committee members.