



NHMRC

CREATE

The Centre of Research Excellence in Aboriginal
Chronic Disease Knowledge Translation and Exchange

Terms of Reference (Leadership Group)

Centre of Research Excellence in Aboriginal Chronic Disease Knowledge Translation and Exchange (CREATE)

1. Role/Purpose

The Leadership Group is to direct CREATE researchers by providing strategic guidance to the CRE research team and on maximising the applicability of the CRE outputs to achieve a positive impact on the health of Aboriginal and Torres Strait Islander people. It will also facilitate communication and relationships with key stakeholders within Aboriginal and Torres Strait Islander communities to foster awareness of, and support for, the program. It will also be a vehicle for accountability back to the Aboriginal Community Controlled Health Service (ACCHS) sector and Aboriginal communities.

2. Term

The Centre will be operational for five years. These Terms of Reference are effective from the commencement of the CRE (October 1st 2013) to completion of the five year program (September 30th 2018), now extended to September 30th, 2019. Members will be appointed for a three year term with an optional two year extension.

3. Membership

The members of the leadership group will be invited by the Chief Investigators of the program and will be selected to reflect broad national coverage and expertise relevant to the goals of the CRE. The Leadership Group will consist of:

- The four chief investigators of the CRE (Prof Alex Brown, Prof Annette Braunack-Mayer, Prof Ngiare Brown, Assoc. Prof Edoardo Aromataris)
- Representatives from the Aboriginal and Torres Strait Islander community controlled health sector and communities

The exact composition of the Leadership Group is dependent upon the number of individuals who agree to participate in the Leadership Group, the needs of the program of work, and the availability of key individuals. A complete list of Leadership Group members will be available on the [CREATE website](#).

4. Roles and Responsibilities

The Leadership Group is responsible for:

- Selecting topics for systematic review and collation which have the greatest capacity to improve the health of Aboriginal and Torres Strait Islander peoples or those considered priorities by the community;
- Providing advice and feedback to the chief investigators regarding important outputs and initiatives of the CRE, including capacity development among Aboriginal researchers;
- Advising the CRE regarding the collaborations and relationships required with Aboriginal and Torres Strait Islander communities to facilitate and maximise the success of the CRE;
- Establishing benchmarks for accountability to the community;
- Identifying key areas of strengths and best practice across the Aboriginal and Torres Strait Islander community controlled health sector to form part of the documentation and learning process within the program of work;
- To assist in the development of revised methodology for the conduct of research activities.

Members of the Leadership Group can expect:

- That each member will be provided with accurate and meaningful information in a timely manner;
- To be given reasonable time to make key decisions;
- To be informed of potential issues and risks which may impact the project as they arise;
- To have all CRE related travel costs covered for the duration of meetings;
- For those who are non-salary members, to be reimbursed \$400 per day for their participation in Leadership Group meetings.

Members of the Leadership Group will commit to:

- Where possible, attending all scheduled Leadership Group meetings for approximately two full days per meeting, or to nominate a proxy who is a senior member with the authority to make contributions and decisions within the meeting setting if they are unable to attend;
- Make timely decisions so as not to delay the program;
- Notify members of the Leadership Group, as soon as practical, if any matter arises which has the potential to affect the Leadership Group and/or CRE;
- Identify key staff or partners to contribute to specific CRE activities or research;
- Other tasks, as agreed by members of the Leadership Group, which may arise over the course of the program.

5. Meetings

- All meetings will be chaired by either Prof Alex Brown or another CI in his absence;
- A meeting quorum will consist of no fewer than six members of the Leadership Group;

- Decisions are to be made by consensus (i.e. all members are satisfied with the decision even though it may not be their first choice). In those instances where this is not possible, the CIs will make the final decision;
- Due to the potential inability for all Leadership Group members to participate for the full sessions, the Group will endeavour to focus on discussions involving the most pressing matters when most members are present;
- Meetings will be held 2-3 times a year at the South Australian Health and Medical Research Institute (North Terrace, Adelaide).

6. Amendment, Modification or Variation

- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Leadership Group members.
- A review of the Leadership Group membership and terms of reference will be conducted at the mid-point of the project, that being March 2016.