

TERMS OF REFERENCE

Parent Body: Senate

Purpose:

To have oversight of research governance matters across the School, including clinical trials, Chariot Innovations, the MRC/UVRI and LSHTM Uganda Research Unit and MRC Unit The Gambia at LSHTM.

To oversee the work of School bodies with particular responsibility for research governance matters, including the Research Ethics Committees and the Animal Welfare and Ethical Review Board (AWERB).

To consider and adjudicate on any appeals relating to decisions by the Research Ethics Committees.

To oversee the development of policies and procedures relating to research governance, to ensure that the School continues to comply with relevant regulatory requirements, the Concordat for Research Integrity, and best practice.

To promote best practice and encourage consistency in matters of research governance across the School.

To monitor compliance with School policies and procedures relating to research governance and external regulatory requirements.

To ensure that effective monitoring and reporting arrangements are in place to investigate any allegations of research misconduct.

To receive reports of research governance audits or inspections of the School by external bodies, including the Medicine and Healthcare products Regulatory Authority and the Human Tissue Authority, to receive regular reports from AWERB based on Home Office inspections, and to consider the School's response to any findings arising from these reviews, including monitoring the outcome of any associated action points.

REPORTING

The Committee will report on its activities to Senate. The Chair of the Research Governance Committee will use their judgement to determine whether the Committee can approve minor changes to regulations and other processes and procedures, or, whether these should be escalated to Senate for consideration.

To facilitate the governance structure outlined above, the Committee will produce a brief report annually for submission to Senate. An annual report on research governance and integrity is submitted by the Head of Research Governance and Integrity to the Audit and Risk Committee.

CONSTITUTION

Members

Nominated Members

Senior members of academic staff nominated by their Dean or Director in the Units X4

Ex-officio Members

Pro Director Research and Academic Development (Chair) x1

Chair(s) of Ethics Committee x1

Chair of Animal Welfare and Ethical Review Board x1

Chief Operating Officer x1

Head of Legal and Compliance x1

Head of Research Governance, MRC/UVRI and LSHTM Uganda Research Unit x1

Head of Governance & Research Support Services, MRC Unit The Gambia at LSHTM x1

Head of Research Governance and Integrity (RGIO) x1

Quorum

The Committee's quorum will be six members in attendance, at least three of whom must be academic members of staff.

Faculty and Unit members should nominate alternates to attend should they be unable to do so.

Length of Service

Nominated members will serve a three-year term, renewable once. New members to be staggered to ensure continuity of processes.

Secretariat

To be provided by the Research Governance and Integrity Office

Frequency of meetings

The committee will meet once per term (autumn, winter and spring).

SCHEDULE OF BUSINESS

Autumn term

The Terms of Reference and Membership list will be reviewed annually during the autumn meeting. The annual schedule of proposed audits will also be reviewed at the autumn meeting.

Spring Term

Reports will be accepted from the MRC/UVRI and LSHTM Uganda Research Unit and MRC Unit The Gambia at LSHTM, AWERB, and the LSHTM REC annually for the spring meeting to be circulated to the summer Senate meeting.

The annual Research Integrity report will be reviewed at the spring meeting prior to submission to the Audit and Risk Committee and publication on the LSHTM website. Near-miss incidents will be reviewed during the Spring meeting.