

# Thames Valley and Surrey Secure Data Environment (TVS SDE) Academic Research Advisory Committee (ARAC) - Terms of Reference (ToR)

## Revision history

0.1	First draft	KW, GR
0.2	Updated draft	BM, KW, GR
0.3	Updated draft	BM
0.4	Updated draft	BM
0.5	Updated draft for first meeting	ARAC
1.0	Approved version following feedback from first meeting	ARAC

## About this document

This document defines the scope, objectives, and role of the Thames Valley and Surrey Secure Data Environment (TVS SDE) Academic Research Advisory Committee (ARAC). It serves as a guide for members and observers to understand their responsibilities, expectations, and agreed ways of working.

This document has been approved following review and agreement with the ARAC.

## Purpose

The TVS SDE ARAC is the key forum for academic stakeholders and management to discuss, review and guide the direction of development, sustainability, and use of the TVS SDE for collaborative academic research purposes. As well as driving the delivery of services that are useful and affordable for academic stakeholders, this group will help universities to prepare for changes to existing governance processes – optimising the interface with the SDE. Finally, members will support the realisation of the benefits set out by the Board.

## Aims and responsibilities

The ARAC will:

- facilitate communication and collaboration between the TVS SDE and its academic stakeholders across the region.
- identify and provide guidance to the TVS SDE management team regarding the strategic needs of academic stakeholders and the prioritisation of work.
- provide representation of each higher education institute (HEI) across the broader academic corpus – noting that some stakeholder groups exist outside of medical sciences departments or divisions.

- support engagement of governance stakeholders within each HEI to enable joined up governance processes for data request and access.
- deliver, co-produce and sign off certain deliverables as requested by the programme. For example, review and provide feedback on software requirements, user interface designs, governance flows and user experience considerations.
- raise awareness of the SDE programme within the academic community and among patients, public, and healthcare professionals.
- drive benefits realisation through visible commitment to the vision and stated objectives, ensuring strategic alignment across organisations, offering candidates for business change managers within those parts of the business affected, and engendering the confidence of stakeholders.
- work with funders and charity bodies to develop approaches to enable the inclusion of SDE costs in funding awards.
- support the engagement of the TVS SDE with the South super region, identifying synergies and promoting collaboration.
- represent the TVS academic stakeholders in the context of national SDE network, data sharing and management initiatives.

## Membership

The ARAC comprises the following individuals:

Role	Function
HEI representatives (see appendix one)	Representing HEI organisations within their geographical area
Funding agencies and charities (see appendix two)	Representing funding agencies and charity organisations
University of Oxford Medical Sciences Division representative	Representing academic research perspective for the TVS SDE programme
TVS SDE PPIE lead	With responsibility for patient and public involvement, engagement, and experience
Public partner	Representing the patient and public perspective
ICS representative (BOB)	representing the Trusts and General Practice perspectives within their geographical area
ICS representative (SH)	representing the Trusts and General Practice perspectives within their geographical area
ICS representative (FH)	representing the Trusts and General Practice perspectives within their geographical area
Representative for MKUH and GWH	Representing the acute trust perspectives outwith the ICSS
Director, TVS SDE	Representing the TVS SDE programme
TVS SDE Programme Support Manager	Minutes, secretariat (non-voting)

The committee shall nominate a Chair at the first meeting. The committee Chair will be ratified by the TVS SDE Programme Board. For the first meeting, the University of Oxford Medical Sciences Division representative shall chair. The Chair position is for a maximum period of 24 months. Changes to the Chair position shall follow the same process.

If a member is unable to attend a given meeting, they will be asked to nominate a suitable deputy who can attend in their place.

Observers may be invited to attend the meeting when appropriate. Such attendees are not counted as part of the quorum.

Any of the following may be asked to attend:

- representative of the TVS SDE operational teams e.g. service, technical, commercials and finance, governance and engagement
- scientific, technical, legal, or governance experts
- representative from the TVS SDE commercial research advisory committee
- representatives from the Integrated Care Systems (ICSs) and / or partner trusts

The Committee shall be quorate if at least six members are present to include the chair and the TVS SDE programme representative.

## Accountabilities

The committee is accountable to the TVS SDE Senior Management Team.

## Review

The committee shall review this ToR annually, and if there is a major change in the programme.

The membership will be reviewed periodically to ensure it remains representative and relevant to the aims and responsibilities.

## Ways of working

The committee shall meet every three months either in person or via videoconference. Decisions can be made outside committee at discretion of the chair with a number of members. Where appropriate, subgroups may be convened to complete discrete work packages and report back.

In practical terms, methods of working will mean:

- Where members cannot attend the meeting, they should inform the secretariat, and arrange for a suitably empowered deputy to attend.
- Observers, including other programme staff, may join the meeting from time to time and in agreement with the chair
- Agenda items for discussion will be defined by the members based on a standard agenda template, plus any matters arising
- Any meeting papers shall be distributed electronically at least three working days before the meeting.

## Appendix one: List of HEIs in scope

- University of Bedfordshire
- Oxford Brookes University
- University of Oxford
- University of Reading
- University of Surrey

## Appendix two: List of funding organisations in scope

To be confirmed at first meeting:

- National Institute for Health and Care Research (NIHR)
- Cancer Research UK (CRUK)
- Wellcome Trust
- UK Research and Innovation (UKRI)
  - Biotechnology and Biological Sciences Research Council (BBSRC)
  - Economic and Social Research Council (ESRC)
  - Engineering and Physical Sciences Research Council (EPSRC)
  - Innovate UK (IUK)
  - Medical Research Council (MRC)
  - Research England (RE)
  - Science and Technology Facilities Council (STFC)
- NIHR Biomedical Research Centre (BRC) representative (Oxford and Oxford Health)
- Health Innovation Network (former Academic Health Science Networks (AHSNs))
- Alliance of Medical Research Charities (AMRC)

## Appendix three: Programme organisation

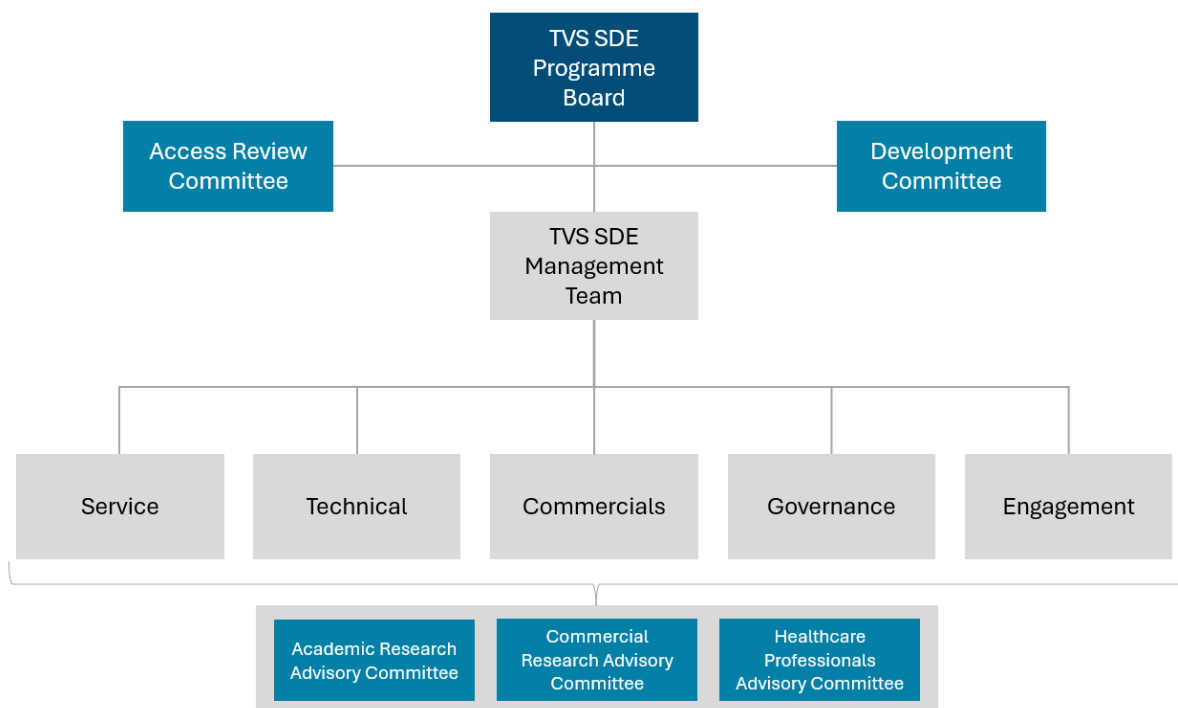


Figure 1 – programme organisation chart