

British Sleep Society Research Committee

Terms of Reference

Version 1.2

25th April 2018



The **British Sleep Society** (BSS) is a registered Charity to promote knowledge and research in sleep, its disorders and treatment. The society supports multidisciplinary sleep professionals, it is interested in particularly supporting junior researchers. Responsible to the Executive committee this document sets out the *terms of reference* for the newly established **Research Committee** (RC). The *terms of reference* are to set out:

1) The vision, objectives, scope and deliverables (i.e. what has to be achieved)

The aim of the RC is to support any research and scientific activity within the BSS. Its objectives are:

- Promote networking,
- Support research activity,
- Internal and external peer-review,
- Grant proposals and letter of support,
- Support Patient and Public Involvement (PPI),
- Contribute to research guidelines, as well as
- Official BSS scientific/research related statements, e.g. for publication in the official BSS membership journal.

Where there is an overlap with interests from the educational or clinical subcommittees there will be close collaboration and exchange between the involved parties.

2) The stakeholders, roles and responsibilities (i.e. who will take part in it)

The stakeholders of the RC are to be recruited from the BSS executive committee (EC) and from members. Non-members with significant expertise in the field may be approached to support RC related activities if the majority supports this decision. The committee consists of at least one chair and two more members. To be quorate the minimum number of RC members is three. The RC is directly responsible to the EC and the chair reports regularly during the EC calls or to the chair of the EC. The RC activity is a standing point on the agenda of the EC meetings. All major decisions require approval by the EC, but projects can be delivered and executed within the RC once they are agreed in principle. The chair of the RC and all members should stay on the committee for a period of 2 years, although reappointment is permitted if supported by the EC.

3) The resource, financial and quality plans (i.e. how it will be achieved)

The RC shall meet or discuss their agenda via teleconference or in person regularly, e.g. 8 weekly. These discussions will cover upcoming projects/trials, research related requests and upcoming events, e.g. how to support BSS related events, statements or guidelines. The RC could assign a budget for the following purpose, pending approval by the EC and the treasurer:

- BSS related grants,
- BSS Awards, e.g. Colin Sullivan award,
- Bursaries for conferences or meetings.

Conference calls can be organised via the BSS login (EBS).

4) The work breakdown structure and schedule (i.e. when it will be achieved)

The chair of the RC is responsible for organising the calls regularly, e.g. 8 weekly, to link with the EC and the board officers and to request specific agenda points. The RC call will be organised by EBS. Research/scientific requests sent to the BSS, e.g. request for letter

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of support for grants, will be issued by the chair. Responses should be provided within an acceptable time, e.g. within 8 weeks. A longer response time may occasionally be required and the chair will communicate this to the requesting party. Minutes need to be taken at any call and should be forwarded prior to each EC meeting to the honorary secretary of the BSS and to the head office for distribution amongst RC/EC members.

The *terms of reference* can be changed by the EC or by the RC following approval by the EC and should be reviewed annually.

Joerg Steier, MD, PhD

Honorary Secretary of the BSS

London, 25th April 2018

List of BSS-RC members (04/2018)

- 1)Alison McMillan..... (Lead)
- 2)Mary Morrell..... (Member)
- 3)Joerg Steier..... (Member)
- 4)Louise O'Brien..... (Member)
- 5)Abd Tahrani..... (Member)
- 6)Karen Robertson..... (Member)
- 7) (Member)
- 8) ()
- 9) ()
- 10) ()