



Advisory Board: Terms of Reference

Purpose

The Advisory Board shall advise and support the CHRODIS-JA Project to ensure an optimal overall scientific quality of all components. The Advisory Board advises the Executive Board (comprised of work package leaders) on content and methodology.

Work package leaders can propose discussion topics for the Advisory Board and request specific advice. Advisory Board members may also agree to assist work package leaders individually with specific expertise.

The Advisory Board shall provide advice on all scientific issues, notably on European scientific synergies, best ways of sharing scientific knowledge and experiences across the participating countries and extend them to no-participating countries.

The Advisory Board will reflect on and contribute to overall conceptual development during the Joint Action. Its recommendations will not be binding.

Objectives

The Advisory Board's strategy objectives are:

1. To offer the Executive Board conceptual advice on quality assurance and quality improvement in the context of the targeted chronic diseases of CHRODIS-JA, and on the methodology of the project.
2. To provide individual expert advice to work package leaders

Membership

The multi-sectorial, multi-disciplinary membership of the Advisory Board aims to represent the range of stakeholders in chronic diseases in Europe. Membership is for the entire term of the project. Casual vacancies among representatives will be filled by requesting the Coordinator to nominate a replacement based on the candidates' list that has been provided by the Executive Board during the original selection process.

Composition of the Advisory Board

The Advisory Board will be composed by no more than 10 external specialists. The membership is comprised of nine candidates from a proposal list from Work Packages 5, 6 and 7 leaders and co-leaders, and one nominated by DG SANCO. Additional experts may be consulted by the Executive Board according to specific needs. The European Commission will be included as an external observer.



Curriculum and availability

A curriculum vitae summary of proposed experts for the Advisory Board is requested in a short format (no more than two pages) included their most relevant work related to CHRODIS-JA objectives. Proposed candidates should declare their availability to participate to the board.

Selection process

Expertise of the Advisory Board candidates will fit one or more criteria related to the relevant fields in CHRODIS-JA. The selection will be based on gender, geographical balance and on their relevant work in the subjects of CHRODIS-JA. A list of twelve (12) candidates will be sent to the Executive Board via email to vote; the final list of candidates will be ratified in Rome on July 7-9, 2014.

Term

The Advisory Board will be operative after its approval by the Executive Board during the 3rd Executive Board meeting on July 2014 in Rome.

Meetings

1. The Advisory Board will meet once a year.
2. The group may decide to hold additional meetings by teleconference.
3. The Coordination of CHRODIS-JA will provide the necessary logistics to the Advisory Board for organising its meetings.

Communication

Advisory Board members are encouraged to communicate in a clear way, and to ask for clarification whenever necessary. Members commit to respond to correspondence within a reasonable time period.

Correspondence will normally be sent by email. Members will ordinarily have 2 weeks to provide feedback on documents sent for consultation. The coordinator may shorten this period in some instances to keep project deadlines.

Secretariat

The coordinator (Institute of Health Carlos III, ISCIII) convenes and facilitates face-to-face and teleconference meetings of the Advisory Board.

The coordination team will maintain a current contact list of Advisory Board members and circulate it with agendas and minutes.



The coordination team will draft meeting agendas in consultation with the Executive Board and circulate them with all relevant materials at least eight working days before the meetings. The coordination team will facilitate meetings and circulate draft minutes within twelve working days of the meeting. After the Advisory Board has approved the minutes, the coordination team will forward them to the Executive Board for their information.

Conflict of interest

The Advisory Board members will be independent not having contractual connections with the industry and will not represent their interests. Further, other eventual Conflict of Interest should be declared before starting their activities. A Declaration of Conflict of Interests will be therefore signed by each Advisory Board member.

Costs

A limited budget is allocated to reimburse the travel expenses of Advisory Board members for their attendance to activities. The coordination team will invite applications for reimbursement of travel costs. No budget is allocated for sitting fees.