

AD|ARC Scientific Advisory Board

Terms of Reference

The Terms of Reference (ToR) set out the working arrangements for the AD|ARC Scientific Advisory Board (SAB) listing the purpose, membership, commitment and means of doing business

1. Purpose

The role of AD|ARC SAB is to contribute to the research undertaken as part of the project and support the further develop of administrative data research in agriculture and rural affairs.

The board sets out to achieve the following objectives:

- Provide a forum for the exchange of knowledge and expertise with regard to research topics, data and methods that fall within the scope of the project.
- Refine research questions as proposed by the AD|ARC Steering Group (data controllers and policy makers) and/ or project team.
- Identify themes of interest for current or future investigation
- Propose additional questions that could be answered using the RRDs.
- Propose additional datasets that could be acquired during either Phase One or Phase Two of AD|ARC.
- Support ongoing analysis and comment on emerging findings.
- Assist in the interpretation of the data and/or findings.
- Provide feedback on the business case for Phase Two of AD|ARC.
- Advise on ways AD|ARC might be built on e.g. to broaden to additional employment sectors, and assist in identifying opportunities to communicate these lessons more widely.

- Identify opportunities to acquire additional funding or resources and links with AD|ARC stakeholder boards and research interest groups, other projects or initiatives, including advising on sources of funding for Phase Two of AD|ARC.
- Champion the project across their own academic networks, one of the functions of which will be to allow AD|ARC to develop a wider AD|ARC Agricultural Research Network for the UK.

2. Term

This ToR is effective from 13/04/2021 and continues until the 01/03/2022 or until extended by agreement between the parties in the case of a project extension.

3. Board membership

- Dr Claire Jack/ Agri-Food & Biosciences Institute
- Professor Gerard Leavey/ Ulster University
- Professor Matt Lobley/ Exeter University
- Dr Richard Fry/ Swansea University
- Professor Deborah Roberts/ James Hutton Institute/ University of Aberdeen
- Professor Sally Shortall/ Newcastle University
- Dr Stephen Ramsden/ Nottingham University
- Professor Sinead Brophy/ Swansea University
- Dr Neil Chalmers/ Public Health Scotland/University of Aberdeen

4. Commitment

The advisory board is accountable for delivering the aims and objectives stated above. Members of the advisory board will expect:

- The project to cover travel and subsistence costs incurred by participating in the board events.
- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable advance notice of meetings.
- To be alerted to potential risks and issues that could impact the project, as they arise.

5. Meetings

Meetings will be chaired by the Principal Investigator. Secretariat services will be provided by the AD|ARC core team, this includes:

- Preparing agendas and supporting papers
- Preparing meeting notes and information.

Meetings will be held virtually until Covid-19 restrictions are lifted. Remote access to meetings will continue to be possible if the board meets in person.

7. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by board members and the AD|ARC core team.