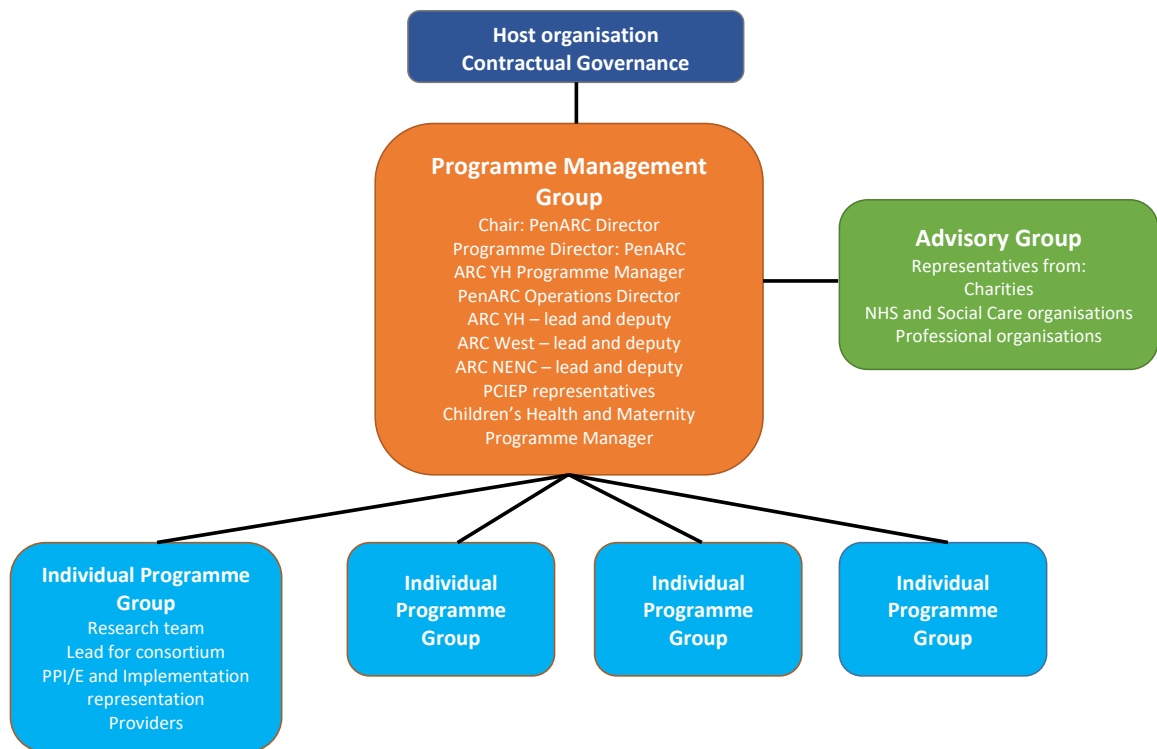


**NIHR ARC National Priorities: Children’s Health & Maternity (CHM) -
Programme Management Group (PMG)**

TERMS OF REFERENCE v1

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Structure of PMG

1. Purpose and functions of the Programme Management Group (PMG)

- 1.1 The PMG will govern the strategy development, execution, management and oversight of the delivery of NIHR National Priorities for Children’s Health & Maternity (CHM) programme.
- 1.2 The PMG will be responsible for discussing and selecting key research themes for progression with consideration of viability for implementation and impact.
- 1.3 The PMG will develop programme selection criteria and assess proposed projects against these and produce a shortlist of the most promising.
- 1.4 The PMG will link in and work closely with Advisory Group representatives in relation to selection of projects and methods for implementation.
- 1.5 The PMG will ensure the programme component projects keep to time and budget, and deliver aims of the CHM research strategy.
- 1.6 The PMG will share potential projects with relevant NIHR infrastructure and other ARC National Priority Groups to avoid duplication and maximise best use of evidence.
- 1.7 The PMG will promote collaboration and synergy between the relevant NIHR ARC National Priorities themes, methods groups, and public and community involvement engagement and participation (PCIEP) representatives.
- 1.8 The PMG will ensure robust governance and effective risk management.

2. Membership

The Programme Management Group will be chaired by PenARC Director (Stuart Logan). Membership includes:

Programme Management Group members:	
CHM Programme Director	Vashti Berry
YHARC Programme Manager	Sally Bridges
PenARC Operations Director	Jo Shuttleworth
YHARC- lead and co-lead	John Wright Rosie McEachan
ARC West- lead and co-lead	John Macleod Esther Crawley
ARC NENC- lead and co-lead	Judith Rankin James Law
CHM PCIEP Representatives	Heather Boulton Shafiq Ahmed
CHM Programme Manager	Gretchen Bjornstad

- 2.1 The PMG may request other staff to attend meetings to provide information and/or assist in the delivery of the PMG's remit.
- 2.2 Secretariat support will be provided by the CHM Administrator (PenARC) including organising and convening meetings, preparing and distributing agendas and provision of minutes and papers.
- 2.2 PMG members will serve for the full funding period of three years, unless otherwise agreed by the Chair of the PMG and management group members.

3. Accountability

- 3.1 The PMG is accountable to the CHM Principal Investigator/s and Study sponsor who will have final overall responsibility for ensuring that the PMG is managed and functions appropriately.

4. Frequency and conduct of meetings

- 5.1 The PMG will meet bi-monthly with a minimum of five members at each meeting.
Attendance is expected wherever possible however a deputy can be nominated for occasional meetings.
- 5.2 Papers and agenda items will be submitted through the CHM Programme Manager at least one week before the date of the PMG meeting.
- 5.3 Late and tabled papers will only be accepted with the agreement of the Chair.
- 5.4 The meeting draft minutes will be emailed to PMG members within two weeks of the meeting.

5. Declarations of interest

- 6.1 Programme Management Group members must disclose all potential and actual conflicts of interest and ensure such conflicts are managed in adherence with their organisations' disclosure of interests' policies and statutory duties.

6. Review

- 7.1 These Terms of Reference will be reviewed annually by the PMG (commencing Oct 2021).