

Fourth Community Pharmacy Agreement Research and Development Program Advisory Panel – Terms of Reference

INTRODUCTION

Pharmacy research and development is one of the priorities identified in the Fourth Community Pharmacy Agreement between the Commonwealth and The Pharmacy Guild of Australia. Funding of up to \$19 million has been allocated for the Research and Development Program over the life of the Agreement. Following a recommendation from the Professional Programs and Services Advisory Committee (PPSAC), the Minister has assigned the management of the Research and Development Program to the Pharmacy Guild of Australia (Guild).

The Research and Development Steering Committee, established under PPSAC, provides:

- advice and recommendations to the PPSAC on the development, implementation and ongoing management of the Fourth Community Pharmacy Agreement Research and Development Program; and
- advice to the Guild, as manager of the Research and Development Program.

TERMS OF REFERENCE FOR ADVISORY PANELS

Advisory Panels will be required to:

- assess applications for research and development funding, in accordance with the agreed selection criteria, the Program Administration Guidelines and any related procurement guidelines;
- select the preferred **applicant/s**. This may involve face to face meetings, tele/video-conferences and/or interviews of the applicant/s;
- provide ongoing expert advice and support to successful applicants throughout the term of their project; and
- consider and, if satisfied, approve the interim and final reports for each project; and
- provide advice and support to the Research and Development Program Manager, and the PPSAC R&D Steering Committee on the selection process and outcomes, and the progress and outcomes of each project.

In the assessment and oversight of applications and projects the Advisory Panel must ensure that they select projects with the greatest potential to deliver services with positive health outcomes for consumers and economic impact for the health system in general, in accordance with the objective and goals of the Research and Development Program under the Fourth Community Pharmacy Agreement.

The Advisory Panel can reserve the right to place conditions, such as changes to methodology or limitations to budget items, when offering a grant to a preferred applicant. These terms will be detailed in the letter of offer to successful applicants and incorporated into the R&D Project Funding Agreement if accepted.

In the event that the Advisory Panel considers that there are no suitable applicants, the PPSAC R&D Steering Committee will be advised accordingly. The PPSAC R&D Steering Committee and/or PPSAC, on advice from the Program Manager, in its sole discretion, may determine if the funding opportunity is to be re-advertised or withdrawn.

A separate Advisory Panel will be set-up for each funding opportunity undertaken for the Research and Development Program. An Advisory Panel will exist for the period from the receipt of applications for the funding application round they are responsible for until the final project (and therefore R&D Project Funding Agreement) for that funding round is completed to their satisfaction.

MEMBERSHIP

Advisory Panel membership will be endorsed by the PPSAC R&D Steering Committee. The indicative membership of all Advisory Panels will be:

- One member of the PPSAC R&D Steering Committee (Chair)
- One Guild representative;
- One Department representative;
- One Pharmaceutical Society of Australia (PSA) representative; and
- Consumer representative/s where appropriate.

Quorum

A quorum of three (3) members of the Advisory Panel is required. The following organisations must be represented in the quorum:

- The PPSAC R&D Steering Committee;
- The Guild; and
- The Department of Health and Ageing.

If the PPSAC R&D Steering Committee member is either a Guild or Department of Health and Ageing representative on the PPSAC R&D Steering Committee, an additional Advisory Panel member will be required to achieve the quorum.

Role of the Chair

The Chair of the Advisory Panel will be a PPSAC R&D Steering Committee representative and will convene the meetings of the Panel and represent the Panel as required. The Chair will evaluate applications, provide opinion and vote as appropriate.

Role of the Secretariat

The Guild will provide secretariat services to the Advisory Panels.

Change in membership

Additional members and/or representative organisations may be added to any Advisory Panel if this requested and/or approved by the PPSAC R&D Steering Committee and only if the additional

member/s will be beneficial to the outcomes of the project. The decision of the Research and Development Steering Committee on this matter will be final.

The Advisory Panel may also co-opt additional specific expertise, on a time-limited basis or for a specific purpose with the agreement of the Chair of the Advisory Panel, Department of Health and Ageing and the Program Manager.

Absence of member/s

Where a member of an Advisory Panel is unable to attend a meeting s/he will be asked to provide comments or input into the items for discussion at that meeting. These comments may be provided via email, facsimile, or letter, to the Program Manager. If a member of the Advisory Panel is representing an organisation, arrangements may be made for a proxy to provide comments at the meeting.

Conflict of Interest

The Advisory Panel will not include representatives from organisations that are likely to tender for the project. Advisory Panel members declaring a perceived or actual conflict of interest may be excluded from discussion and/or decision-making on the point at issue, if it is determined by the Chair and members of the Advisory Panel that there is a real or perceived conflict of interest.

FORMAT AND FREQUENCY OF MEETINGS

It is anticipated that the Advisory Panel will meet three times over the duration of the project with additional progress updates, feedback and direction provided by email, teleconference and/or face to face meetings as required.

Secretariat will distribute draft reports of each meeting to Members within five (5) working days for acceptance. The Advisory Panel will approve the report within five (5) working days.

A status report will be presented to each PPSAC R&D Steering Committee in a consolidated form as part of a standing agenda item.

FUNDING AND REMUNERATION

The Advisory Panel will be funded from the budget allocation managed by the Guild. Members of the Advisory Panel employed by government agencies, the Guild and the PSA will not be paid sitting fees, travel or other expenses. Representatives will be paid sitting fees if required to take time away from regular employment, travel and accommodation if necessary, and incidental expenses. The meetings will generally be held in Canberra. The Guild will provide a venue and secretariat services.

**For more information on the
Fourth Community Pharmacy Agreement Research and Development Program
visit www.guild.org.au/research**