

## **Committee of NCRI-Accredited Trials Unit Heads**

### **Governance and Remit of the Links between Accredited Trials Units and Research Networks Managers Working Group (TURN Group)**

#### **Terms of Reference**

1. To provide a forum for representatives of the Research Networks and accredited Trials Units to discuss common issues and topics.
2. To work together to improve links between Research Networks and accredited Trials Units and to develop best practices and standardised shared resources where appropriate, in particular with regard to improving data quality and facilitating trial set-up.

#### **Mode of Working**

1. It is proposed that regular meetings of the group are held, with the hosting accredited Trials Unit or Research Network being rotated around the group.
2. Meetings will be chaired by the current Chairperson and minutes will be prepared for each meeting which will be circulated amongst the group and to the Committee of Trials Unit Heads and to the Research Network Managers. A vice-Chair has been appointed from the Research Network Manager members of the group.
3. The Committee of Trials Unit Heads will provide strategic oversight for the group including setting priorities for proposed areas of work or development.
4. The Group will report to the Committee via provision of the meeting minutes and written updates prepared for each Committee meeting. The Committee will provide feedback to the group.
5. The Group will report to the Research Network Managers via the Communications Working Group. Formal reporting will take place at the Professional Development meetings and informal feedback will take place on an ad-hoc basis as required directly by the Research Network Manager members of the group.
6. An email distribution list (JISC mail) will be established to provide a forum for discussion of specific issues outside of the meetings.