

Terms of Reference

Wellcome ISSF3 Public Engagement (PE) Subcommittee

Purpose

To support the delivery of objective 6: *to embed and expand a culture of public engagement within the College of Medical Veterinary and Life Sciences at the University of Glasgow, part of the Wellcome Institutional Strategic Support Fund (ISSF3) 2017-2021.*

Roles and Responsibilities

- Agree and sign off the ISSF3 PE subcommittee terms of reference.
- Develop and agree ISSF3 PE subcommittee work plan (MVLS Engagement team objectives).
- Identify plans, prioritise and initiate actions to deliver agreed work plan including:
 - Engagement Fund (support)
 - Engagement Award (recognition)
 - Engagement Staff Survey (benchmark)
 - MVLS Engagement Forum – proposed network of engagement contacts.
 - MVLS Engage Yammer Group.
 - Revised MVLS PE webpages including a PE repository
 - Training and skills development
 - Recording and monitoring of PE e.g. Job descriptions, P&DR, staff profiles
 - Evaluation and reporting
- Assign key activities to members of the PE subcommittee and establish dedicated sub groups as required.
- Develop a communications plan and stakeholder list to support/promote subcommittee work.
- Support the promotion of PE subcommittee activities/resources through networks and channels to reach appropriate audiences i.e. MVLS Fund/Awards.
- Participate in the PE Forum activities and self-supporting MVLS PE community on Yammer.
- Provide formal/informal feedback on PE subcommittee activities and communications
- Provide PE subcommittee updates of activity to the quarterly ISSF3 Committee meetings.
- Agree reporting to, and information shared with ScotPEN – a Scottish network connecting and supporting those strategically directing and enabling others to deliver public engagement for research.
- Support and host a ScotPEN annual meeting during ISSF3.
- Review ISSF3 PE subcommittee terms of reference annually and update as required.

Membership

Core Subcommittee

MVLS Engagement team will act as joint chair and convener for this subcommittee.

- Alison Caldecott
- Dr Becky Hothersall

Members drawn from the ISSF3 Committee:

- Dr Poppy Lamberton, Senior Lecturer BAHCM, WCMP

- Dr Donald Lyall, Lecturer in Public Health, IHW

Additional Members

MVLS Engagement Forum *proposed* - established to better communicate public engagement information around the College. Forum members representing all parts of MVLS will have formal /informal roles within PE with research and will be invited to help guide team activities, participate in discussions, and offer feedback. They will also act as champions promoting PE with research to colleagues.

Advisors to the Subcommittee

Identified PE professionals who will be routinely invited to review, advise and comment on activities but will have no standing responsibilities.

Advisors subject to review currently include:

- Communications & Public Affairs Office
- Vickie Curtis (Public Engagement Manager, Wellcome Centre for Molecular Parasitology)
- Deborah McNeill (Head of Public Engagement in STEMM)
- Jacqueline Meiklejohn MVLS Executive Assistant/Events & Marketing
- MVLS Design and Communication
- Kevin O'Dell (Dean of Public Engagement)
- Research and Innovation Services including Elizabeth Adams (Researcher Development Manager)
- Science Connects

Meeting cycle/duration

The ISSF3 PE subcommittee is established for the duration of the ISSF3 Award period 2017-2021. The group will meet 6 times a year for between 1 - 2 hours. A meeting will be scheduled approx. three weeks in advance of each ISSF3 Committee meeting to approve a PE subcommittee update report. Any subgroups or Forum discussions e.g. MVLS Engagement with Research Fund or MVLS Engagement Award will meet as required and agreed.

Reporting and Communications

An outline agenda will be prepared and circulated one week in advance of each meeting. A brief note of actions and key decisions will be recorded at each meeting and circulated to all group members and invited attendees within one week of the meeting.

All reporting and communications will be completed by the MVLS Engagement team.

Any subgroups will feed back to the MVLS Engagement team as required and agreed.

Formal updates and papers for approval will be presented at ISSF3 Committee Meetings. Presentation of these update reports will rotate between core PE subcommittee members.

Reports also provided routinely to:

- ScotPEN – network of engagement professionals centred upon ISSF3 Universities
- Dean of Public Engagement – Kevin O'Dell
- ISWG – Impact Strategy Working Group.

Activity updates will be posted on MVLS PE webpages and advertised on Engage Yammer and circulated to MVLS Engagement Forum.

Accountability

Accountable to the ISSF3 Committee (Anna Dominiczak, Chair/ Allison Jackson, Convener).

Dependencies

Any established sub groups as required.