

Terms of reference for the CReSt Research Groups

Name of group	CReSt Multidisciplinary Research Groups (MDRGs)
ToR version and date	v0.2 – December 2023
Format and purpose of groups	<p>The CReSt multidisciplinary research groups (MDRGs) are forums for researchers in Wales to collaborate on development of new cancer research projects and partnerships.</p> <p>The purpose of the groups is to:</p> <ul style="list-style-type: none"> • Gather researchers together to form connections across specialties and gain a more complete overview of the research taking place across Wales. • Deliver presentations from speakers aligned to the relevant CReSt theme, to encourage the groups to develop research ideas and new collaborations • Identify open or upcoming funding opportunities to facilitate initiation of collective applications • Provide dedicated time and space for researchers to network and share ideas related to presented topics and open funding calls • Provide dedicated time and space for attendees to start meaningful conversations around collaborative bid writing, related to the opportunities highlighted at the event • Integrate patient and public involvement (PPI) to ensure a PPI voice is present throughout the bid submission journey. <p>The CReSt MDRGs will convene twice per year:</p> <ul style="list-style-type: none"> • One longer in-person meeting (with hybrid online attendance for those unable to attend in person) • One shorter online-only meeting. <p>Ad hoc meetings may be convened in between if required (for instance, in response to a major funding call being issued or a consultation opportunity arising).</p>
Meeting schedule	<p>Meetings will be held every 6 months, once per annum in-person (hybrid) and once per annum online.</p> <p>Where possible, in-person (hybrid) meetings will be held in spring and summer months, with the online counterpart following ~ 6 months later (exact dates will be subject to chair availability).</p> <p>An agenda will be set and circulated 1-2 weeks prior to the meeting.</p>
Chairperson	<p>CReSt theme leads may opt to lead the group directly if they wish. Alternatively, the WCRC hub team will invite individuals to chair by release of an expression of interest call (+/- Co-Chair to balance expertise or increase meeting leadership capacity) for a fixed period of 2 years, renewable for a further 2 years by mutual agreement.</p>

	<p>The Chair will be responsible for:</p> <ul style="list-style-type: none"> • Liaising with WCRC regarding suitable meeting dates • Preparing the meeting agendas • Identifying meeting speakers/topics • Leading discussions at the meetings • Reviewing meeting minutes • Reporting group activity and outcomes to WCRC hub team <p>Their activities will be complemented by logistical support from WCRC.</p>
Membership	<p>Researchers working in cancer or related topics in Wales can join the MDRGs, including:</p> <ul style="list-style-type: none"> • Clinical researchers • Non-clinical researchers • WCRC lay research partners (PPI) • Postgraduate/MD students • Research services staff • Research funders. <p>Individuals can opt to be members of multiple groups according to their research interests. Members will be expected to participate actively in meetings, to suggest topics for discussion at the meetings, and to share information with WCRC on any collaborations or outputs that arise from the meetings, to support WCRC's reporting.</p> <p>Members can leave groups at any time by notifying WCRC, at which time they will stop receiving notifications of upcoming meetings and activities relevant to the groups.</p>
Patient and Public Involvement members	<p>The WCRC lay research partner aligned to the relevant theme will be invited to attend the meeting and PPI input will be encouraged at each meeting.</p> <p>If the theme-specific Research Partner is unable to attend a meeting, WCRC will invite them to nominate an alternative from the WCRC Research Partner group.</p> <p>If none are able to attend, the Chair(s) will identify any agenda items for which PPI input should be sought offline before or after the meeting.</p>
Other attendees	<p>WCRC hub team staff will attend to provide logistical and secretariat support for the meeting.</p> <p>By invitation from the Chair(s), other observers/advisors with relevant expertise may be co-opted to attend for specific meetings or agenda items.</p>
Terms of office	<p>As membership is flexible, there will be no requirement for any member to commit to a specified tenure.</p> <p>CRcSt theme leads who elect to be MDRG Chairs will continue in line with their tenure as Theme Lead. Chairs who are not CRcSt theme</p>

	<p>leads will either be invited either by the CReSt theme leads, or following response to an expression of interest, for 2 years (4 meetings total), with the option to extend for 2 further years in agreement with the CReSt leads.</p> <p>WCRC lay research partners will be members of the group in line with their tenure in their WCRC role.</p> <p>The process and success of the group format will be reviewed after 2 years (in 2025/26), and will continue or be adapted at the discretion of the WCRC Senior Leadership Group (SLG), with advice from the CReSt Leadership Group.</p>
Reporting lines	<p>Understanding any outputs that happen as a result of the meetings enables WCRC to capture the value and impact of the groups. Researchers that attend the CReSt MDRG meetings will be asked to feed back to WCRC on how the events helped their research. Additionally, they will be asked to feed back on the success of any bids that were submitted as a result of collaboration initiated at the events.</p> <p>This group is supported by resource within the WCRC, as part of its role in coordinating CReSt delivery. Key outputs of the groups will be included in WCRC's reporting to its funder (HCRW), and will be shared as appropriate with the WCRC/CReSt Steering Committee, and WCRC's external advisory board for strategic input.</p>
Minutes	<p>A short record of key points and actions will be generated by the WCRC team. After review by the Chair these will be circulated to the group. Where presenters give permission to do so, slides will be circulated to group members following the meeting.</p>
Quorum	<p>There is no specified quorum in order for the meeting to proceed; if the Chair(s) deem the expected attendance insufficient for a productive meeting, the Chair may choose to cancel or reschedule.</p>
Conflicts of interest	<p>Members must declare, prior to or at the beginning of the meeting, any conflicts of interest relevant to particular agenda items.</p>
Confidentiality	<p>This group exists to facilitate coordination, collaboration, and communication between parts of the cancer research community, aligned to each of the chosen themes. It is expected that high level information from the meeting may be relayed to other parties for the purposes of promoting joined-up working, and for WCRC reporting on meeting outcomes.</p> <p>However, members are requested to use their judgement before sharing more detailed information, outputs or documents and are encouraged to seek permission of individual speakers or document authors if in any doubt about their suitability for onward communication.</p>