

# Neami Research & Evaluation Committee – Terms of Reference

## 1. About the Committee

- A. The Neami Research and Evaluation Committee (the Committee) oversees and supports Neami’s research and evaluation agenda.
- B. The Committee’s role is to ensure projects:
- i. Prioritise the perspectives of people with a lived experience of mental illness
  - ii. Are safe
  - iii. Are achievable
  - iv. Align with organisational priorities and strategy, and
  - v. Inform service delivery within Neami National
- C. The Committee shall meet as frequently as necessary, but no less than four times per year

## 2. Membership

- A. The Committee is comprised of the following core members:
- Neami CEO
  - Neami Senior Manager Research and Evaluation
  - Neami Research Coordinator
  - Up to five academics with at least one with lived experience
  - At least two individuals with a lived experience of mental illness and distress (drawn from Neami or external service users)
  - Neami staff with direct service experience (x2)
  - Neami Manager (NLT member)
- B. On occasions, other individuals may be invited to attend Committee meetings
- C. Staff, consumer and academic membership is designated through a rolling recruitment program with an advertised expression of interest process
- D. NLT, staff and consumer members will sit on the Committee for a two year period. They may reapply through the designated expression of interest process
- E. Academic members may sit on the Committee for a three year period with opportunity to renominate. By agreement of the Committee Co-Chairs, membership of academic members may be extended on an annual basis
- F. The appointment of members shall take into account the following factors:
- i. Level of expertise, knowledge and experience in research & evaluation methodologies
  - ii. Level of expertise, knowledge and experience in the mental health sector
  - iii. Diversity of expertise, knowledge and experience
  - iv. Diversity of background, identity and culture



<ul style="list-style-type: none"> <li>v. Level of awareness and understanding of the ethical principles involved in research</li> <li>vi. Consumer perspectives related to research activity</li> </ul>
<p>G. A quorum for a meeting of the Committee shall be five members attending either in person or via teleconference</p>
<b>3. Co-Chairs</b>
<p>A. Co-Chair roles will be filled by:</p> <ul style="list-style-type: none"> <li>a. The Neami CEO, on an ongoing basis</li> <li>b. A person with a lived experience, with membership terms being the same as that for consumer members i.e. two-year term with potential for renomination</li> </ul>
<p>B. Co-Chair responsibilities include:</p> <ul style="list-style-type: none"> <li>i. Guiding the meeting according to the agenda and time available</li> <li>ii. Establishment of annual objectives</li> <li>iii. Setting of meeting agendas</li> <li>iv. Inviting additional expert advisors to attend meetings when required by the Committee</li> <li>v. Ensuring all discussion items end with a decision, action or definitive outcome</li> <li>vi. Reviewing and approving the draft minutes before distribution</li> <li>vii. Reporting on Research Committee activities to the Neami Board of Directors</li> <li>viii. Managing process for re-nomination of Committee members</li> <li>ix. Decision-making about research proposals between meetings in conjunction with the Research Coordinator, and in consultation with committee members as required</li> </ul>
<p>C. Co-Chairs will alternate chairing committee meetings</p>
<p>D. The NLT member shall assume chairing responsibilities if neither Co-Chair is available</p>
<b>4. Planning and Review</b>
<p>A. The Committee will provide advice to the Co-Chairs towards the setting of annual research objectives and priorities, for the Neami Business and Service Development Team</p>
<p>B. All decisions must be considered within current resource capacity of the Business and Service Development Team</p>
<p>C. A Neami head office operational support person will carry out the minute-taker role:</p> <ul style="list-style-type: none"> <li>i. Schedule meetings and coordinate attendance</li> <li>ii. Distribute the agenda and necessary documentation one week prior to the meeting</li> <li>iii. Prepare and distribute minutes and actions log to the Chair and Research Coordinator for review one week after the meeting</li> </ul>
<p>D. The Terms of Reference shall be reviewed annually at the final meeting in each year or as required</p>
<b>5. Functions</b>
<p>A. Exploration &amp; Strategy</p> <ul style="list-style-type: none"> <li>i. Advise on priority research areas of focus in line with Neami’s Strategic Directions; evolving service priorities; and sector developments</li> </ul>



B. Ethics	i. Raise questions on ethical considerations involved in Neami research and evaluation activity
C. Project Development & Review	i. Review and advise on all research and evaluation proposals to be conducted under the auspice of Neami – including contribution to subcommittee review of expedited reviews when required ii. Build in mechanisms for monitoring the progress of research projects and provide advice and feedback where necessary
D. Implementation & Dissemination	i. Advise on strategies to support research findings being transferred into practice ii. Refer to established guidelines for publication of research results and publicity, including a policy regarding media contact iii. Advise on internal and external dissemination processes for research findings, e.g. building of the knowledge base within the organisation, the transfer of research findings into practice and sharing more broadly iv. Prepare an annual report on the Committee
E. Collaboration	i. Support and advise on the development of academic and other appropriate affiliations with research bodies within Australia and internationally ii. Review the membership of the Committee on an annual basis iii. Consider emerging opportunities for shared research projects of broad benefit

