**Terms of Reference for Bliss research panel**

1. **Objectives**

The Bliss research panel (BRP) will have the following objectives:

* To review and advice on Bliss’ research activities
* To provide suggestions on how Bliss can enhance its presence and make the voice of babies heard in neonatal research
* To monitor the range of subjects and topics across the field of neonatal research and identify ways in which Bliss can help support these
* Input into the strategic development of Bliss’ research activities
  + Identifying priorities and outcome measures for Bliss’ research fund
  + Review applications for funding
* Support Bliss in providing evidence based support for premature and sick babies

1. **Roles and responsibilities**

* The BRP will be coordinated by the Research Engagement Officer
* Membership of the group will consist of parents of premature and sick babies, ex premature and sick babies (experience of research is desirable but not essential), healthcare professionals and academics with a range of different views, experiences, interests and representation from different geographical regions should be represented.
* Other Bliss members of staff will be present when relevant
* The group will have a maximum of 7 and a minimum of 5 members
* BRP members’ role will include:
  + Attend and contribute to at least 1 meeting a year (face to face or teleconference)
  + Take action on relevant items
  + Support Bliss’ research activities including but not limited to reviewing materials and documents, reviewing funding applications, provide parent voice or provide scientific knowledge
  + Support the ongoing development of Bliss’ Research agenda
  + Support Bliss in other activities relating to evidence basing Bliss’ work

1. **Resources and actions**

* The BRP will meet every 3 months but this will depend on the need of the panel
* Meetings will last for a total of two hours (but will be reviewed once an agenda has been decided)
* Meeting notes and actions will be distributed to all members within four weeks of each meeting
* Occasionally, members may be asked to complete surveys or questionnaires relating to the research, in addition to attending external meetings.
* Actions from each meeting will predominantly be followed up by the Research Engagement Officer, however some actions may be assigned to individual members of the panel
* Membership to the panel will be for one year with an opportunity to continue for two years.