

## International Advisory Board Terms of Reference

### Tobacco Control Capacity Programme

#### Overview:

The International Advisory Board (IAB) will provide independent oversight of the programme. The IAB will advise on the strategy and progress of the programme, and will review and assist in the monitoring of the award's risk management plan. The role of the IAB is as an advisory body to support and where possible strengthen the work of the programme. The group will meet twice in the first year and annually thereafter.

#### Roles and responsibilities:

The remit of the International Advisory Board is to provide independent oversight of the programme. The purpose of the board is to provide advice and guidance. The Strategic Management Group, comprised of all Co-PIs of the programme, is accountable for the programme progressing successfully.

The IAB at each meeting will:

- Receive and comment on a progress update from the PI (and/ or others).
- Ensure views from key stakeholders are considered in the programmes design and ongoing implementation of the project.
- Monitor and advise on the strategy being undertaken in the programme:
  - Review progress towards relevant milestones
  - Support and advise on the capacity development approach and activities,
  - Provide advice on publications and other outputs,
  - Support the programme in its activities aimed at generating impact, including the development of a communication plan and dissemination activities.
- Provide advice and independent oversight of the programmes approach to risk management, including review and final approval of the risk management plan.
- Advise on current and future policy developments that relate to the programme's work.
- Advise on future research priorities and identify opportunities for new areas of research or funding that might support the aims of the programme.
- To act as ambassadors for the programme, highlighting its activities and any relevant achievements to other key stakeholders.

#### Meeting frequency and structure:

- The group will meet twice in the first year and annually thereafter with some meetings conducted by teleconference.
- A provisional agenda will be drawn up by the Chair in consultation with the PI and Research Project Manager and circulated four weeks in advance of the meeting.
- The final agenda and any papers will be circulated at least a week in advance of each meeting.
- Where possible, decisions will be taken collectively, taking full account of the views of all members.
- Meetings will not be open to the public.

- The Research Project Manager is responsible for the provision of administrative support the IAB meetings.
- The role of an IAB member is unpaid, but the programme will reimburse members for all reasonable costs that they incur in fulfilling their roles on the board (e.g. travel and subsistence costs) and which cannot be recovered from their own organisation.

**Documentation:**

The business conducted at the International Advisory Board meetings and actions required will be recorded and then signed off by the Chair. The agenda and minutes will be circulated to Board members and others in attendance within four weeks of each meeting. The Terms of Reference for the IAB will be made publicly available on the programme's website.