

Research Advisory Group (RAG)

Terms of Reference

1. RAG – Overall Remit and Role

- 1.1 The RAG is an advisory group established and maintained by the staff of APM. Its terms of reference are approved by the Board of APM. RAG is influential and assists APM in fulfilling its vision, mission and strategy. However, it has no executive power of decision.
- 1.2 RAG seeks to help APM produce research that aids project delivery in practice. Its primary focus is on commissioned research and the Research Fund but it may also be kept apprised on the wider APM thought leadership programme which may include research events and research collaborations.
- 1.3 RAG will also quality assure the academic element of research produced by APM to improve robust overview of academic style output.

2. RAG Duties

- 2.1 In fulfilling that overall remit, the RAG shall have the following responsibilities and duties:
 - a) To make recommendations on which submissions should receive financial contributions as part of the annual APM Research Fund and any Commissioned research
 - b) To advise on academic research funded study themes around publications but also of event set ups and other activities specifically related to academic research.
 - c) To aid selection of the dissemination of research activities for practitioners
 - d) To support and advise on any research related panels for 'commissioned' research
 - e) To source, recognise and provide global research perspectives and practices that could enhance APM research activity
 - f) To explore and advise on the potential of collaborative research with likeminded organisations

3. Membership

- 3.1 The membership of the RAG will be agreed by the RAG Chair and CEO who will seek to achieve a mix of representatives with different perspectives and diverse backgrounds. The membership is expected to comprise at least one trustee appointed by the Board.
- 3.2 The terms of office for RAG members will be two years from the date of their first meeting. The terms of office for existing RAG members can be extended to allow continuity of membership up to a maximum of six years. The RAG itself however, will continue on an indefinite basis with succession planning taken into account.
- 3.3 An open call for RAG membership will be held when vacancies arise with all relevant stakeholder groups approached where possible. Membership will be reviewed regularly as terms of office expire.
- 3.4 The APM Board will appoint the RAG Chair as required and recommended by APM's Policy & Public Affairs (P&PA) team and CEO. The RAG will be consulted. For cases of the Chair's absence the group may appoint a Deputy Chair. The Chair shall hold the casting vote in the event of a split vote for example on assessing the research fund.
- 3.5 The APM P&PA team shall act as advisor and secretary . The secretary is not a member and shall not be entitled to vote.

4. Meetings and attendance

- 4.1 The RAG will aim to meet quarterly (online by default) but may meet at any point as required.
- 4.2 Only APM staff and members of the group have the right to attend and speak at the meeting. The Chair and APM P&PA team may agree to invite other invited guests to all or part of any meeting as and when appropriate.
- 4.3 The secretary will minute the meetings and advise individuals of actions arising.

5. Reporting and Authority

- 5.1 The RAG can feed views and recommendations to the APM Board, Board Committees and APM Executive as appropriate and via the CEO.
- 5.2 Any relevant reports from other APM groups will also be fed into the RAG as appropriate.
- 5.3 The terms of reference require approval by the APM Board. This version was approved on 22 July 2024.

6. Other

- 7.1 All members of the RAG shall be required to declare and actively manage any conflicts of interest as part of joining the group. Members should refer to APM's 'Conflicts of Interest' policy for Committee members and APM's 'expectations' sheet for clarification.
- 7.2 Representation on RAG should reflect the diversity of the academic and practitioner community within APM.