

The British Polio Fellowship

Expert Panel

Terms of Reference

1. Mission

To help the Trustees and management of the Fellowship to steer the organisation forward, advise on research and medical topics, underpin its work and broaden awareness of the work of the Fellowship.

2. Objectives of the Panel

- To raise the profile of issues related to Polio and its associated effects including Post Polio Syndrome (PPS)
- To provide direction and advice on matters of strategy, research and policy
- To engage effectively with health and allied professionals to promote knowledge sharing and networking across the professions
- To ensure publications and other literature produced by the Fellowship are accurate, up to date and easy to understand.
- To underpin and give additional credibility to the work of the Fellowship

3. Boundaries

- The panel will be advisory only. The Fellowship will however take due note of the advice of the panel
- A panel member will be considered for cooption to the Board of Trustees
- Panel members will be required to declare any conflicts of interest.
- Where appropriate, matters dealt with in Panel meetings will be kept confidential.

4. Issues to be addressed

The panel will be a forum for sharing ideas, brain storming and looking to the future. Some initial topics for consideration and discussion may be:

- Research and information needs of people with Polio and its associated effects including PPS
- Guidance on health, ethical, political, media and allied issues
- The need for media spokespeople on certain topics.

5. Desired outcome/outputs

- Advice on strategy and policy to share with Trustees and Management.
- Stimulating and constructive discussions on polio related issues
- Recommendations on research into Polio and its associated effects including PPS and ideas for funding such research
- Volunteers to review our literature as it is updated

6. How the Panel will Operate

The panel will be expected to meet at least twice a year, normally at a location in central London.

The Chair will decide on the need for further meetings.

All standard travel and accommodation expenses will be reimbursed with some loss of earnings payments made where absolutely necessary. All claims to be made on Fellowship claim forms and accompanied by receipts.

A secretariat will be provided by the Fellowship's central office.

Attendance at our AGM will be offered free of charge.

7. Membership

The panel will be chaired by an independent person who is not directly associated with the Fellowship.

Members of the panel will include:

- Specialists from the medical professions most closely associated with the treatment of polio and PPS
- Representatives from related health and service professions
- Trustees and members of the Fellowship
- The Chief Executive of the Fellowship

The panel will be core to the work of the Fellowship and will not be time limited, although individual membership may be.

8. Responsibilities of Panel Members

Members will be expected to attend a maximum of 2 meetings a year and actively to participate in discussions at those meetings.

Other, more specific, responsibilities and activities may be agreed at Panel meetings.