DARE UK

UKRI DARE UK Scientific and Technical Advisory Group

Terms of Reference

Version 0.7 – DRAFT

March 2022

DARE UK Scientific and Technical Advisory Group

Terms of Reference

Version: DRAFT 0.7

Date: 22/03/2022

Purpose

The DARE UK Scientific and Technical Advisory Group will advise the UK Research and Innovation (UKRI) DARE UK Programme ('the Programme') Board and Director (Appendix 1) and bring wider cross discipline and sector engagement to help identify strategic direction, highlighting challenges, insights, and opportunities to the delivery of the Programme.

Key responsibilities

Key responsibilities of the Advisory Group include to:

- provide depth and breadth of specialist knowledge and expert advice on the strategic direction, technical delivery and focus of the Programme's activities
- provide guidance on the appropriateness of the overall Programme activities, to ensure wide stakeholder support and transparency
- ensure that the diverse disciplines and sectors relevant to this Programme are well connected
- create a dynamic vibrant forum to promote information sharing, debate, and identification of relevant issues/recommendations for consideration of the Programme Board
- identify priorities to determine the changing scope, or the plans of the Programme over time to ensure it remains strategic in the long-term
- advise on landscaping activities to identify future opportunities and leveraging of activities
- review Programme Board papers/reports at intervals to ensure a rigorous review of activities for all the relevant workstreams
- advise on challenge, opportunities, roadmaps, and capabilities that already exist or that are likely to arise in the relevant market sectors and closely related spill out sectors, including international activities
- members may be asked to provide oversight of individual activities, to provide quality assurance and strategic alignment
- advise on the Programme evaluation and review the evaluator's reports for each Phase
- suggest and critique strategies to ensure that end users and public trust are being considered at all stages of the Programme

There is no requirement for consensus to be achieved across this Group as it will be the responsibility of the SRO, Patrick Chinnery, and Programme Director Hans-Erik Aronson to select those inputs, they consider most

appropriate for the achievement of the Programme's goals.

The Advisory Group Chair will be invited to attend the DARE UK Programme Board meetings.

Frequency of meetings

From a multi-phase, multi-year perspective (2021-2026) the Advisory Group will meet approximately six to eight times per year through face-to-face meetings or virtual, as appropriate; and members may be requested to advise on a more *ad hoc* basis where relevant activities arise.

Members absent from three consecutive meetings will lose their seat on the group.

During Phase 1 of the Programme (07/21 – 08/22) the Advisory Group will meet every 6-8 weeks starting in January 2022 through face-to-face meetings or virtual, as appropriate; for approximately 90 minutes per meeting. The purpose of these meetings will be:

- The Delivery Team to provide updates to the Advisory Group on the overall Programme status

- The Delivery Team to provide updates to the Advisory Group on the development of technical recommendations (incl. insights and feedback from the ongoing sprint projects) and the case for science as part of the overall business case

- The Advisory Group to provide advice, feedback, and strategic orientation to the Delivery Team specifically on, but not limited to, the technical recommendations, outputs, and science case of the Programme

- The Advisory Group to seek clarity from the Delivery Team on any aspects of the Programme

Further, the Delivery Team may seek input and advice from the Advisory Group outside of the formal meetings outlined above on an ad-hoc basis regarding key aspects of the technical recommendations, the potential impact of technical recommendations and the case for science as part of the overall business case. This will be done primarily via electronic communication (email etc).

Reporting

During Phase 1 of the Programme (07/21 – 08/22) the primary channel for reporting between the Advisory Group and Delivery Team will be the formal meetings as described above. These meetings will be documented (minutes of meeting etc.) accordingly.

Outside of the formal meeting cadence, there may be ad-hoc reporting via email as required in the form of updates or in response to member requests for input. Specifically, regarding updates on technical recommendations and the case for science, due to the nature and ambitious timelines of the Programme, these will be provided either at formal meetings or via electronic communication should the formal meeting cadence not suit.

Membership

The Advisory Group will comprise 10-14 experts (Appendix 2) from across different academic disciplines, industry, third sector and Government departments, including the NHS, with in-depth knowledge in areas relevant to: information/data governance, ethics, public engagement, data management, data and other relevant technical standards, software engineering/development, computational architecture, cloud deployment, federated analytics, digital research asset-related service development and provision.

It will also include the DARE UK Programme Secretariat and other attendees from the Programme Delivery Team as necessary.

The Advisory Group meetings may be also attended by the core members of the DARE UK Programme Board, as observers.

Selection

The general criteria for selection of members and their continued participation should take into consideration:
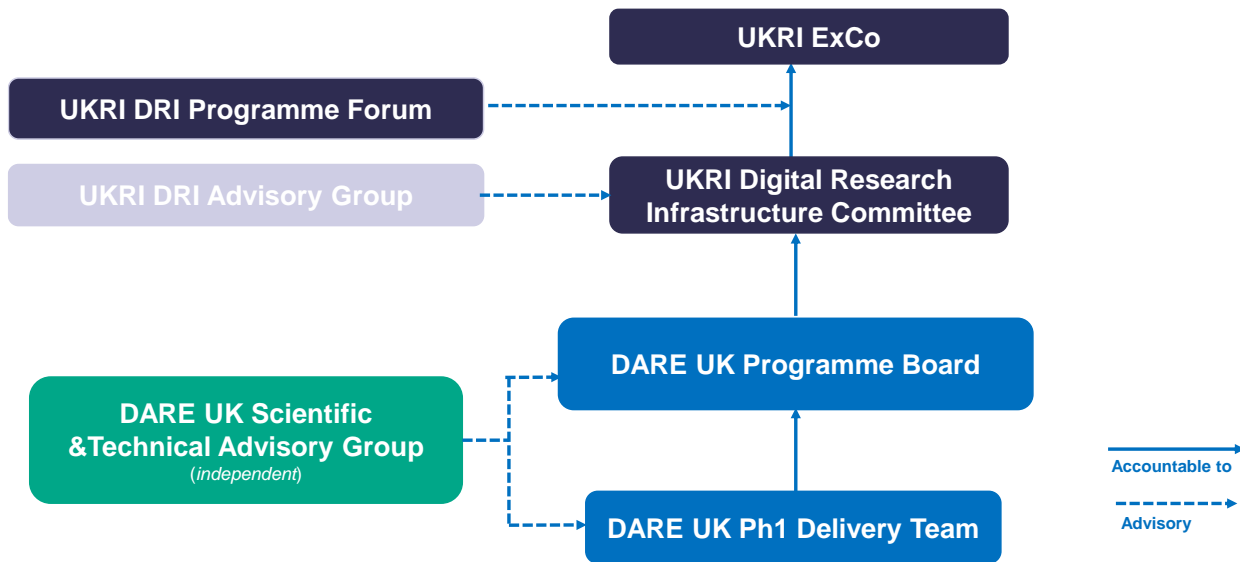
- Commitment to the Programme outcomes

- Demonstrated expertise and experience of the sector being represented

- Ability to commit to the time requirements for proactive and responsive participation

- Geographical and diversity balance

Members of the Advisory Group will need to be neutral strategic thinkers, with the ability to understand the UK and international perspectives, having sufficient knowledge of academia, industry and clinical arenas. Membership will be based on expertise, not because of role within any particular stakeholder organisation.

Term of Office

Members will serve for one years in the first instance, from January 2021, with the option to extend for a further two or three years. The DARE UK Programme Board will review the membership on an annual basis and suggest modification, where appropriate.

Appendix 1 - DARE UK Phase 1 (Design & Dialogue) - Governance structure

Appendix 2 – Current membership of the UKRI DARE UK Scientific and Technical Advisory Group

Name	Role and Institutional Affiliation	STAG Role
Professor David Ford	Professor of Health Informatics, Swansea University	Chair
Dr Claire Bloomfield	Deputy Director Value of Data Centre for Improving Data Collaboration, NHSX	Member
Professor David DeRoure	Professor of e-Research, University of Oxford	Member
Professor Ben Goldacre	Director, Bennett Institute for Applied Data Science	Member
Professor Søren Holm	Professor of Bioethics, University of Manchester	Member
Alison Kennedy	Director, STFC Hartree Centre	Member
Phil Kershaw	Technical Manager, Centre for Environmental Data Analysis, Harwell Campus	Member
Maisie Mckenzie	Public contributor	Member
Chris Monk	Public contributor	Member
Professor Maire O'Neil	Director of Electronics, Communications & IT, Queen's University Belfast	Member
Professor Mark Parsons	Director of Edinburgh Parallel Computing Centre and Associate Dean for e-Research, University of Edinburgh	Member
Professor Tom Rodden	Chief Scientific Adviser, UK Department for Digital, Culture, Media, and Sport (DCMS)	Member

Professor Elena Simperl	Professor of Computer Science, King's College London	Member
Dr Peter Stokes	Director of the Integrated Data Programme, Office for National Statistics	Member

UKRI and DARE UK representatives

Name	Role and Institutional Affiliation	STAG Role
Hans-Erik Aronson	Director, DARE UK Phase 1	
Professor Gerry Reilly	Design Authority, DARE UK Phase 1	
Dr Susheel Varma	Technical Lead, DARE UK Phase 1	
Fergus McDonald	Senior Programme Manager, DARE UK Phase 1	
Michelle Amugi	Programme Manager, DARE UK Phase 1	Secretariat
Dr Ekaterini Blaveri	Interim Head of Digital Research Infrastructure, UKRI Medical Research Council (MRC)	Secretariat

DARE UK Programme Board members

Name	Institutional Affiliation and Role	STAG Role
Professor Patrick Chinnery (DARE UK PB Chair)	Clinical Director, Medical Research Council (MRC); and Professor of Neurology, University of Cambridge	Observer
Professor Felix Ritchie (DARE UK PB Deputy Chair)	Professor of Applied Economics and Director of Bristol Centre for Economics and Finance, UWE Bristol	Observer
Angela Coulter	Public contributor	Observer
John Marsh	Public contributor	Observer
Dr Catherine Bromley	Deputy Director of Data Strategy and Infrastructure, Economic and Social Research Council (ESRC)	Observer
Dr Mike Ball	Head of Research Infrastructure, Biotechnology and Biological Sciences Research Council (BBSRC)	
Dr Justin O'Byrne	Co-Director of Digital Research Infrastructure, UKRI	Observer