

# Doherty Institute Consumer Advisory Board

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The Doherty Institute is establishing a Consumer Advisory Board (CAB) to support the work of the Institute. The CAB functions as a representative voice for people who have been affected by or at increased risk of infectious diseases, immune-related disorders or illness where immunotherapy plays a critical role, such as cancer. The CAB is an important mechanism for engaging with communities most impacted by the Doherty Institute's areas of work. Working together with the CAB, the Doherty Institute will develop activities with the overall goal of improving health outcomes.

## Terms of Reference

In line with the Doherty Institute's Strategic Plan, the CAB will provide the Doherty Institute with a consumer perspective on:

- Relevance of new research concepts and protocols
- How our research can make a difference in the community
- Ease of understanding research and developing lay summaries
- Study recruitment strategies
- Translation of research findings into clinical practice and health service delivery
- Identifying gaps in research
- Dissemination of results
- The design of joint consumer and organisational initiatives

The CAB will also lead a new initiative, the assignment of Consumer Buddies. This means the connection of a consumer to individual research projects, either through their own participation or via their community networks.

## Membership

Approximately five to seven consumer representatives will be selected. Representation is sought from a wide range of the community with a mix of gender, age and ethnicity, including representation from the following groups:

- People who identify as Aboriginal and/or Torres Strait Islander
- People from culturally and linguistically diverse backgrounds
- People who have experienced living with cancer, a blood-borne virus (HIV, hepatitis B, hepatitis C or HTLV-1), long COVID or tuberculosis
- People who have cared for someone with an illness

The CAB will be jointly chaired by a community member appointed by the Director of the Doherty Institute, with re-appointment to be determined on an annual basis.

A representative from the Doherty Institute will be selected through an internal expression of interest process.

A CAB Coordinator will support the operations of the Panel. This role will be responsible for the coordination of meetings (including meeting invitations, agendas and minutes), recruitment, orientation of new consumer members, facilitating group activities and ongoing support and facilitation of training for consumer members as required.

The CAB may invite any person or body of persons to attend and assist the group as an invited participant.

## Tenure

Consumer members of the CAB will be appointed for two years with the opportunity for reappointment of two further terms.

## Meetings

- The CAB will meet twice throughout the year via teleconference
- A quorum shall consist of at least one Institute representative and 30% of the number of consumer representatives. It is expected that all members will attend at a minimum 50% of meetings per annum

- Meetings will be via teleconference, with the aim of an annual face-to-face gathering at the annual Doherty Institute Symposium
- The agenda (and other relevant notes) will be provided to group members at least one week prior to scheduled meetings. Minutes will be circulated no more than two weeks following the meetings.
- Outside of scheduled meetings, individual CAB members may be asked to work on the *Consumer Buddies* program and other Doherty Institute activities, such as our Annual Symposium. This program will link CAB members with relevant researchers to contribute their life experience to the development of a proposal or project, or to recruit other community members to undertake this role.

## Reporting

The CAB will provide a short annual report, made available to the Doherty Institute Board and other relevant individuals, with other brief activity reports provided as appropriate.

## Recruitment

Members will initially be recruited via a public application process. They may also be sourced from consumer associations, such as Consumers Health Forum of Australia or Health Issues Centre, Victoria, or through engagement with key advocacy groups.

## Orientation/Training

The CAB Coordinator will provide initial orientation to new consumer members and will be an ongoing point of contact for any questions the consumer members may have. Further training will be provided as deemed appropriate.

## Reimbursement

The CAB does not hold any budget. Participation in CAB activities will be reimbursed in line with the University of Melbourne hiring practices.

## Review

These terms of reference will be reviewed every two years as a minimum.