



TERMS OF REFERENCE

Consultation Co-ordinator for a NHMRC Centre of Research Excellence in Infectious Disease Emergency Response Research at the Peter Doherty Institute for Infection and Immunity

The Project

The NHMRC recently funded the establishment of a Centre of Research Excellence (CRE) - the Australian Partnership (for) Preparedness Research on Infectious (disease) Emergencies (APPRISE) with the lead investigator, Professor Sharon Lewin based at the Peter Doherty Institute for Infection and Immunity (Doherty Institute). The multi-disciplinary, nationally distributed, team of chief investigators and collaborators will conduct high impact research that will significantly strengthen Australia's emergency response to manage infectious diseases in different settings, including in the community, health sector and at our borders. The work will inform Australia's response to a) new pathogens that might emerge in Australia; b) new pathogens that might emerge outside Australia; or c) existing pathogens that become of concern locally or regionally through changed circumstances, for example increases in vector-borne diseases in Northern Australia.

The overarching goals of this CRE are to:

- Establish a sustainable, national, multi-disciplinary research team, linking existing and new national and international networks to undertake infectious diseases emergency response research which is of the highest quality and impact;
- Develop a cohesive research strategy for emergency response to infectious diseases across clinical, laboratory and public health domains, guided by ongoing consultation with key stakeholders;
- Generate and implement the best evidence for emergency responses to infectious diseases through capacity building and training and rapid, effective communication with front line health workers, policy makers and consumers;

During the first year of funding the CRE will undertake research priority setting in consultation with the Department of Health and other relevant parts of the Australian infectious disease emergency response system (for example Communicable Disease Network Australia and the Public Health Laboratory Network). The Consultation Phase will identify the Research Priorities and build the foundation for ongoing collaboration and engagement, including external expert advice,

recommendations for translation of research outcomes to the policy environment and strategies to support long-term sustainability of the established national network. At the end of the first year, the CRE will report to NHMRC the outcomes of the research prioritisation. NHMRC will seek advice from Australian Health Protection Principal Committee (AHPPC) on the research priorities identified for the CRE. Continuation of funding beyond the first year will be conditional on the completion of the consultation process and research priority report.

The plan for the initial consultation and research priority setting will follow a process recently undertaken by the WHO in the mapping of research priorities for the Environment, Agriculture and Infectious Diseases of Poverty. This process consists of 6 stages:

1. **Establishment of Expert Reference Panel (ERP), month 1** – This will include representatives of key government agencies, stakeholders and scientific experts. The ERP will be co-chaired by the CRE’s CIA - Professor Sharon Lewin - and a nominee of the Australian Department of Health e.g. the Chief Health Officer, subject to their agreement. The ERP, together with all CIs, will guide the consultation process, by defining the parameters for the literature and document review, identifying relevant stakeholders, setting objectives for stakeholder consultations and establishing priorities.
2. **Document Review, month 2** – A review of relevant literature and key documents will be undertaken under the guidance of the ERP, including communicable disease control policies, pandemic preparedness plans and other relevant national policy documents.
3. **Stakeholder Mapping, month 2** - Guided by the literature and document review, the expert panel will develop a list of key stakeholders. This list will consist of federal and state government agencies, key committees and networks, researchers, community organisations.
4. **Stakeholder Consultations, month 3-4** – A process of stakeholder consultations will be mapped out, to take place through existing meeting structures (where possible), face-to-face interviews, and an electronic survey if required. Consultations will be guided by a clear set of objectives and a question guide informed by the ERP. A two day workshop will be held to bring together experts and stakeholders across major pillars and cross cutting themes.
5. **Prioritisation Process, month 5** – The ERP will develop assessment criteria for research questions based on the CRE’s objectives (national focus, contribution to capacity to respond rapidly to urgent threats, strong translational links, capacity to improve collaboration and linkages, opportunity for capacity building and sustainability) and other criteria such as equity, potential for “other benefits”, potential to reduce disease burden and community focus. An output of this consultation phase will be a list of key research questions.
6. **Development of Research Prioritisation Report, month 6** – At the end of the first year of the CRE, a report will be presented to the NHMRC of the outcomes of the research prioritisation.

The consultation phase will be completed by June 2017 and will include a summary of outcomes provided to all parties involved. A pamphlet will be developed and distributed; it will encourage stakeholders to continue engagement with the CRE through the annual meetings, focused workshops and our website.

The Assignment

We are seeking a consultant to co-ordinate the consultation phase of the project, including establishing the expert reference panel (ERP) consisting of CIs and key government agencies that will

be responsible for identifying key stakeholders, compile relevant literature to identify gaps and key priority areas, stakeholder consultations, and develop a research prioritisation report. The appointee will need a track record in public health, infectious diseases or related areas, and experience in stakeholder engagement. A period of 6 months has been allocated to the consultation phase.

The Research Team

Chief Investigators

CIA Professor Sharon Lewin – The Peter Doherty Institute for Infection and Immunity, The University of Melbourne and Royal Melbourne Hospital

CIB Professor Tania Sorrell – Marie Bashir Institute for Infectious Diseases and Biosecurity, University of Sydney

CIC Professor Jodie McVernon – The Peter Doherty Institute for Infection and Immunity, The University of Melbourne and Royal Melbourne Hospital

CID Professor Steve Webb – School of Population Health, University of Western Australia

CIE Professor John Kaldor – Kirby Institute, University of New South Wales

CIF Professor Ross Andrews - Menzies School of Health Research, Charles Darwin University

CIG Professor Allen Cheng – Department of Epidemiology and Preventive Medicine, Monash University

CIH Professor Gwendolyn Gilbert – Westmead Institute for Medical Research, University of Sydney

CII Professor David Smith - Pathwest Laboratory Medicine and University of Western Australia

CIJ Professor Soren Alexandersen – Geelong Centre for Emerging Infectious Diseases, Deakin University

Associate Investigators

Professor Adrian Miller – Indigenous Research Unit, Griffith University

Professor Angus Dawson – Centre of Values, Ethics and the Law in Medicine, University of Sydney

Associate Professor David Anderson – Burnet Institute

Professor David Irving – Australian Red Cross Blood Service

Professor David Paterson – Centre for Clinical Research, University of Queensland

Associate Professor Kristine Macartney – National Centre for Immunisation Research and Surveillance of Vaccine Preventable Diseases

Professor Nigel Stocks – Discipline of General Practice and School of Population Health, University of Adelaide

Dr Peter Massey – WHO Collaborating Centre for Nursing & Midwifery Education & Research Capacity Building, James Cook University

Professor Scott Ritchie – Australian Institute of Tropical Health and Medicine, James Cook University

Professor Stephen Lambert – Australian Infectious Diseases Research Centre, University of Queensland and Queensland Health

The Applicant

We are looking for a consultant with the following experience:

- A track record in public health, infectious diseases or related areas
- Previous experience in stakeholder engagement, mapping and consultation.
- Understanding of the Australian Research context
- Experience in critical analysis of existing literature and key documents including communicable disease control policies, pandemic preparedness plans and other relevant national policy documents
- Experience with oversight of projects, including budgets
- Experience in writing and disseminating high quality reports

Special Requirements

- Occasional travel interstate to meet with key stakeholders and collaborating researchers may be required

Deliverables

1. Establish the APPRISE Expert Reference Panel (ERP) and develop their Terms of Reference and Governance structure – Due end of month 1
2. Provide a plan for the consultation process and methodology for deliverable 3, 4 and 5 – Due end of month 2
3. Summary: Literature and Document Review – Due end of month 2
4. Summary: Stakeholder Mapping – Due end of month 2
5. Summary: Stakeholder Consultations – Due end of month 4
6. Report: Research Prioritisation Report – Due end of month 6
A concise research prioritization report to be submitted to the NHRMC, consisting of the following elements:
 - Executive Summary
 - Literature and document review
 - Analysis
 - Comparative Review
 - Key findings
 - Recommendations

Timeline:

Deliverable		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	Establish the APPRISE ERP and develop their Terms of Reference						
2	Provide a plan for the consultation process and methodology for deliverable 3, 4 and 5						
3	Summary of Literature and Document Review						
4	Stakeholder Mapping						
5	Stakeholder Consultations						
6	Research Prioritisation Report						

Budget

The Institute will reimburse the travel expenses of consultants (including flights, airport transfers, accommodation and a pre-agreed per diem) and pay a pre-determined daily consultancy fee.

Expressions of Interest

Expression of Interest can be forward to Professor Jodie McVernon (j.mcvernon@unimelb.edu.au), please include the following documents:

- Current CV
- Proposed budget, including daily consultation fee
- 1 page summary of proposed methodology

The deadline for submitting Expressions of Interest is **30th September, 2016**.