BAPEN Terms of References – Programmes Committee

Background to the BAPEN conference committee organises the programme for the annual conference

1. Aims and Objectives of the Programmes Committee

- Have approximately 4 meetings each year
- Organise the programme for the annual conference
- Supply contact details for speakers
- Work with Medivents to agree deadlines for the programme, abstract submission and abstract scoring.
- Work with Medivents to agree abstract scoring panels, poster and oral abstract presentation judges.
- To decide the format and theme of the BAPEN Annual Dinner

2. General Activities of the Programmes Committee

- Report to council on the activities of the committee
- Assist in promoting the conference with Medivents and M&F
- Assist in providing conference reviews for In Touch and Complete Nutrition

3. Accountability of the Programmes Committee

3.1. The committee is accountable to BAPEN Council and liaises through BAPEN Executive

3.2. The Chair (or an appointed deputy) will attend all BAPEN Council meetings providing a report to Council for each meeting

3.3. The Chair will submit a written Annual Report for the previous year to the June Council Meeting for the AGM

3.4. Action notes from each committee meeting will be forwarded to the BAPEN secretary and secretariat with a maximum of three key points highlighted for the BAPEN office for noting.

4. Chairs of the Programmes Committee

4.1. The Chair will be a registered healthcare professional or patient who is a member of BAPEN and one of the BAPEN core groups with expertise relevant to the above committee.

4.2. The Chair will be appointed by BAPEN Council with the approval of BAPEN Executive for an initial tenure of three years

4.3. If a Chair wishes to continue in this role for subsequent terms Council will be asked to agree this with approval by the BAPEN Executive Committee for up to 1 further tenure

4.4. If a Chair wishes to step down before the end of their tenure an advert for the role will be disseminated through BAPEN Secretariat. Existing committee members will be eligible to apply. Council will be asked to vote with final approval by the BAPEN Executive Committee.

5. **Programmes Core Committee membership**
   5.1. The core committee will comprise of a Chair, nominated Deputy and a representative from each core group
   5.2. The core committee members must be a member of BAPEN and one of the BAPEN core groups
   5.3. Representation from each of the four countries with multi-disciplinary experience is encouraged as well as a student healthcare professional and patient representative
   5.4. Tenure of office for committee members will be for three years. An email from the Chair will be sent to the committee member (The Secretariat will send a reminder to the Chair) prior to the end of their three-year term. The relevant core group will be approached by the Chair and election / volunteers sought. There is scope to reapply / volunteer for a maximum of 1 further tenure with agreement of their core group.
6. **Expectations of committee members**
   6.1. All committee members activity will be conducted in line with the BAPEN values and ED&I policy - https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf
   6.2. Members will engage with their relevant profession and BAPEN subgroup to promote and support and associated activities, share relevant information, seek agreement from and encourage engagement of colleagues with related work streams.
   6.3. Core members are expected to attend a minimum of two committee meetings each calendar year. Unless there are exceptional circumstances, a member who does not attend at least one meeting per calendar year will be asked by the Chair to step down.
   6.4. Data collected by the committee are owned by BAPEN. Members wishing to use data must seek prior approval in writing from the Chair. This includes use of data for presentations, reports, at meetings or in journal articles unless this already exists within the public domain on the BAPEN website, or BAPEN reports or papers.
   6.5. All members will be required to contribute to the work plan which may include leading on agreed tasks or activities. The meeting action notes will identify what has been agreed with an expectation of updates or reports being provided within the agreed timeline.
7. **Programmes Committee meetings**
   7.1. Two full committee meetings per year will be arranged with a quorum of 75% of core members required for the meeting to go ahead
   7.2. Agenda items should be forwarded to the Chair two weeks prior to the meeting
   7.3. Apologies will be sent to the Chair if possible one week before a meeting unless there are exceptional circumstances
   7.4. Attendance at committee meetings will be recorded on the action notes of meetings
   7.5. All in attendance are required to declare any conflict of interest for each of the

committee meetings which will be noted on the action notes of the meeting

7.6. All core committee members have a right to vote at meetings

7.7. All committee members can claim travel expenses from BAPEN as per standard BAPEN travel expenses policy https://www.bapen.org.uk/claim-form-for-reimbursement-of-expenses . Any travel claims or expenses relating to other business need prior approval from the Chair and the BAPEN treasurer.

7.8. Meetings may be conducted virtually to support attendance, sustainability and reduce costs to BAPEN

7.9. Interim sub-group meetings or 'start-finish' group meetings may be required but where possible these will be virtual meetings

8. Programmes Committee Terms of Reference

8.1. Terms of reference will be reviewed by the Chair every three years, and are required to be signed off by the BAPEN Executive Committee and ratified by the Board of Trustees