

# Paediatric Research Committee

## Terms of Reference

<b>Area of College</b>	Member Engagement & Support
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<b>Approved by</b>	Paediatrics & Child Health Division Council
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<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

**TABLE OF CONTENTS**

<b>1. INTRODUCTION</b> .....	<b>3</b>
1.1. Established.....	3
<b>2. PURPOSE</b> .....	<b>3</b>
<b>3. FUNCTIONS</b> .....	<b>3</b>
<b>4. MEMBER COMPOSITION</b> .....	<b>3</b>
4.1. Ex-officio Members.....	3
4.2. Appointed Members .....	4
4.3. Co-opted members.....	4
<b>5. MEETING</b> .....	<b>4</b>
5.1. Number of Meetings .....	4
5.2. Chair .....	4
5.3. Quorum .....	4
5.4. Voting.....	4
5.5. Secretariat.....	4
<b>6. REPORTING</b> .....	<b>4</b>
<b>7. DEFINITIONS</b> .....	<b>5</b>
<b>8. HISTORY</b> .....	<b>5</b>

## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the [Governance of College Bodies By-law](#). Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Paediatric Research Committee is established under the authority of the Paediatrics & Child Health Division (PCHD) Council to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

## 2. PURPOSE

The purpose of the Paediatric Research Committee is to support, promote, and facilitate high-quality paediatric and community child health research; foster collaboration between researchers, clinicians, and policymakers; and advocate for research priorities that address emerging child health needs in Australia and Aotearoa New Zealand.

## 3. FUNCTIONS

The functions of the Paediatric Research Committee are to:

- a) provide advice to the PCHD Council on research priorities and equity considerations, including Indigenous health priorities;
- b) prepare annually for the approval of the PCHD Council, a proposed list of research related activities;
- c) develop, coordinate, implement, and monitor the research-related activity approved by the PCHD Council;
- d) support the Advanced Training Research Projects (ATRP) as required by the Training Program Management Committee;
- e) promote research translation into practice and policy;
- f) identify emerging research gaps, opportunities, and priorities in paediatric and community child health research; and
- g) contribute to research matters in paediatrics and community child health to the College Research Grants Committee.

## 4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 10 members, comprising:

### 4.1. Ex-officio Members

Up to four appointed members comprising:

- One PCHD Fellow to be Lead Fellow, Education;
- One PCHD Fellow of the College Research Grants Committee;

- Editor-in-Chief of the Journal of Paediatrics and Child Health or their delegate;
- One Australian Paediatric Surveillance Unit (APSU) representative.

### 4.2. Appointed Members

Up to six appointed members comprising:

- The Chair of the Committee, a Fellow of the PCHD;
- Three Fellows of the PCHD, resident in Australia
- One Fellow of the PCHD, resident in Aotearoa New Zealand;
- One trainee of the PCHD.

### 4.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

## 5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

### 5.1. Number of Meetings

The Paediatric Research Committee shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face-to-face, or videoconference.

### 5.2. Chair

The Chair or their appointee will Chair all meetings.

### 5.3. Quorum

A quorum is one half of the total College Body membership.

### 5.4. Voting

Decisions will be made by consensus of the majority of members.

### 5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

## 6. REPORTING

The Paediatric Research Committee must report and make recommendations to the PCHD Council as required.

The Paediatric Research Committee is required to provide to the PCHD Council each year:

- a new or updated work plan (work plans may be one or two years)
- a report against the preceding years' work plan.

## 7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

## 8. HISTORY

Commencement		
These Terms of Reference were approved by the Paediatrics & Child Health Division Council and commenced on 5 June 2013.		
Revision	Effective Date	Summary of Changes
1.0	05/06/2013	Initial approval/New Document
2.0	02/10/2013	The Professorial Heads Committee was removed from composition of the PCHD Research Committee (PRC) as approved by the PCHD Executive, 2 October 2013 on recommendation from the PRC.
3.0	28/02/2014	Update of text to allow a Chair to be elected to a second or third term by the Committee.
4.0	27/07/2018	Clause amended to clarify position of New Zealand Appointed Fellow, as approved by the PCHD Executive, 27 July 2018, on the recommendation of the PRC.
5.0	27/07/2018	Line omitted from under Clause 2.2 (being "At least one Member of the Committee shall be resident in New Zealand" to clarify position of New Zealand Appointed Fellow, as approved by the PCHD Executive, 27 July 2018, on the recommendation of the PRC.
6.0	23/07/2021	Clause amended to include "Aotearoa".
7.0	23/07/2021	Update to members' term from a two-year term to a three-year term in line with changes to the Governance of College Bodies By-law (December 2020).
8.0	16/11/2022	Terms of reference moved to new template to align with the Governance of College Bodies By-law.
9.0	07/04/2026	Purpose amended to more comprehensively represent purpose of the committee. Functions amended to add points a, d, e, f. Small grammatical changes made to points b, c, and g. Member composition amended to change name of Chair, PCHD Education Committee to Lead Fellow, Education.

		<p>Name of RACP Grants Advisory Committee changed to College Research Grants Committee.</p> <p>Wording of Journal of Paediatrics and Child Health delegate amended for clarity.</p> <p>“One Australian Paediatric Research Network (APRN) representative” deleted.</p> <p>Wording of Appointed Members resident in Australian and Aotearoa New Zealand amended for clarity.</p>
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