

The Centre for Pathogen Genomics Community Advisory Board Terms of Reference

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Introduction

The [Centre for Pathogen Genomics](#) hereafter referred to as “the Centre” Community Advisory Board (CAB) is a collaborative and consultative forum that was established to connect the Centre with community members impacted by or interested in the work of the Centre. The CAB is an important mechanism for ensuring that Centre activities are informed by, responsive to, and aligned with community needs and priorities, and strengthening meaningful engagement between the Centre and the broader community.

Scope

The CAB will provide the Centre with community perspectives and advice on topics including:

- **Impact:** how the Centre’s research and capacity building activities can deliver meaningful benefits to the community
- **Project alignment and coordination:** identify overlaps, synergies, and gaps across research and capacity building activities to support a coherent and coordinated program of work
- **Community engagement:** design and delivery of joint community and organisational initiatives and activities
- **Research communication:** clarity and accessibility of research outputs, including plain language summaries for general audiences.
- **Project development:** appropriateness, limitations and relevance of new and ongoing research and capacity building projects
- **Research priorities:** alignment of research projects and activities with the broader [Centre Research Strategy](#) and real-world community needs
- **Research translation:** effective translation of research findings into clinical practice

Objectives

- Increase awareness and understanding of the Centre’s research and capacity-building activities among CAB members and the broader community
- Ensure community perspectives are meaningfully embedded in the Centre’s research and capacity-building activities
- Enhance recognition and visibility of community contributions through active engagement in Centre activities and initiatives
- Provide training and support to upskill community members to participate in the CAB and other engagement initiatives
- Provide input and advice on supporting and upskilling Centre staff and graduate researchers to effectively undertake community engagement

Key Responsibilities of Community Members

- Provide input, feedback and advice on matters related to Centre research and capacity building projects and initiatives
- Collaborate with Centre project teams, staff, and students to support research design, evaluation and community engagement processes that are inclusive, transparent, and responsive to community needs.
- Apply a community-centered lens by drawing on lived experience and local knowledge to ensure research priorities and outcomes reflect the needs, values and perspectives of the communities they represent
- Engage in CAB communications in a timely and constructive manner
- Participate in relevant training and development activities, and seminars to support active and informed contribution in this role
- Identify and communicate any additional support or training needs required to enable effective participation

Key Responsibilities of Centre Staff and Students

- Participate in training and development activities to strengthen understanding of community engagement in research and how to effectively support the involvement of community partners
- Provide CAB members with development opportunities, including accessible information about pathogen genomics research, to support meaningful and informed participation
- Communicate clearly, respectfully, and regularly with community partners through agreed channels
- Foster a safe, inclusive, and supportive environment that enables community partners to share feedback and contribute to decision-making
- Actively engage with community partners to seek, value, and incorporate their perspectives and lived experiences
- Provide regular updates to the Centre Executive on partnership activities, including progress, achievements, challenges, and time commitment
- Ensure appropriate resourcing to support sustainable and meaningful partnerships, in line with remuneration guidelines

Support

The Centre Manager (Lisa Ioannidis) and Project Officer (Isabella Stitt) support the CAB by facilitating its development, governance and logistics. This includes meeting coordination (e.g., scheduling meetings, preparing agendas, recording minutes), member recruitment and onboarding, facilitating group activities, and coordinating training for community members as required.

Membership

CAB members share a common interest in the work of the Centre and commitment to supporting research and capacity building activities that are aligned with community needs and priorities. The CAB aims to reflect the diversity of the wider community and will seek to

recruit four to six community members, with a mix of gender, age, disability, sexuality, and ethnicity among other attributes. Representation from the following groups is encouraged:

- People from culturally and linguistically diverse backgrounds
- People who have been affected by or are at increased risk of infectious diseases such as ...
- People who have cared for someone with an illness

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

The CAB will be jointly chaired by a community member nominated by the CAB and a representative from the Centre, with re-appointment to be determined on an annual basis. The Centre representative will be selected through an internal expression of interest process and appointed by the Centre Co-Directors.

Tenure

CAB members will be appointed for two years with the opportunity for reappointment of two further terms. CAB members may resign at any time by providing written notification to the CAB co-chairs.

Recruitment

Members will initially be recruited via a public application process coordinated by the Doherty Institute Community Engagement Program (CEP). They may also be sourced from community associations or through engagement with key advocacy groups.

Remuneration

CAB members receive a flat rate for their time spent on any CAB-related activities (see the Doherty Institute CEP Remuneration form for further detail). Our remuneration structure is designed to fairly compensate CAB members for their contributions. Please note, all activities involving CAB members will be at a minimum of a 3-hour engagement.

Orientation and Training

The Doherty Community Engagement Program team will develop and provide orientation and training to new members and Centre researchers. The Centre Manager will be the ongoing point of contact for any questions community members may have. Further training will be provided as agreed to be appropriate.

Engagement Guidelines

The Centre is responsible for maintaining regular communication with CAB Members. This includes providing required preparation materials in a timely manner, clearly communicating deadlines, and informing community partners of relevant updates on Centre research projects, initiatives and activities. Centre staff and students are also responsible for keeping the CAB informed of the impact and outcomes of their feedback and recommendations.

CAB members may also work on additional, agreed activities, with a suggested minimum time commitment of 1 hour and a maximum of 3 hours per month. Additional activities may include meetings, preparation and development opportunities. As the nature of engagement may change over time, there may be periods which fluctuate in engagement. Engagement exceeding the suggested maximum should be reviewed by CAB members to ensure their workload remains appropriate and sustainable.

Meeting Format

- Meetings will initially be held every two months via zoom for 90 minutes, with the aim of an annual face-to-face gathering at the Centre Symposium or a relevant Centre activity
- The CAB will review its meeting frequency on an annual basis, considering factors including member availability, the volume and complexity of previous agenda and the number of actionable outcomes from previous meetings. The maximum frequency for meetings is monthly with the minimum frequency of quarterly
- A quorum shall consist of at least one representative of the Centre in addition to 50% of the number of community representatives
- If a CAB member is unable to attend a meeting, they will advise the co-chairs as soon as practicable via email or WhatsApp
- CAB members are expected to attend and contribute to all scheduled CAB meetings. Meeting arrangements can be reviewed if there are ongoing availability issues for any CAB members. This includes accommodating for medical issues or personal circumstances affecting CAB members' ability to attend meetings
- Meeting agendas will be developed in consultation with the Co-chairs and a draft agenda will be circulated to all CAB members for input two weeks before each meeting. Additional meetings may be called and items circulated out-of-session, when there is a need for timely advice
- All meeting papers are to be treated as confidential unless otherwise stated
- Outside of scheduled meetings, individual CAB members may be asked to work on other Centre activities, such as our Annual Symposium.

Code of Conduct

- Actively participate in meetings and other CAB-related communications/activities, contribute to mutually agreed tasks, and follow up on agreed actions within specified timeframes
- Undertake required background reading and preparation before and after meetings, attend training or seminars and participate in other development activities to enable full and active participation in CAB activities
- Be conscious of issues of diversity and representation diversity and representation by considering a broad range of perspectives beyond personal experience, and engaging respectfully with the views and experiences of other CAB members
- Acknowledge that differing perspectives may arise during CAB discussions and work constructively to support shared understanding and consensus-building, with support from the Co-chairs where needed

- Recognise and value skills, knowledge and lived experiences from outside academic and professional settings as essential contributions to the program
- Respect the confidentiality of sensitive information shared through the CAB

Conflicts of Interest

Centre staff and students engaging with the CAB acknowledge their professional interest in Centre research and capacity building activities, and will contribute to discussions in an open, balanced and transparent manner, giving due consideration to CAB member perspectives, including those that differ from their own.

Decision Making

The CAB will operate on an advisory basis by developing and passing on their recommendations to the Centre staff as well as the Centre Executive and Scientific Advisory Board (SAB). Recommendations passed onto these groups are to be decided through a consensus-building process with all CAB members. CAB members who are unable to attend meetings will have the opportunity to contribute to discussions and decisions via email. All recommendations will be collated into a document and provided to the desired group to review and consider, with an option for further discussion if needed. The Centre will also provide feedback to the CAB on how their recommendations have been considered, including whether they have been adopted and how they have informed research, capacity building activities or community impact.

Reporting

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

Review

The Terms of Reference will be reviewed at least once every 12 months, and may be amended, varied or modified in writing at any time, following consultation and agreement with CAB members.

Measures of Success

CAB progress and impact will be evaluated against the following measures and indicators. This list is intentionally broad to reflect the full scope of the CAB, and progress against all measures is not expected. Moreover, these measures have been designed to capture the CAB's impact across all potential areas of activity.

Area	Measure	Indicators
Impact	Community-identified priorities reflected in projects	Number of projects incorporating CAB-identified community needs or priorities

	CAB influence on Centre activities	Number of changes to projects, initiatives or engagement activities informed by CAB advice
Alignment and coordination	Coordination across Centre activities	Number CAB identified overlaps, synergies or gaps addressed
	Input into program coordination	Number of CAB recommendations related to project alignment and coordination provided to Centre researchers or leadership
Community engagement	Participation and representation	Diversity and number of CAB members participating in meetings, consultations and Centre activities (e.g. number of meetings attended, contributions to consultations)
	Centre capability to accommodate CAB members from diverse backgrounds	Evidence from feedback sessions and surveys that CAB members feel welcomed, respected, supported and able to participate meaningfully, irrespective of their background
	Collaborative engagement activities	Number of co-designed or co-delivered activities involving CAB members
Research communication	CAB review of research communications	Number of research outputs reviewed by the CAB (e.g., plain language summaries, presentations, public-facing materials)
	Accessibility of research communication	Evidence of improvements to the clarity and accessibility of research communications based on CAB feedback
Project development	CAB contributions to project design	Number projects reviewed by the CAB during development or implementation
	Integration of CAB feedback into projects	Proportion of CAB recommendations incorporated into project design, planning or delivery
Research priorities	Alignment with community priorities	Evidence of CAB input informing research priorities, activities or focus
	CAB input into research planning	Number of consultations or discussions with the CAB related research planning, priorities, or strategic direction
Research translation	CAB contributions to research translation activities	Number of projects where CAB input informed implementation, translation or real world application
	Translation into practice	Examples of CAB-informed research outputs contributing to clinical practice, policy or community application

Evaluation Guidelines

Measures of success will be formally evaluated every two years using a monitoring and evaluation approach developed by the Doherty CPP to ensure consistency across programs.

Annual surveys and feedback sessions will also be used to measure the impact and performance of the CAB as well as CAB member and Centre researcher satisfaction with the program. Aggregated and anonymised survey and evaluation results will be summarised in the CAB annual report.