



BANNAR

the barbara ansell national network
for adolescent rheumatology

Barbara Ansell National Network for Adolescent and Young Adult Rheumatology
(BANNAR)
Terms of Reference (June 2021 and Due for review 2023)

1 Remit

- i. To be responsible to the Advisory Board (AB) of the Versus Arthritis Centre for Adolescent Rheumatology to act as a focus of and reference point for a UK-wide network of professionals in adolescents and young adults (AYA: 10-24yrs) rheumatology.
- ii. In order to fulfil this remit, the Barbara Ansell National Network for Adolescent and Young Adult Rheumatology (BANNAR) will aim to work closely with other organisations including:
 - a. AYA with rheumatic conditions and their families/carers
 - b. NIHR/Children/Arthritis Research UK Paediatric Rheumatology Clinical Studies Group
 - c. British Society for Paediatric and Adolescent Rheumatology (BSPAR)
 - d. British Society for Rheumatology (BSR)
 - e. Professional Colleges/RCP/RCPC/RCN/CSP – chartered physio society and RCPYSCH
 - f. Versus Arthritis
 - g. NRAS-JIA
 - h. CCAA
 - i. Juvenile Arthritis Research (JAR)
 - j. Lupus UK
 - k. RARE
 - l. Arthurs Place
 - m. ARMA
- iii. BANNAR will aim to enable the AYA rheumatology community to empower AYA's with rheumatic disease to contribute to the future research priorities of these conditions in the UK and internationally.
BANNAR will be responsible for maintaining the National Youth Advisory Panel YOUR RHEUM as well as developing YR in line with BANNAR TOR. YR funding will be sustained through VA but in line with BANNAR's autonomy, direction of YR work will be managed by BANNAR and support the National Youth Advisory Panel YOUR RHEUM to enable AYA rheumatology research,

from inception through design, conduct and dissemination, to reflect the priorities of young people with rheumatic disease

2 Terms of Reference

- i. To act as a focus of and reference point for a UK-wide network of professionals in AYA rheumatology research covering the spectrum of disease, research methods and implementation science
- ii. BANNAR will act as a central point of reference for researchers active in AYA rheumatology and provide signposting to relevant resources for this community.
- iii. BANNAR will not provide formal peer-review for external projects or grant proposals submitted to other bodies but will consider, by consultation through the membership as appropriate, whether such research seeks to fill gaps in current knowledge. On this basis BANNAR may provide letters of support to such proposals.

3 Membership

- i. Chair and deputy chairs (maximum team of 4) to be elected by BANNAR membership. Leadership team will serve initial term of 3 years and may reapply for election for one further term of 3 years. This leadership team will coordinate and direct the workstreams agreed by members of BANNAR to fulfil the remit defined under terms of reference (section 2)
- ii. BANNAR will aim to ensure representation to include:

Professional members:
 - a. the UK including devolved nations
 - b. nursing and allied health professionals
 - c. basic science, clinical and qualitative research
 - d. charity members
YourRheum members:
 - a. AYAs with rheumatic conditions
- iii. Mechanism for recruitment of members is outlined in appendix A

4 Meetings

- i. BANNAR will aim to meet face to face twice every year and hold additional teleconference/videoconferences at the Chair's discretion.
- ii. BANNAR will operate mechanisms for recording members' interests and for dealing with potential conflicts of interests during the conduct of its business.
- iii. The minutes of each Membership meeting will be submitted to the Advisory Board
- iv. BANNAR will fund travel (second class rail or equivalent) and out-of-pocket costs for members who attend BANNAR meetings, where the Network budget allows
- v. Members should aim to attend as many meetings as possible.

5. Acknowledgement of Funding

- i. All posters, talks and papers that arise from work funded by BANNAR must show full acknowledgment of the funding. It should read "this work was supported by Versus Arthritis ref: 20164". Where possible work should display the BANNAR logo (available from BANNAR Project Officer).
- ii. YR is funded through the UCL Centre and the University of Manchester – and the end of this arrangement is 2023 (contract between UCL and UoM)

6. Review

- i. The Terms of Reference will be reviewed biannually.

Appendix A

The leadership team of BANNAR comprises the Chair and deputy Chairs

Responsibilities

Attend biannual meetings and other events/functions (as requested). Review agenda and supporting materials prior to board meetings.

Share developments in the field and identify best practice standards.

Provide support and advice to BANNAR members.

Serve as an ambassador and advocate to BANNAR providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts.

Assist in identification and acquisition (when appropriate) of external funding and resources to support BANNAR.

Assist in the identification and recruitment of new members.

BANNAR Leadership team and Members abide by Versus Arthritis equality, diversity, and inclusion principles.

Membership

Elections

- Any member of BANNAR may propose candidates as Chair or deputy chair by sending in writing the name of each such candidate supported by the endorsement of another BANNAR member and consent of the candidate to the centre administrator to arrive not less than four weeks before the scheduled date of the annual general meeting. Proposals received after this date will be declared invalid.
- If no nominations are received by this date, the deadline for nominations may be extended at the discretion of the leadership team.
- If candidates for office are nominated in excess of the number of vacancies available, the centre administrator shall send a ballot paper to each Voting Member on a one member-one-vote basis not less than fourteen days before the scheduled date of the annual general meeting. Voting Members shall record their votes and return the ballot paper to the Project Officer no later than seven clear days before the annual general meeting. Voting papers returned after this date shall be invalid. Scrutineers shall be appointed by the leadership team to count the votes and the results shall be announced at the meeting, the candidates securing the largest number of votes being elected to the vacancies that exist.

Mechanisms for promotion of BANNAR and recruitment of members

Recruitment of Leadership team

Vacancies for Chair, Deputy Chair and members will be advertised on: BANNAR website and social media.

Recruitment of general members will be promoted through

Versus Arthritis website

BSPAR mailing list and website

BSR mailing list and website

BSPAR and BSR Clinical Nurse Specialist Group

BSPAR and BSR Allied Health Professional Group

Royal College of Nursing (RCN) Research and Development Coordinating Centre

RCN Research Society

Other relevant professional forums e.g., CSG, TSG

The recruitment of 'lay members' will aim to include nationally recognised patient groups e.g., Young People's Health Special Interest Group, ARMA and NRAS as well as local networks.

Appendix B

Submission form for project support