

Name	Policy & Representation Committee (P&RC)
Type	Standing Committee of the EARMA Board
Executive Office Support	Emma Lythgoe
Purpose	The P&RCs primary purpose is to act as a source of active engagement for EARMA members in relation to research policy issues.
Scope	<ul style="list-style-type: none"> • Maintain a policy watch and horizon scan around key research funding trends globally. • Represent the views of EARMA to funders and others through (either contributing or driving out) position papers and/or attendance at stakeholder events • Ensure dissemination of information about trends to EARMA members via various communication channels including workshops and other events including specific sessions at the annual conference • Link with EARMA professional or thematic interest groups and project groups, both feeding into and from the work of these groups to advance knowledge around specific topics relevant to research policy
Authority	The P&RC has the authority recommend policy position papers to the EARMA board for publication and to recommend attendance at stakeholder events to represent EARMA’s view. It also has the authority to execute the tasks that are delegated to it from the Board.
Meetings	<p>The P&RC will meet on a regular basis to complete their work.</p> <p>The majority of the P&RC meetings will be via tele / video conference.</p> <p>All committees will be required to write their own minutes</p> <p>Formal communications from the Standing Committees should be issued by the Chair of the Standing Committee to the Chair of the Board. The Chair of the Board will communicate to the Standing Committee the Boards decisions.</p>
Membership	<p>The P&RC is comprised of a Chair and no more than six other members selected from current EARMA members.</p> <p>The Board appoints the Chair and members following an annual call for expression of interests from EARMA members.</p> <p>Members may be appointed for a one or two-year term.</p>

	The Board determine the term of each appointment.
Reporting	<p>The P&RC should provide regular verbal reports as well as written reports for the Board on a quarterly basis.</p> <p>The Chair of the P&RC should provide a written report on the committees work for inclusion within the annual report.</p>
Version	P&RCV1_Approved 4 th September 2017
Review	Reviewed on the 19 th of February 2021. Next review due: September 2021