# [LOGO]

# [*ECR/Researcher Development*]: Terms of Reference

## Version Control

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## Overview

*[Insert name] includes a research capacity-building [working group] to provide support to Early Career Researchers linked to the project. The [insert working group name] offers [skills development, mentoring, in-kind placements with partners and networking opportunities]. The {insert name of working group] will shape and build a skilled cohort of researchers, with a key focus on how to facilitate impact,*

## Aim

*The aim of the Researcher Development Meetings is to create a positive and vibrant interdisciplinary platform for researchers and PhD students to promote and develop research skills, present research activities, and collaboratively produce transdisciplinary research outputs.*

## Objectives

*The development group will*

* *Provide training opportunities to suit the needs of the ECRs*
* *Facilitate mentoring opportunities from experienced advocacy partners and senior academics*
* *Encourage placement exchanges between work streams*

*The above will be attained through regular meetings whose key objectives include:*

* *Developing a shared understanding of [name of the programme of work] as a whole and the steps we need to take together to achieve it’s aim and objectives.*
* *Improving knowledge of the relevant programme work strands through sessions that explore research methods and findings in depth.*
* *Learning about each other’s disciplinary and institutional approaches and develop interdisciplinary skills and expertise through the sharing of knowledge and experiences.*
* *Exploring interdependencies between work strands and implement activities to produce transdisciplinary research outputs collaboratively.*
* *Discussing and developing a shared understanding of key conceptual ideas that are key to the programme of work*
* *Promoting a supportive environment for researchers to share their work with colleagues, at any stage of development, in order to receive constructive feedback or share knowledge generally.*

Role and responsibilities

*Led/facilitated by [insert name], the [insert working group name] is supported day-to-day by [insert name].*

## Members

*The primary audience is research fellows and associates, embedded researchers and PhD students; however, all team members are welcome to join the meetings.*

Meeting frequency and structure

## *Researcher development meetings take place monthly and will normally be 90 minutes long. The meetings will include a variety of learning mechanisms such as:*

## *Researcher Q&A sessions*

## *Facilitated discussions*

## *Presentation from researchers on their ongoing research activities or research findings*

## *Short masterclasses on topics of interest*

## *Critical appraisal exercises from PhD students*

## *Other activities as suggested by members of the group*

## *All team members are encouraged to contribute proactively to the agenda. If you would like to propose a topic – either to present yourself or for someone else to deliver – contact the [insert name of support staff]. Suggestions are welcome at any time for both the upcoming and future meetings. The [insert position or name] will circulate the final agenda approximately [insert figure] working days before each meeting.*

## Meeting Records & Document Management

## *Confidentiality [Optional]*

*Any information shared within the marked as confidential must remain so. Members must not disclose the contents of any discussions, presentations or documents (whether verbally in written format (including digital or hand written).*

*Meetings will/will not be minuted.*

Review Date

*This document will be reviewed on [insert date].*