AD|ARC Scotland Stakeholder Reference Group

These Terms of Reference (ToR) set out the working arrangements for the AD|ARC Scotland Stakeholder Reference Group listing the purpose, membership, roles, and means of conducting business.

1. Purpose

The role of AD|ARC Scotland Stakeholder Reference Group is to facilitate engagement and communication between AD|ARC and representatives of stakeholder organisations with an interest in the subject matter of the project.

The stakeholder reference group sets out to achieve the following objectives:

1. Provide a forum for the exchange of knowledge and expertise with regard to farming, agriculture and rural affairs.
2. Increase awareness of AD|ARC and its purpose.
3. Assist in the assessment of any risks around public acceptability of AD|ARC data.
4. Contribute to the development of communication materials explaining administrative data research, secure data linking and use.
5. Contribute in the development of research questions.
6. Propose additional research questions and areas of research.
7. Act as advisors to relevant work streams as appropriate.
8. Comment on the data and interpretation of findings.
9. Communicating research findings farming and rural communities.
10. Developing a project legacy research network.

2. Term

This ToR is effective from 01/07/2021 and continues until the 01/04/2022 or until terminated by agreement between the parties in the case of a project funding extension.

3. Membership

The group will comprise of:

- Highland and Islands Enterprise
- James Hutton Institute
- National Farmers Union Scotland
- Public Health Scotland
- RSABI
- Scottish Crofting Federation
- Scottish Enterprise
- Scottish Land and Estates
- Scottish Rural College
- Scottish Tenant Farmers Association
- SOAS Ltd

4. Commitment

The membership of the stakeholder group will commit to:

- Two half days per annum.
- Attending scheduled group meetings or if necessary nominating a deputy/alternate.
- Forwarding research findings and communication materials through their organisation communication channels (e.g. twitter, newsletters, blogs).
- Raising issues and opportunities which may be deemed to affect the development of the project.

Members of the stakeholder group will expect:

- The project to cover travel and subsistence costs incurred by participating in the group events.
- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable advance notice of meetings.
- To be alerted to potential risks and issues that could impact the project, as they arise.
- The chair to communicate information from the group to the AD|ARC project steering group and scientific advisory board and provide the stakeholder group with feedback.
- Their views to be given fair consideration and to be given the opportunity to make a meaningful contribution to the direction of the project.

5. Meetings

All meetings will be chaired by a member of the AD|ARC core team. Secretariat services will be provided by the AD|ARC core team, this includes:

- Preparing agendas and supporting papers.
- Preparing meeting notes and information.
- Circulating meeting agendas and papers in a timely manner.

Meetings will be held bi-annually initially via Microsoft Teams until Covid-19 restrictions are lifted. Remote access to meetings will continue to be possible if the group meets in person.

6. Deliverables

The group will be input into a number of project deliverables, managed by the AD|ARC core team.

- Stakeholder position and enquiries log,
- Stakeholder research feedback log,
- Stakeholder future project scoping log,

7. Amendment, Modification or Variation

SRG members may propose amendments to the terms of reference for consideration and agreement by the project team. The project team will not implement any amendments without first consulting the SRG.