Co-design [Committee name]  
**Terms of reference**

**[Facility/Service/Clinical Stream name]**

This Co-design Terms of Reference Template has been developed for use in co-design projects, and can be used to frame the following:

• Overall co-design project

• Steering/advisory committee

We have highlighted the information to input in **RED** and explanations in *italics*. Feel free to add or remove headings and text to reflect the needs of the meeting. These are just a guide.

## Introduction/ Background

*This should be a few sentences to describe the need identified that prompted the development of this co-design project or steering/advisory committee. This can frame the reason behind why the members are coming together for the project or committee. Some prompting questions that can help you to write this are:*

* *Who is involved (stakeholders)?*
* *What is the need?*
* *Why is it important?*

## Purpose

*Before creating the terms of reference, the co-design team should co-decide on the role and purpose of the project to develop a shared vision of either the project as a whole, or of the steering/advisory committee. This is what needs to be input here. Some examples of wording that can be used are:*

The purpose of the (*name of project*) is to co-design (*name of resource/tool/intervention*) in order to achieve (*shared vision co-decided by the co-design team*).

OR

The purpose of (*name of steering/advisory group*) is to provide strategic direction and guidance to the co-design team to ensure (*statement about shared vision of project/objective of advisory group*).

## Objectives

*You may also want to include the objectives of the project/advisory/steering committee, which detail the exact activities to be undertaken by the group to achieve the purpose. This will be specific to the function of the group but could include some of the following:*

* *Provide advice on the project plan, scope, and activities to facilitate the successful completion of the project.*
* *Monitor the progress of the project to ensure that project milestones and deliverables will be achieved.*
* *Participate, and facilitate others to participate, in co-design activities as able*
* *Facilitate connections between the project and relevant individuals and/or other related work within or external to Metro North Health.*
* *Communicate project updates and outcomes to relevant stakeholders and groups outside the steering committee as per communications plan.*
* *Provide recommendations for implementation of project outputs as “business as usual” at the conclusion of the project.*

## Membership

*Nominate who will be the co-chairs of the committee. In a co-design process it is recommended to share this role between people with lived and professional experience to distribute power between the groups.*

*There are two ways to write membership – if the members are known (usually in a co-design team that have already been recruited), and if they are not known (steering/advisory committee still being recruited to).*

*If the members are known, then their names should be listed in the membership. This can be in the following way:*

* *Name, Pronouns, Expertise/contribution to the committee, Organisation (if any)*

*If the members are unknown, then the representatives that are wanted can be listed in the membership, e.g.:*

* *Representatives with lived experience of disability*
* *Representative of a disability community organisation*
* *Clinician from the Emergency and Trauma Centre*

*\*\*\*Note: People with lived experience SHOULD NOT be the last people listed in the membership as this makes it seem like they are an afterthought and has an impact on power imbalance.*

*Consider leaving professional roles/titles out of the membership list. This can reinforce hierarchies and power imbalance, making the co-design process more difficult. You can read more about sharing power in co-design* [*here*](https://metronorth.health.qld.gov.au/get-involved/co-design/team/sharing-power)*.*

## Member roles and responsibilities

This section describes the duties of those who are members. These roles should be co-decided by the co-design team, as guided by the ‘Roles and Accountabilities’ (within Co-Design Team) section of the Co-Design Framework. As a base, the following should be included:

The members of the (insert name - co-design team/steering/advisory committee) must:

* Attend meetings, or send apologies when attendance is not possible
* Work within the co-design mindset, as seen [here](https://metronorth.health.qld.gov.au/get-involved/co-design/before-you-start/mindset)
* Practice in an equity-centric manner, as detailed [here](https://metronorth.health.qld.gov.au/get-involved/co-design/before-you-start/equity)
* Strive to elevate the principles of trauma informed practice in interactions between members and stakeholders
* Care for each other, as detailed [here](https://metronorth.health.qld.gov.au/get-involved/co-design/team/caring-for-each-other)
* Contribute to open and respectful discussion
* Share power between members, as detailed [here](https://metronorth.health.qld.gov.au/get-involved/co-design/team/sharing-power)
* Maintain privacy and confidentiality

## Meetings and communication

*This details who is responsible for minutes and agendas, how decisions are made, and where and when meetings are held.*

Meetings will be held (how often) for (how long e.g. 1 hour) at (location/online – Teams).

Meeting agendas will be provided by (Insert name) at least (timeframe) prior to the meeting. Minutes will be recorded by (Insert name) and will reflect the key items discussed and any action items resulting. Minutes will be distributed within (timeframe) of the meeting. Other persons may receive the minutes as agreed by the members.

A meeting quorum will be (insert number) members present. Decisions will be made by consensus, and where consensus is not possible, the decision will be deferred until an alternative is found that the membership agrees upon.

Meeting and project documents will be stored online (Microsoft Teams/SharePoint/Yammer) and (insert name/ role) will ensure that all members have access to these. Team communication will be via (group email list, Microsoft Teams, etc).

## Term

*This describes the length of time the terms of reference are in effect. If this is for the overall co-design project, it will be the entire duration of the project, whereas if it is for a steering or advisory group, the term will be co-decided by the co-design team in their project planning. An example of wording is below:*

This Terms of Reference is effective from (start date) and continues until (end date).

*If creating a terms of reference for a co-design activity or project that will last beyond the life of the project, and example of the term is below:*

This Terms of Reference is effective from (start date) and will be ongoing until terminated by agreement between the members.

## Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Co-Design Team.

## Governance, reporting and relationships

*This details who oversees and is ultimately responsible for your project within your organisation; this may also include accountabilities you have to community groups. Outline who, how and how often you will communicate with these individuals/committees/organisations.*

This steering committee will report to the project sponsor (individual), funding body (if different to project sponsor) and (other committees/groups responsible for project). Updates will be provided (how often) to (name of groups) by (method of update).

## Endorsement

The terms of reference are approved by all members as of (insert date).

………………………………………..

Name

Co-Chair (name of committee)

Position

………………………………………..

Name

Co-chair (name of committee)

Position