



Expert Group Terms of Reference

Introduction

The Faculty of Pharmaceutical Medicine (FPM) leverages the extensive expertise of its members to inform and educate key stakeholders, including the media, policymakers (e.g., regulators, government bodies, NICE/HTAs), other medical organisations, professional groups, and the public. FPM expert groups exist to provide specialist insights, support external public policy initiatives, and enhance communications and engagement within the FPM community and beyond.

Remit and Scope

Expert groups operate within the following scope: activities tailored to specific needs, expertise, and available resources. The Policy and Communications Group (PCG) oversees expert group activities, ensuring alignment with FPM's strategic goals. The PCG comprises a Chair and members representing diverse areas of pharmaceutical medicine.

Core Activities:

- Conduct an annual strategic review of their expertise area, identifying priority workstreams that align with FPM Board and PCG strategies.
- Monitor significant scientific, regulatory, and educational developments and notify the PCG of relevant updates.
- Respond to policy consultations relevant to their expertise.
- Provide rapid responses to media and press inquiries through designated spokespersons.
- Evaluate the suitability of FPM activities from the expert group's perspective.
- Develop and propose written and digital communications for both FPM members and external stakeholders.



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Additional Activities:

- Propose topics for events, educational programs, and meetings.
- Respond to requests from the PCG, FPM Board, and Chief Executive for specific activities.
- Additional activities require business justification and resource allocation

All expert group activities must comply with FPM Values, the Volunteer Code of Conduct, and the Public Engagement Policy.

Expert Groups

1. Infectious Diseases (including COVID-19)
2. UK & International Health Policy and Drug Safety
3. New Technologies
4. Oncology
5. Paediatrics and Women's Health
6. Rare Diseases
7. Clinical Trial Science and Regulations

Formation, Composition, and Responsibilities

- Each expert group comprises **five to ten members**, including an appointed Chair. A Deputy or Co-Chair is recommended for workload distribution.
- Members are selected via a written application, including a CV and a **100–200-word statement of interest**. Interviews may be conducted to assess suitability and commitment.
- Chairs are selected through an application process and an interview with the PCG Chair or Deputy and the Head of Policy and Communications.
- The formation of new expert groups requires approval by the PCG.



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Member Responsibilities:

- Maintain expertise to ensure contributions reflect the official FPM position (subject to PCG and Chair review).
- Respond promptly to PCG requests, often with short deadlines.

Chair Responsibilities:

- Lead the group, contribute to PCG discussions, and mediate conflicts.
- Seek arbitration from the PCG Chair or Deputy when needed.
- Coordinate activities and ensure projects are driven to completion.
- Work closely with the PCG Chair, representatives, and the Head of Policy and Communications.

Inactive members (i.e., those who do not contribute for over a year/do not attend two subsequent meetings/no longer represent the views of the FPM) may be asked to step down.

Proceedings and Meetings

- Time commitments will vary. Groups may be required to provide comments on several consultations per year and respond to media inquiries and other activities.
- Meetings will be scheduled based on group needs and coordinated by the Policy and Press Coordinator/Head of Policy and Communications.
- Chairs will meet regularly with the core PCG group to review progress, share best practices, and refine strategies.
- Expert groups report progress to the PCG through assigned liaisons.
- The PCG Chair submits an annual report summarising expert group activities to the Board.
- Recognition – the work of the groups will be recognised in a variety of ways; each group will have a page on the FPM website to showcase their work and the members of the group (members can choose to be included on the webpage or not). Blogs and articles resulting from consultation responses will have contributors named, groups and outputs



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will be highlighted in the Bulletins and social media, and outstanding contributions can be acknowledged during the FPM Awards Ceremony.

Key Roles and Support

- **Head of Policy and Communications** – Oversees expert group activities, aligns them with FPM strategy, and ensures consistency with ongoing initiatives.
- **PCG Expert Groups Link Members** – Act as coordinators between expert groups and the PCG, supporting Chairs in leadership and ensuring regular communication.
- **Policy Manager** – Provides administrative support, manages meetings, and drafts and compiles materials for expert groups.

Deliverables and Impact Measurement

- Annual strategic review identifying priority workstreams in alignment with FPM Board and PCG strategies.
- Communications plan targeting key priority areas.
- Biannual updates to PCG summarising activities and progress.
- Impact measurement and tracking of expert group contributions and outputs.

If an expert group is inactive or not sufficiently engaging, the PCG reserves the right to disband the group.