



Requirements for putting together a Peer Review Assessment Committee/Panel

(noting these are not applicable for Strategy Advisory Panels, Follow-on Fund or Committee E)

For all activities relating to the appointment of chairs and members.

- You should refer to the relevant [RACI](#)
- All potential panel/committee members must be checked against the Scientific misconduct log via Stephanie Masefield/Sophia Abbasi (SPEE) **before** you pre-approach them. For Responsive Mode only - Matt Law/Ella Butler will be responsible for the checks against the Scientific misconduct log.
- When pre-approaching potential members please ensure you are clear that membership is subject to Appointments approval.
- You should complete the membership [template](#) in full.
- You should liaise and consult at all stages of the process with the current Chair, including providing them with an opportunity to input into the decision making when putting panels together. They should have sight of all decisions.
- You should ensure the Associate Director is fully informed and included in the decision making. They are responsible for sign off, noting they make wish to delegate responsibility for this to the relevant Head of Sector.
- Once Associate Director sign off has been received you must email membership details to the **Appointments Team for final approval** (research.committees@bbsrc.ukri.org) before members can be confirmed or sent any documentation.
- You cannot confirm memberships or share any assessment documentation with proposed members until you have received confirmation from Appointments Team. If memberships do not align with the membership framework below the Appointments Team will be required to consult with the EDI Team and/or with the Appointments Panel for advice. This may result in further revisions being required before memberships can be finalised. You are therefore strongly advised to complete your memberships as soon after the closing date as possible.

Principles in putting together your panel/committee.

You should aim for:

1. 80% of the final panel/committee (and not a long list) to be in place by the closing date of the call
2. Consistency with membership, balancing members with previous experience with new members is important:
 - for Responsive mode you should aim to have 25% of new members per committee and avoid using members for more than two RM meetings in succession.
 - **for other panels/committees you should not have more than 50%** who have served in the previous call (where a member has not served on the call before you can consider them as new regardless of whether they have experience of other BBSRC panels/committees)
 - for calls transitioning on to TFS for the first time you can consider all members to be new

3. For Responsive mode the expectation is that all members will be on the Pool of Experts. For all other memberships aim for at least 40% to be a current member of the Pool of Experts (see [current PoE membership](#)).
4. Scientific expertise – ensuring a broad coverage against the remit and criteria for the funding call or other activity
5. 50% male/female split (acknowledging that for some disciplines this may not be appropriate/possible)
6. Geographical distribution - to include representation from England, Scotland, Wales and Northern Ireland
7. Avoiding duplication of RO where possible
8. Aim to balance academia, industry and other relevant organisations across the membership

Consider the appropriateness of including International, Early Career Researcher and Research Technical Professional representation.

In the future please be aware that we will also be looking at using and reporting on targets for other protected characteristics. Further information on this will follow.

Once signed off by Appointments Team, the confirmed membership will be uploaded to the funding log by Ella Butler/Matt Law.

Six-monthly reports providing an overview summary of all memberships across BBSRC will be provided to the Appointments Panel as part of the assurance process and to obtain feedback that can be fed into future ways of working. The finalised terms of reference for the Appointments Panel can be found [here](#).

July 2024