

Knocking Out AMR Project: Scientific Advisory Group

1. Terms of Reference

The Scientific Advisory Group is responsible for providing scientific expertise and advice to staff in the delivery of the Knocking Out Antimicrobial Resistance (AMR) project, which has the following objectives:

1. For the Society to act as a conduit / convener for cross-disciplinary and multi-sector action in a One Health context to support the development of feasible and effective solutions to AMR.
2. For the Society to step up a mandate for policy action based on findings from these interdisciplinary interactions and utilise this to promote AMR discourse between policy makers.
3. For the Society to increase the amount and profile of AMR content across the portfolio and pursue the creation of an AMR stream across our events programmes directly linked to the publishing portfolio.

Project activities will be focused on three priority solutions, each with their own objectives:

1. Diagnostics and surveillance
2. Therapeutics and vaccines
3. Policy engagement

The Scientific Advisory Group will provide scientific advice and expertise to the Society's staff, as well as hands-on support for the delivery of some project activities. The Scientific Advisory Group will collaborate with staff to ensure that activities delivered are in line with the solution theme objectives, the main project aims and the project budget.

The Society is committed to creating an inclusive culture that supports equality and diversity and fully reflects both its membership and the global microbiology community across all protected characteristics. The Society seeks to actively encourage all practices that reflect a diverse society.

By participating in Scientific Advisory Group meetings, all Group members agree to respect other members' opinions and give all present a chance to contribute. The co-Chairs are responsible for running the meeting, please support them to keep to time. Certain topics discussed will be confidential, therefore Scientific Advisory Group members are asked to be mindful not to repeat such information outside of the meeting.

2. Remit and responsibilities

The remit and responsibilities of the Scientific Advisory group are to:

1. Provide scientific expertise, advice and hands-on support in delivering the project's programme of activities, e.g. by
 - a. supporting editorial commissioning processes and working with Editorial Boards;

- b. providing AMR-related content for the Society's channels, e.g. blogs and opinion pieces;
 - c. working with the Education and Outreach Network to develop resources;
 - d. putting forward proposals for AMR-related scientific meetings; and
 - e. organising project events, e.g. the online seminar series; and
2. Proactively report to staff on upcoming scientific opportunities and news in the field of AMR that pertain to the project's solution areas (diagnostics, surveillance, therapeutics and vaccines). Upcoming opportunities include conferences and meetings; innovative research; collaboration and media opportunities, among others.

Members of the Scientific Advisory Group are expected to be actively involved with the delivery of project activities and be highly engaged with individual activities, in some cases having direct ownership for them.

2.1 Reporting lines

There will be reporting lines to and from the Impact and Influence Committee and to Council through the Scientific Advisory Group's co-Chairs, as well as through the future co-Chairs of Impact and Influence Committee who will be invited to join the Scientific Advisory Group when they start their term as Committee co-Chair (see 5.1.6).

Impact and Influence Committee will receive a monitoring and progress report on the project at each of its meetings, which will also be available to the Scientific Advisory Group and to Council in their papers to note.

3. Duties

The Scientific Advisory Group's duties include, but are not limited to:

1. Submission of at least one AMR event proposal to the rich and varied programme per year;
2. Regular proposal of journal content topics and potential author names to Editorial Boards via the Group of AMR representatives;
3. Organisation of the scientific content for the AMR online seminar/webinar series;
4. Providing a representative to the Division's organising committee for the AMR standing forum at Annual Conference;
5. Working with Champions to delivery outreach and educational KO AMR activities;
6. Providing expertise and advice to staff on an individual level where it is appropriate and relevant, as well as keeping staff proactively informed of opportunities and news from their field of AMR; and
7. Representing and promoting the Knocking Out AMR project at events as deemed appropriate by the Society.

Each group member will be expected to take on direct and active responsibility for at least one of the duties listed above. If they are unable to do so due to other time commitments, the co-Chairs and staff may ask for a meeting to discuss alternative ways for the member to contribute to the KO AMR project.

4. Membership

4.1 Composition

1. The Scientific Advisory Group is a member-only body and represents of the voice of the membership in the project.
2. The Group's composition should adequately represent the project's four solution areas (diagnostics, surveillance, therapeutics, vaccines). Having representatives from different sectors on the Scientific Advisory Group is an important secondary criteria.
3. Members should have sufficient expertise and experience to report back to staff on upcoming scientific innovations and news in their field, to fulfil the horizon-scanning function outlined in section 2.2.
4. The Group's composition should represent a broad geographic spread to ensure the project can fulfil its international aims.
5. The co-Chairs will remain the same for the duration of the project or until they choose step down (see the project's co-Chairs' Terms of Reference for further details).
6. New co-Chairs of the Impact and Influence Committee are invited to join the Scientific Advisory Group and can provide a reporting line between Impact and Influence Committee and the Scientific Advisory Group, if they choose to join.

Additional Society members can be requested to attend certain meetings ad hoc to address specific knowledge requirements or assist with input into specific project activities.

The Scientific Advisory Group is supported by the Head of Engagement and Storytelling, Charlie Holtum (c.holtum@microbiologysociety.org) and the Projects Delivery Lead, Pippa Evans (p.evans@microbiologysociety.org). Other members of staff attend meetings as appropriate.

4.2 Membership terms

Project activities will run for the course of the Society's five-year strategy until the end of 2027, and potentially beyond. While there is no term limit on the membership of the Scientific Advisory Group, the membership will be reviewed annually and changes or additions may be made at any time to suit the project's needs. Any changes to the membership will need to be approved unanimously by both co-Chairs.

Membership of the Scientific Advisory Group will be reviewed annually on the basis of engagement, e.g. through contributions made to the delivery of project activities and through the expert input provided to shape future project activities.

If members are unable to attend a meeting they will be expected to provide input and thoughts on the meeting agenda to the co-Chairs in advance of the meeting so these can be taken into account. If a member misses two meetings in a row, they will be asked to step down from the Scientific Advisory Group, unless there are extenuating circumstances to consider.

All members of the Scientific Advisory Group will be expected to actively contribute to Knocking Out AMR activities. If a member of the Group is unable to commit to delivering project activities for an extended period, they may also be asked to step down from the Scientific Advisory Group, unless there are extenuating circumstance to consider.

4.3 Data

Data, reports, commentary, recordings and all other media outputs resulting from the project will be the property of the Microbiology Society and cannot be reproduced or used for any other purpose without the explicit agreement of the Society.

4.4 Quorum at meetings

A quorum of half of the Scientific Advisory Group is required at each meeting in order to pass decisions.

If the Scientific Advisory Group comprises an even number of members the two co-Chairs have the casting vote. If only one of the co-Chairs is present, they shall have the casting vote.

5. Processes

5.1 Meeting schedule

The Scientific Oversight Group will meet at least twice a year. Two of those meetings will be held approximately one month to six weeks ahead of the Society's Committee meetings in May and October. In addition, it will transact its business between meetings by email and online meetings to ensure timely and appropriate delivery of project activities.

5.2 Working with the Education and Outreach Network

The Scientific Advisory Group will identify one of its members to work with the Education and Outreach Network and to input on its behalf on the development and production of educational AMR resources.

5.3 Programming and working with Divisions and Scientific Conferences Panel

- Scientific Conferences Panel has approved the recommendation to run a standing 'Knocking Out AMR' forum during Annual Conference, starting in 2025. A representative of the Knocking Out AMR Scientific Advisory Group shall join the organising committee for the forum in the planning and reviewing of the abstracts, which typically happens during November, December and early January each year. This responsibility can be assigned to the same person every year or can rotate periodically.
- The Annual Conference programme may include symposia focussing on or related to AMR. Once the programme for the coming year is finalised, the Scientific Advisory Group will be informed of relevant symposia. The general assumption is that symposia will not be branded as 'Knocking Out AMR' due to their specific focus and angles defined by Divisions and Scientific Conferences Panel; however, where relevant, symposia may be associated with the Knocking Out AMR project.
- The Scientific Advisory Group shall submit event proposals to contribute to the Society's rich and varied programme (at least one per year). Ideas for such proposals shall be put forward during the Scientific Advisory Group's meetings and passed on to the Society's Programme Development Manager who will review them in light of other existing plans and get in touch with the relevant individuals to take these forward appropriately and assist in developing and submitting the proposal.

5.4 Relationship with Publishing Panel and Editorial Boards

Each Editorial Board, with the exception of *International Journal of Systematic and Evolutionary Microbiology*, will be asked to appoint an informal representative who will responsibly for following the leads and suggestions generated by the working group. Where a journal has dedicated editors who handle AMR submissions, they shall be selected appropriately within this group; otherwise, the Editor-in-Chief and the Publishing Editor will identify the most appropriate editor for this role. This group of representatives (KOAMR board representatives) will be the first point of contact for editorial matters relating to the project.

The Scientific Advisory Group shall not be responsible for content commissioning or other editorial decisions. Instead, they shall regularly provide recommendations on:

- key people to approach to author research articles, reviews, perspectives;
- topics to include in commissioning activities, including but not limited to policy and new developments.

These suggestions shall be put forward by the Scientific Advisory Group during its meetings. When suggestions are time-sensitive, they can be emailed to staff who will then discuss them with the representatives on the Editorial Board, as a group. Once a decision has been made on the best journal for each piece of content, the standard commissioning workflow shall be followed. The same process should be followed for manuscripts authored by the Scientific Advisory Group (or a subset of it) based on the project or the work of the group itself.

5.5 Communication via email

Due to the scale, longevity and complexity of the Knocking Out AMR project, the staff project team will need to rely on the Scientific Advisory Group for swift and effective communication outside of its meeting schedule. To aid this, the project team will update the Scientific Advisory Group regularly by email between meetings.

Where time-sensitive responses or input from the Scientific Advisory Group is needed, the staff project team may set a deadline for responses to be received. Where a member of the Scientific Advisory Group is unable to respond within the timeframe, a reasonable extension will be given. The need for an extension should be flagged as soon as possible to the project team.

6. Competing/Conflicts of Interest

6.1 Declaring interests

It is understood that the Knocking Out AMR project will involve significant collaboration with other organisations. These collaborations will vary in nature and could result in direct or indirect financial support for either party. Whilst utilising the networks of members of the Group is essential, the Society endeavours to be transparent in all its activities. As such, members of the Scientific Advisory Group must declare all relationships and interactions with relevant stakeholders.

All Scientific Advisory Group members will complete a Register of interests on joining the Group and are required to check and, if necessary, update their entries on the Register. Scientific Advisory Group members are expected to declare any interest which may give rise, in the opinion of a reasonable person, to a conflict or the appearance of a conflict, in relation to a matter under consideration by the Group or the Knocking Out AMR project team