

Terms of Reference

Edinburgh Infectious Diseases (EID) Vision and Objectives

EID, led by the University of Edinburgh (UoE), is a cornerstone of interdisciplinary collaboration, driving innovation and delivering solutions to one of the most pressing global challenges of our time— infectious diseases.

- Aligned with the University's Strategy 2030, EID fosters a vibrant research ecosystem that transcends disciplinary boundaries, supporting UoE's commitment to reaching the UN Sustainable Development Goal 3 for Good Health and Wellbeing, providing the vital research that underpins strategic local and global policymaking by governments and key opinion formers.
- EID fosters teaching and training in infectious diseases and related disciplines, developing the next generation of infectious disease researchers and leaders.
- EID promotes cross-campus connectivity, uniting over 1,000 infection researchers across colleges, campuses, and partner institutions, creating an inclusive community for the infectious disease researchers across Edinburgh.

Core activities

Since its initiation in 2012, EID has been instrumental in eroding the geographic barriers to communication and collaboration between researchers occupying different sites and affiliated to different Colleges in the UoE and external partner Universities and research institutes. This integration fosters collaboration, enhances innovation, accelerates impactful research, and solidifies the UoE's position as a global leader in infectious disease research, as well as enhancing research culture.

Every year, this community wins a substantial proportion of the UoE's grant income and publishes several hundred papers, including a large proportion of REF returned publications and impact cases. This connectivity underpins the increasingly broad expertise required to respond to funding calls and provides a focus for training and the sharing of best practice as well as providing thematic expertise in priority areas.

Annual activities usually include:

- Annual symposium
- Representing the membership to external stakeholders
- Small themed workshops to scope funding bids
- Supporting delivery of training and teaching
- Supporting funding bid preparation
- Thematic showcase symposia
- Weekly newsletter and announcements of opportunities
- Website and social media updates
- Winter lecture

Membership of EID

Over 95% of members are affiliated to the UoE with other partner institutions located within Edinburgh also represented in the membership, including Herriot Watt University, Moredun Research Institute, Napier University, Queen Margaret University, Scotland's Rural College and NHS Lothian.

Members tackle topics as diverse as biomarkers of infection, delivery of healthcare in unstable settings, antimicrobial resistance, neglected tropical diseases, One Health, the evolution and ecology of infectious agents, host-pathogen-vector interactions, transmission, contemporary and historical epidemiology and surveillance, politics and economics of infections, and discovery and delivery of therapeutics and

vaccines. Moreover, the breadth of the members' infection-related research landscape encompasses all the UoE priorities: health and disease, harnessing AI/data for public good and tackling the climate crisis.

Members are:

- Researchers at any career stage from student (undergraduate and postgraduate) to principal investigator working on an infection-related topic from an array of different backgrounds, encompassing basic sciences, social sciences and humanities, human clinical and veterinary scientists, hospital practitioners and allied health professionals
- Technicians, technologists, or facility managers that deliver services or platforms supporting infection-related research, diagnostics, or care
- Professional services supporting infection-related research
- Research group leaders and senior NHS clinicians are listed as members on the EID website. Staff and students working in their research groups are also regarded as members.

Members are expected to engage with the dynamic group of like-minded researchers in EID, but have no additional responsibility.

Stakeholders

The public, industry and commercial organisations, those in policy and governance, funders, advocacy organisations, the media, and other HE institutes interact with EID to access its members and utilise its oversight of the infection landscape.

Purposes

EID works to support and represent the infectious diseases community via the following key activities.

What	Who	How
Deliver a strong, easily recognisable brand for infection research throughout Edinburgh, for the community and stakeholder engagement	EID members UoE strategy Stakeholders	Communications
Inform infection community of opportunities for collaboration, funding, other activities	EID members UoE strategy Stakeholders	Communications
Provide a coherent, coordinated and united voice from infection community to UoE and external stakeholders	EID members UoE strategy Stakeholders	Research development Communications
Foster a world class research environment with a positive culture within the community	EID members UoE strategy	Network building
Provide networking opportunities for the community to facilitate interdisciplinary research and new collaborations	EID members UoE strategy	Network building
Facilitate development of established and emerging areas of research, and promote innovation and translation with UoE, Scotland and UK-wide partners	EID members UoE strategy Stakeholders	Research development
Initiate and support the development of interdisciplinary research funding bids, and contribute to REF returns	EID members UoE strategy	Research development
Support development and delivery of postgraduate and professional training and support undergraduate courses with infection contents	EID members UoE strategy	Teaching development training

Governance and Structure

Executive Committee

The Executive Committee (EC) has a composition that reflects the breadth of career stages at PI level, from new fellows to senior professors and other diversity indices of the membership. The Directors, Development Manager and EC suggest members and expressions of interest from the membership are encouraged. EC members are recruited for a typically of 3-5 years which is extendable by mutual agreement and are drawn from across the UoE's colleges and its partner institutes to include:

- Director(s)
- Principle Investigators (PIs) who represent the depth and range of infection activity, contribute to strategic areas or organisational units across the UoE and partner institutions
- Professional Services staff including the Development Manager; Communications Officer; and Events, Training, Administrative and Project Officer(s)

Key activities of Executive Committee members

- Attend monthly meetings and represent a constituency within the membership reflective of geographical location and research area/unit.
- Advise the Directors and Development Manager on strategic research-related and training opportunities, infrastructure needs and engagement in their areas/units.
- Lead or contribute to workings groups and strategic activities in their specialist areas.
- Support representation of EID in interactions with other cross-college/institution networks and groups.
- Provide updates on significant achievements, opportunities or appointments in their areas/units at regular intervals to EC meetings.
- Contribute to planning annual meetings, symposia, workshops and lectures.
- Volunteer to help assess prizes and other awards and contribute to selection committees for EID hosted studentships.
 - Support training and development opportunities for undergraduate and postgraduate students, postdoctoral fellows and ECRs in infection.

Specific activities undertaken by committee member, as required and agreed by the committee:

- Lead for key themes of research strength and innovation
- Liaison with the Edinburgh Research Office
- Liaison with Edinburgh Innovation
- Representation for clinical practice, veterinary research, and relevant schools/units within the UoE
- Liaison with other Cross College Networks
- Lead for Early career researcher development
- Lead for EDI and Research Culture

Director(s)

Director(s) are appointed for 3-5 years which can be extended by agreement with Heads of College (HoC). Positions will be advertised and applications open from all members of EID. Appointments are made by HoCs or other senior leadership of UoE as outlined when calls for expression of interest are made, and may involve formal interview.

Key activities in collaboration with the EID Executive Committee

- Shape EID strategy with input from the EC, broader membership of EID, and Strategic Advisory Board (SAB).

- Identify strategic opportunities for infection research, training or engagement, establish working groups and identify potential leads for collaborative activities.
- Advising HoCs/Research Deans or other stakeholders on how EID can contribute to initiatives, including cross-college synergies.
- Engage with other cross-college/institution networks and groups to share best practice and learn from others.
- Represent and advocate for the EID membership in interactions with funders, stakeholders, the UoE and partner institutions.
- Develop and maintain strategic overview of training opportunities for undergraduate and postgraduate students, postdoctoral fellows and ECRs in infection.
- Support Development Manager in day-to-day operations of EID.
- Plan activities with Development manager, including annual meetings, symposia, workshops and lectures with input from EC, and work with Development Manager, Project and Communications Officers to deliver activities.
- Ensure fair and transparent processes for award of Ker Memorial Prize, Ker Memorial PhD studentships, and any other awards made by EID.
- Promote inclusivity and diversity in all EID activities and ensure membership of EC and other bodies reflects the diversity of EID.
- Help prepare the regular (annual) report on EID activities and outputs with the Development Manager, and present this to the Strategic Advisory Board, (SAB).
- Work with Colleges, (HoC, College Registrars and other senior leadership of UoE) to ensure EID has an operational budget to deliver activities and to ensure retention of key Professional Services staff.

Strategic Advisory Board

The Strategic Advisory Board (SAB) consists of senior academics and directors of key units, or their representatives, drawn from across the UoE's colleges its partners. Including but not limited to:

- Heads of College
- Heads of School/Units within UoE
- Vice Principle for Research and Enterprise
- Senior representatives from partner institutions
- EC theme leads
- Other Cross College Networks

Development Manager

Key activities

- Work with EID Directors and Executive Committee to deliver strategic aims, as agreed by the Directors, EC and SAB
- Lead communications and engagement strategy with internal and external partners and stakeholders
- Identify analyse and develop opportunities for new funding, for research or training opportunities, including coordination of funding applications
- Lead delivery of pilot projects and existing EID programmes
- Develop activities and support members with Industrial Engagement
- Lead and manage Project and Communications Officers to support delivery of DTPs, training, development and other network activities

Communications Officer

Key activities

- Identify, create and distribute content based on EID research outputs and activities,
- Delivery of EID communications strategy at multiple levels – within EID network; across UoE and partner organisations; external stakeholders
- Promote the profile of EID and its members with internal and external partners, stakeholders and the general public
- Develop, update and maintain EID website and social media platforms
- Plan and deliver events for EID members and other audiences, including public engagement

Events, Training, Administrative and Project Officer(s)

Key activities

- Administer training and postgraduate programmes managed by EID
- Administrative support for EID including maintenance of mailing lists, membership information
- Secretariat support for Directors, Development Manager and Executive Committee
- Financial accounting and budget operations
- Logistics and delivery of events and activities as needed

Papers

Remit, annual reports and membership are publicly available on EID's website. Monthly Executive Committee meeting dates and papers (unless of a confidential nature) are EASE-protected and available on a dedicated page of the EID website for the full membership at the UoE to access (and accessible via sharepoint for Executive Committee members in partner institutes).

Working groups

Strategic or special projects and core activities are identified and discussed by the Executive Committee for prioritisation. Short life working groups (SLWG) are supported by the Executive Committee and EID Professional Services staff to develop and deliver special projects, particularly those directed at funding acquisition.

- Size and duration of working groups is determined by project needs, including deadlines
- Members of working groups are self-selecting and/or invited
- Members usually consist of Executive Committee members and the broader membership
- SLWGs offer career development opportunities, particularly for Early Career Researchers, alongside strategic deliverables

Meeting Frequency

- Executive Committee meets monthly
- Strategic Advisory Board meets annually
- Short Life Working Groups meet as determined by project needs

Reporting Route

- Annual Reports Provided to Strategic Advisory Board
- Executive Committee members report updates in writing for info, or during EC meetings
- SLWGs report to the EC and to the EID Directors and Development Manager
- ToR are revised and renewed on a 3 yearly basis