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Description automatically generated with low confidenceLCNTDR Executive Board**

**Terms of Reference**

**19 October 2022**

**BACKGROUND**

The London Centre for Neglected Tropical Disease Research (LCNTDR, the Centre) is an innovative research platform established in 2013 to improve collaboration and coordination among NTD researchers in pursuit of a world free of NTDs.

Since its inception, LCNTDR members have advanced key research areas around the clinical significance, epidemiology, biology, control and elimination, and health economics of NTDs. The Centre has played an important role in communicating the results of these studies to diverse audiences, including funders, members of the scientific community, governments, policy makers, and other stakeholders to ensure that results are used to improve and refine NTD strategies and policies.

Over the last year the Centre has experienced several significant changes. In 2022, Joanne P. Webster FMedSci, Professor of Parasitic Diseases at the Royal Veterinary College/Professor of Infectious Diseases at Imperial College, was appointed Director of the LCNTDR, succeeding Professor Sir Roy Anderson, who stepped down after almost ten years of service.

In 2021, LCNTDR broadened its mission and objectives to align with the World Health Organization road map for neglected tropical diseases 2021-2030, and welcomed six new member institutions to the fold. Notably, in 2022, LCNTDR welcomed the Ethiopian Public Health Institute as a member. EPHI is the first non-UK based institution to gain membership, which has been a deliberate process to engage research institutions in the countries most affected by NTDs.

**RENEWING THE LCNTDR EXECUTIVE BOARD**

In 2022, LCNTDR will renew its Executive Board. The rotation of the Executive Board is driven by several factors, including the retirement of several board members. It is also an opportunity to ensure representation across all LCNTDR members to identify strategic priorities to maximise the Centre’s contribution to WHO NTD road map targets.

The Executive Board will include a steering committee, which consists of the Director (Prof, Joanne Webster), Immediate Past Director (Prof. Sir Roy Anderson) and Deputy Director (Dr Tim Littlewood). The rest of the board would be composed of a small group of representatives employed by member institutions.

The Centre is managed by LCNTDR Centre Manager and Director, but strategic input from the board is essential for the Centre to optimise its reach and impact.

**TERMS OF REFERENCE**

All LCNTDR Executive Board members are expected to:

* Attend and be actively involved in LCNTDR board meetings at least once a year
* Provide strategic guidance on the development of LCNTDR research afternoons and events
* On request, provide support to develop LCNTDR submissions to conferences
* Respond to calls for nominations. For example, recommend junior researchers to write blogs for the LCNTDR website or to present at LCNTDR events
* Act as an LCNTDR ambassador and promote LCNTDR events internally and externally
* Encourage colleagues and students to sign up as members
* Share news and opportunities with LCNTDR that can be promoted / spread awareness, including when work has been published or new research collaborations founded

This is not a paid role, nor is your agreeing to be part of the board legally binding in anyway.

If you feel that you have capacity to be a member of the LCNTDR Executive Board and have expertise to share with the Centre, then please complete the short form below and email to LCNTDR Centre Manager, Kathryn Forbes ([k.forbes@imperial.ac.uk](mailto:k.forbes@imperial.ac.uk)) by 18 November 2022.

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| --- | --- |
| Name and title |  |
| Institution |  |
| Job title |  |
| Phone number and email address |  |
| Short bio referencing experience related to NTD research |  |
| Why you would like to be part of the LCNTDR Executive Board? |  |
| I have read the “Terms of Reference” and feel I have capacity and expertise to contribute to the future of LCNTDR. I understand that this is not a legally binding document and being part of the Board is not a paid position.  Signed: Date: | |