UKCRF NETWORK

**Industry Liaison Work Group
Terms of Reference**

Contents

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Introduction

A work group is a specialist group that have come together at the request of the UK Clinical Research Facility (UKCRF) Network (with the agreement of the Senior Management Team), with a specific area or piece of work in mind, which can be finite or ongoing. The main purpose of a work group is to develop and share best practice.

Objectives and Purpose

The Industry Liaison Group was established to support the UKCRF Network in achieving its objectives related to industry activities associated with early phase commercial trial delivery and experimental medicine research, and the strategic programmes of Work Package 2.

The primary purpose of the group is to:

- Bring together a group of peers and industry liaison experts from across the UKCRF Network.
- Cultivate a collaborative approach across CRFs with regards to industry liaison and commercial partnerships, sharing resources and overcoming challenges.
- Support our relationships with industry partners, promoting UK and Ireland CRFs as a preferred destination for early-phase studies.
- Drive forward initiatives to enhance CRF multi-site studies and provide support for related topics such as costs and infrastructure needs.

Each work group sets annual objectives, which are accessible to members via the Group's MS Teams channel. The Industry Liaison Work Group is part of the UKCRF Network's Work Package for Strategic Leadership (WP2). More information about the broader objectives of this Work Package can be found on the Network's website.

Scope of Work

- **Sharing Best Practice:** Facilitating the exchange of best practices among CRFs to support effective industry liaison, business development and commercial partnership management, and commercial trial set up/delivery across the Network.
- **Guidance Document Development:** Creating comprehensive guidance documents and tools to underpin and streamline practice in industry liaison, business development, commercial partnership management, and commercial trial set up/delivery across the Network.
- **Staff Networking and Development Forum:** Providing a platform for CRF staff to discuss relevant topics through group meetings, online forums, and workshops.
- **Supporting Other Commercial Activities:** Working with other Network groups to understand where Industry Liaison Group can support and lever other activities.
- **Supporting Collaboration**: identifying and facilitating opportunities for strategic partnership development across the Network.
- **Remaining Relevant and Responsive:** Liaising with relevant organisations to ensure that the work of the group is up to date, responsive and complementary to that of other key research organisations and structures.
- **Supporting the UKCRF Network Conference:** using the expertise and connections of work group members to design and deliver engaging workshops.

Responsibilities

Group Chairs:

- Regularly update and refine relevant guidance documents and tools to reflect evolving standards and regulations.
- Ensure members meet the membership criteria (by working with the Project Officer), and encouraging diversity where appropriate (e.g., geographically, professionally).
- Agree and deliver annual objectives for the group.
- Establish and oversee task-and-finish groups to deliver specific objectives, when required.
- Organise and facilitate group meetings, online forums, and workshops to encourage collaboration and knowledge exchange.
- Promote a culture of effective and collaborative industry liaison in CRFs across the Network.
- Contribute to and/or support educational sessions for staff at the Network's Annual Conference.

Group Members:

- Actively contribute to the group's objectives and attend scheduled meetings and events.
  - Members are encouraged to attend all meetings to ensure group cohesion and support group objectives.
  - While occasional absence is understood, members should, where possible, arrange for a suitable deputy.
  - Membership will be reviewed annually, considering attendance and contribution, and may be revised if necessary.
- Share expertise, local practices, and peer support with the group to promote best practices.
- Promote group resources and key messages with colleagues at their respective CRF.
- Join task and finish groups to support the maintenance and development of tools, training resources, and guidelines.
- Obtain approval from their Line Manager or CRF Manager before joining.

Membership Criteria

The Industry Liaison Work Group consists of representatives from various CRFs/and or host organisations across the UK and Ireland who have expertise and experience in industry liaison, business development and/or commercial partnership management.

This is an open group, but single representation from each organisation is encouraged.

The Chair may invite members from outside the CRFs if their expertise aligns with the group's purpose and areas of work, such as representatives from partner networks or research infrastructure.

The Operations Team manages the storage and sharing of group member details in line with the [UKCRF Network Staff Data Management Policy](#). Members' contact details will be shared with other members of the group via a private Google Sheet. Members can only access these details if they have a Google-linked account.

Meeting Management

The Group will meet for every two months via MS Teams in addition to an annual face-to-face meeting, unless agreed otherwise with the WP Lead.

- The meeting must have a Chair/Co-Chair or nominated deputy present.
- Agenda must be set no less than three working days prior to the meeting.
- Representatives from other parts of the infrastructure may be invited as appropriate.
- Administrative support (agenda, notes/minutes) should be identified from an appropriate source.
- The virtual recording of the meeting should be shared with members within one week of the meeting date.
- A summary of the key messages and actions should be shared with members within two weeks of the meeting date.

Dissemination and Outputs

The Chair will upload the following documents to the Group's MS Team:

- Meeting agendas
- Meeting summary and action list
- Annual objectives
- Terms of reference

All new projects and pieces of work should be submitted to the WP Lead, Deputy Leads and Operations Team for review using the UKCRF Network's New Project Request Form.

The Group's MS Team can be used to share CRF documents with the members, and for task and finish groups to collaborate on project outputs. The Chair will work with the Operations Team to provide all the required information for the promotion and dissemination of project outputs and updates through emails, social media, website, workshops, conferences.

Leadership and Accountability

The Group Chair is appointed by the WP Lead and Deputies in line with the UKCRF Network Role Selection Process (2023-2028).

Reporting

The Group Chair will provide updates on group achievements, challenges, and upcoming initiatives to the WP Leads, who will then present these updates at SMT meetings.

Group activity will also be summarised in the UKCRF Network annual report and submitted to the National Institute for Health and Care Research (NIHR), the UKCRF Network's funder.

Review

This document will be reviewed every three years by the Chair to ensure that it's still fit for purpose. Any amendments should be submitted to the WP Lead, WP Deputy Lead and Operations Team.

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