1. PURPOSE AND SCOPE
This policy sets out the Terms of Reference for, and the function of, the Australia and New Zealand Scholarship and Grant Committee (ANZSGC) formerly the Board of Surgical Research which was established in 1999. The ANZSGC is the body responsible for the administration, co-ordination and monitoring of a number of RACS Research and Travel Scholarships, Fellowships and Grants.

2. KEYWORDS
Committee, Surgical, Research, Scholarship, Terms, Reference, Grant, Fellowship

3. BODY OF POLICY
3.1. Structure
The majority of members of the ANZSCG are appointed by the Specialty Training Boards of RACS, including the Australian Orthopaedic Association Federal Training Committee (FTC). The FTC has the delegated functions of a specialty training board for the SET program for Orthopaedic Training in Australia.

3.2. Duties and Responsibilities
ANZSCG has delegated authority, and, as such, is accountable to Council for the fulfilment of the duties and responsibilities outlined below:

3.2.1. Objectives
   a) To foster a research milieu within RACS
   b) increase RACS' research profile amongst Fellows, Trainees IMGs and the wider community;
   c) To be accountable to Council for reporting on any matters directed to it by Council and on any research related policy or matters of which Council should be advised;
   d) To ensure fiscal responsibility in maintenance of RACS bequests;
   e) To take an active role in directing research funding; and
   f) To develop and review policy relating to research.

3.2.2. Duties and responsibilities
   a) To create initiatives aimed at enhancing the research profile of RACS;
   b) To advise Council on matters pertaining to surgical research;
   c) To advise on budget priorities for research activities and recommend to the Resources Committee budget allocations for scholarship funds;
d) To ensure scholarship holders seek additional research funds from alternative funding bodies;

e) To consider and advise on research policy issues brought forward by other committees and to facilitate the development and implementation of these;

f) To be responsible for the full range of issues relating to the development and implementation of research policies;

g) To ensure that appropriate two-way communication channels are in place for information about research issues and the promulgation of policy decisions;

h) To ensure that an appropriate process is used to make timely decisions about the allocation of scholarships, fellowships and grants and their ratification by Council; and

i) To oversee all RACS research administration relating to the named awards.

j) The Chair will have the delegated authority to make decisions about the scholarship portfolio in the period between meetings.

3.3. Powers

ANZSCG has such executive powers and decision making authority as the Research and Academic Surgery Committee delegates to it in order to carry out its function. This may include approval of policies, manuals, and plans and appointment of members.

3.4. Composition and Size

ANZSCG will consist of at least 16 members:

- Chair, who is a RACS Councillor
- Deputy Chair
- Board of Cardiothoracic Surgery representative
- Board in General Surgery representative
- Board of Neurosurgery representative
- Australian Orthopaedic Association Federal Training Committee representative
- New Zealand Board of Orthopaedic Surgery representative
- Board of Otolaryngology Head & Neck Surgery representative
- Australian Board of Plastic & Reconstructive Surgery representative
- New Zealand Board of Plastic and Reconstructive Surgery representative
- Board of Paediatric Surgery representative
3.5. Tenure and Method of Appointment

Members of ANZSCG are appointed for three year terms and are entitled to serve a maximum of nine years consecutively.

The Chair is to be nominated by the Chair of the Research and Academic Surgery Committee (RASC) and ratified by PDSB. The Deputy Chair is to be nominated by the Chair of ANZSCG and is ratified by RASC. The respective Specialty Training Boards will be responsible for appointing one of their own members to ANZSCG.

3.6. Meetings

ANZSCG will hold three meetings per year and any other meetings deemed necessary. The President and Chief Executive Officer may attend any meeting and the President may chair any meeting. Invited persons are welcome to attend all or part of a meeting but do not have voting rights.

3.7. Quorum

Five members of ANZSCG will constitute a quorum.

3.8. Accountability

ANZSCG is accountable to RASC for fulfillment of the duties and responsibilities outlined in the Terms of Reference.

3.9. Reporting Structure

3.9.1. ANZSCG is to approve successful scholarship/award applicants each year. The outcome of successful scholars will be reported for noting to the Executive Director of Surgical Affairs (EDSA) in Australia and New Zealand and to PDSB.

3.9.2. ANZSGC to approve new scholarship policies and changes to existing policies. These are then noted by RASC and the Foundation for Surgery and final approval remains with PDSB.
3.9.3. ANZSCG proceedings shall be recorded in minutes and be reported to RASC through the Academic Surgery Committee (ASC) for noting.

3.9.4. ANZSCG shall provide reports to the Foundation for Surgery.

3.10. Secretariat
The Secretariat will be the ANZ Scholarship and Grant Coordinator.

3.11. Access to policy
This policy may be accessed by RACS and staff.

3.12. Communication
ANZSGC Members will be notified of the policy or any changes to the policy that impact them by email. Other stakeholders are encouraged to check the RACS website on a regular basis to keep up to date with policy changes.

4. ASSOCIATED DOCUMENTS
PRC: Research Scholarships - General
PRC: Travel Scholarships - General
MANUAL: The Chairing and Participating in Meetings Manual

Approver RASC
Authoriser Council