

Expert Advisory Group (EAG) Terms of Reference

October 2019

Purpose

The purpose of the Expert Advisory Groups (“the Groups”) is to advise and assist on matters relating to the development and delivery of the General Optical Council’s (GOC) Education Strategic Review (“the Review”), as follows:

- contribute expert knowledge in the further development of the Education Standards for providers and the Learning Outcomes for students;
- provide expertise in the development of the Practical Skills and Procedures document for newly qualified professionals;
- provide advice, support and assistance in the creation of the Assessment Framework.

The Group is not a representative body and has no legislative and decision-making power, delegated authority or any role in project management.

Membership and Chair

The GOC invites members to participate based on skills and experience relevant to the ESR and not in any representative capacity. Members may change depending on the expertise required as the Review progresses.

The Group will be chaired by the interim Director of Education, or in their absence the ESR Project Manager. Meetings will be organised and administered by the Project Team.

From time to time other participants may be invited to attend a meeting of the Group in full or in part, where that is relevant to the Group’s work. The Group may be asked for ad hoc feedback between meetings by email or by phone.

Effective Participation

Each Group member agrees to:

- attend regular meetings and actively participate in the Group’s work to produce timely documents, and make apologies for absence in advance where they are unable to attend to the ESR project team at esr@optical.org
- ensure that any changes to optical education are focused on maintaining public safety and meeting future patient needs
- advise on aspects of the Review work in the context of the GOC’s public protection role
- maintain a genuine interest in the initiatives and the outcomes of the ESR project

- the publication of their names as part of this group

Frequency of Meetings, Location and Notice

It is anticipated that the Group shall meet every four to six weeks at the GOC offices in London, or via telephone or video conference. Dates and time of meetings will be scheduled far in advance, but this might change depending on need and as the Review progresses.

Unless otherwise agreed, an agenda and supporting papers, will be emailed to each member of the Group approximately five working days before the date of the meeting.

Group Governance

The Group and its members will operate in accordance with all relevant GOC policies and procedures, including those relating to confidentiality, conflicts of interest, fees and expenses, hospitality, and good conduct. More information on our policies can be found here: http://www.optical.org/en/about_us/our-governance/index.cfm together with links to our equality, diversity and inclusion policy.

The work of the Group, its membership and these Terms of Reference will be reviewed regularly. The GOC reserves the right to modify the Group's membership at any time in accordance with the needs of the ESR.