

Terms of Reference

MELODI Strategic Research Agenda Working Group (SRA WG)

1. Purpose and Objectives

- Maintain and update the MELODI Strategic Research Agenda (SRA) as a living document.
 - Identify knowledge gaps and prioritise research needs in low-dose ionising radiation risk.
 - Coordinate MELODI's input to cross-platform or partnership initiatives (e.g. Strategic Research and Innovation Agendas or joint roadmaps), by formulating and proposing research topics and priorities that reflect MELODI's SRA. In cases where the timeframe of an urgent request does not allow consultation of the full Working Group, the Chair, or in their absence the Vice-Chair, may represent the Working Group and provide input on its behalf, consistent with the MELODI SRA.
 - Recommend topics for MELODI workshops.
 - Advise the MELODI Executive Council (EC) on emerging issues, infrastructures, and education and training needs relevant to the SRA.
 - Carry out any task delegated to it by the Executive Council (EC) or the General Assembly (GA).
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2. Scope of Work

- Review and analyse new scientific evidence relevant to low-dose and low-dose-rate ionising radiation effects on human health.
 - Integrate knowledge across disciplines, including biology, epidemiology, dosimetry, and modelling.
 - Monitor developments in infrastructures, education, and training relevant to low-dose research and reflect them in the SRA.
 - Propose and prepare updates of the MELODI SRA on a regular basis, ensuring it remains a living document. The SRA shall undergo a major revision every five years, with interim updates as required.
 - Develop recommendations for topics to be addressed at MELODI workshops to support the SRA.
 - Collect and consolidate MELODI's input to joint European or cross-platform initiatives (e.g. Strategic Research and Innovation Agendas, roadmaps).
 - Provide reports and proposals to the Executive Council, and where appropriate the General Assembly, and undertake additional tasks as specifically requested by these bodies.
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3. Membership

- The SRA Working Group shall consist of approximately 10–12 members, including a Chair, a Vice-Chair, and regular members.
 - Members are appointed by the Executive Council, endorsed by the General Assembly, and drawn from MELODI member institutions to ensure disciplinary and geographical balance.
 - Chair and Vice-Chair are elected by the Working Group members for a term of three years, renewable once.
 - Members are normally appointed for a three-year term, renewable once, unless otherwise decided by the Executive Council.
 - Observers may be appointed by the Executive Council to ensure liaison with other MELODI Working Groups (e.g. Education & Training, Infrastructures) or external initiatives.
 - Members are expected to actively contribute expertise, participate in meetings, and take part in drafting and reviewing SRA documents.
 - Membership is reviewed periodically by the Executive Council to ensure relevance and balance of expertise.
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4. Roles and Responsibilities

Chair

- Convenes and chairs meetings of the Working Group.
- Ensures that tasks and deliverables (e.g. SRA updates, workshop recommendations) are delivered on time.
- Acts as the main liaison between the Working Group and the Executive Council.
- Represents the Working Group in MELODI meetings and external events, when requested.

Vice-Chair

- Supports the Chair in coordinating the work of the Group.
- Acts as Chair when the Chair is unavailable.
- May take responsibility for specific tasks as delegated by the Chair or the Working Group.

Members

- Contribute expertise in their scientific fields.
- Participate actively in meetings, discussions, and drafting of documents.
- Review drafts and provide constructive feedback to ensure quality and balance in the SRA.

Observers

- Ensure liaison with other MELODI Working Groups (e.g. Education & Training, Infrastructures).
 - Provide input and updates relevant to their domain of representation.
 - Participate in discussions but do not take part in formal decision-making.
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5. Meetings and Decision-Making

- The Working Group shall meet at least twice per year, either in person or virtually. Additional ad hoc meetings may be convened by the Chair as needed.
 - Meeting agendas and supporting documents shall be circulated by the Chair at least one week in advance.
 - A quorum is reached when at least half of the members are present.
 - Decisions are taken preferably by consensus. Where consensus cannot be achieved, decisions shall be taken by a simple majority of members present.
 - Observers may contribute to discussions but do not participate in formal decision-making.
 - Minutes of each meeting, including action points and responsibilities, shall be prepared and circulated to all members within two weeks after the meeting.
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6. Deliverables

- Updated versions of the MELODI Strategic Research Agenda (SRA), including regular revisions to maintain it as a living document.
 - Recommendations for topics to be addressed at MELODI workshops.
 - Consolidated input from MELODI to cross-platform or European initiatives (e.g. SRIA, joint roadmaps).
 - Reports on Working Group activities and proposals submitted to the Executive Council and, where appropriate, to the General Assembly.
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