

Appendix 2: Checklist Terms of Reference of an Investigation Panel

The Designated Officer (DO) will provide the Terms of Reference for an Investigation Panel. The Terms of Reference should include:

The date the complaint was received, the name of the complainant (where appropriate) and a brief description of the matter	<input type="checkbox"/>
Name of the respondent and a clear statement of allegations	<input type="checkbox"/>
A statement that the Panel is duly constituted in accordance with Managing and Investigating Potential Breaches of the Code for the Responsible Conduct of Research (Research Code) Procedure.	<input type="checkbox"/>
List of the Panel members	<input type="checkbox"/>
<p>A detailed outline of the scope and purpose of the Panel, which may include the following:</p> <ul style="list-style-type: none"> • to investigate the matter • to ensure that procedural fairness is afforded at all stages in the process to all involved • where possible, to maintain the confidentiality of all persons involved • to consider the protection of all involved • to review the allegations • to review the responses to the allegations provided by the respondent • to review the preliminary assessment report (including any external expert advice) • to identify and gather any other relevant evidence • to interview the relevant parties • to consider the evidence in the context of the principles and responsibilities of the Research Code • to make findings in accordance with this Procedure • to provide a report to the DO in a timely manner 	<input type="checkbox"/>
A statement about the secretariat support to be provided	<input type="checkbox"/>
An indicative timetable for the conduct of the investigation	<input type="checkbox"/>