[Insert organisation name/logo]

**[Insert name of Advisory/Reference/Collaboration Group]**

# TERMS OF REFERENCE [Insert Month and Year]

## Purpose

**[Insert background information and why this meeting/group exists include information on the objectives and outcomes of the group]]**

## Term

**[Insert information on when the group was established and the term of the group/terms of reference]**

## Membership

**[Insert information on the membership of the group and responsibilities including what constitutes a quorum]**

## Reporting Relationship

**[Insert information on any formal reporting relationships]**

## Confidentiality

**[Insert statement on confidentiality for e.g.** Members of the **[insert meeting/group]** are committed to maintaining the privacy and confidentiality of personal and organisational information discussed or shared as part of this collaboration. The information that the **[insert meeting/group]** collects or generates will only be used and shared between **[insert meeting/group]** members and for the purpose of the **[insert meeting/group]** objectives.**]**

## Meetings

**[Insert information on the frequency of meetings, location of meetings and other relevant information]**

## Ammenment, Modification or Variation

**[Insert information on the review schedule or other conditions which allow modification of the terms of reference.]**