**Terms of reference- Taskforce for Lung Health Industries Forum, February 2019**

1. **Purpose of group**

The Taskforce was first proposed by the British Lung Foundation (BLF) in spring 2017. From January 2018 it embarked on a year-long project to produce a five-year plan for improving lung health outcomes. At the end of this first phase of the project, its terms of reference were reviewed to reflect the desire of members to continue to work together, beyond the launch of the five-year plan at the end of 2018, to ensure the implementation of the plan’s recommendations, and to raise awareness of lung disease. The purpose of the Taskforce will be to:

* Campaign for the implementation of the policy recommendations set out in the five-year plan
* Monitor progress against the measures of success identified in the five-year plan
* Support the implementation of the respiratory clinical priority workstream in the NHS Long Term plan
* Raise awareness of lung disease, its causes and its effects

For more detail, please refer to the separate terms of reference document for the Taskforce.

The Industries Forum (IF) was established by the ABPI, co-chaired by the ABPI and BLF, as a task and finish group in Autumn 2017. Its purpose was to support and feed into the development of the Taskforce’s five-year plan for improving lung health. At the start of February 2019 its terms of reference were reviewed to reflect the fact that the task and finish group, as co-chaired by the BLF and the ABPI, had achieved its aims and was due to close in line with the publication of the Taskforce five-year plan for improving lung health.

The purpose of the IF from February 2019 will be to:

* Provide a means by which industry views are represented within the work of the Taskforce
* Provide a platform to update industry partners on the work of the Taskforce
* Help the Taskforce to campaign for the implementation of the recommendations in its five-year plan
* Support the Taskforce in developing a set of publicly accessible metrics to monitor progress against the NHS long-term plan for respiratory disease and against the Taskforce recommendations
* Update members and stakeholders about the work of the Taskforce.

The IF is comprised of members from pharmaceuticals, diagnostics and devices industries with operations and interest in the UK. The IF will seek to inform the Taskforce’s activities and act as a communications channel within their own organisations, and with their stakeholders, about the work of the Taskforce.

The Taskforce will agree and support a programme of influencing work to support the implementation of the Taskforce’s policy recommendations. This work will be led by Taskforce working groups. Individual organisations from the IF will have an option to express interest and be actively involved in the working groups (subject to Taskforce approval).

1. **Secretariat**

The secretariat of the IF will be provided by the BLF, with administrative support from a supporting communications agency. The forum will be chaired by Dr Alison Cook, Director of Policy and Communications at the BLF. As the chair and secretariat, the BLF will:

* Enable the flow of information between the Taskforce and IF and ensure this is useful and appropriate
* Relay proceedings of the Taskforce to the IF.

The ABPI will continue to sit on the Taskforce as an observing member. The ABPI will actively contribute to the group through discussion and inputting of material but will hold no voting rights in the event of any vote occurring. The ABPI and members of the IF have no editorial rights over any output from the Taskforce.

1. **Membership**

The following are members of the IF as at February 2019:

* AbbVie
* AstraZeneca
* Boehringer Ingelheim
* Chiesi
* GlaxoSmithKline
* Novartis UK
* Pfizer
* Roche
* Sanofi
* Seqirus

There is no restriction on the number of IF member organisations. Duration of membership of the forum will be ongoing unless a member organisation informs the secretariat of their intention to leave. Additional ABPI industry partners, non-ABPI industry partners, and non-pharmaceutical companies, may also sit on the IF.

1. **Funding**

Industry groups and companies may provide financial resources to the Taskforce which will be coordinated by the BLF. However, funding the Taskforce is not a condition of membership to the IF. Minutes of all IF meetings and decisions are available for publication if requested, though these will not be routinely published.

1. **Ways of working**

The Taskforce’s influencing work will take place predominantly in the form of four working groups which sit under the overall Taskforce umbrella, focussing on four initial priority areas in 2019. These priorities have been agreed by Taskforce members as follows: early diagnosis; medicines management; pulmonary rehabilitation, and data tracking.

Individual organisations and companies who are members of the IF will be free to request to join a working group, but companies would have no editorial control over the output and will be considered as a ‘non-lead’ member of the working group. The working groups will be led by an agreed member of Taskforce and project managed by an agency. The role of non-lead IF members will be to:

* input into the influencing plan for the workstream
* attend and contribute to internal working group meetings (as availability allows and deputising as appropriate)
* communicate within their own organisations the work of the working group
* update the working group and lead members on work of their organisation that is relevant to the working group.

For more detail on the governance of the four Taskforce working groups, please refer to the separate terms of reference document for the Taskforce.

It is anticipated that the IF will convene three times per annum. Additional virtual meetings may be convened from time-to-time. These meetings will be hosted by the BLF. Representation at these meetings will not exceed two members from any organisation or company.

1. **Review period**

This document will be reviewed in December 2019.