

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	
Name of the respondent and a clear statement of allegations	
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.	
List of the Panel members	
<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 	
A statement about the secretariat support to be provided	
An indicative timetable for the conduct of the investigation	