

# BNA Training & Accreditation Working Group

## Terms of Reference

These Terms of Reference (ToR) are to describe the purpose, scope and authority of the working group. They do not constitute part of the formal governance of the BNA. Instead, they are intended as a tool to help guide the group's activities and help it to generate useful outcomes.

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**Name:** Training & Accreditation Working Group

**Background:** One of the BNA's core objectives is 'assisting in the training of neuroscientists and other professionals engaged in neuroscience teaching and research'.

In 2023, the BNA formed an Accreditation Working Group to explore routes to accrediting neuroscience courses. Following this work, the BNA is developing a new training offer comprising of courses and events to support our aims of enhancing the professional development and expertise of BNA members and affiliated professionals. In addition to supporting our members and broader community, this activity has potential for significant income generation for the BNA and will become an important sustainable income stream for the Association.

The Training & Accreditation Working Group will continue to explore routes to accredit neuroscience courses and neuroscientists, and guide the BNA on how to best support our membership and wider community through accreditation and training activities.

**Purpose and scope:** The Training & Accreditation Working Group will guide the development, coordination, and evaluation of training programs aligned with the BNA's mission and goals.

The Training & Accreditation Working Group will advise the BNA Council and Executive team on key topics, skills gaps and training needs that will help the BNA in the delivery of its training offer.

The working group will ensure that our training activities are relevant, timely, and accessible to our diverse membership and broader community, including early-career researchers and experienced professionals.

The working group will continue to explore routes to accredit neuroscience courses and neuroscientists.

**Authority:** The Training & Accreditation Working Group does not have decision-making powers on behalf of the BNA. Actions may be delegated from BNA Council to this working group.

**Membership:** The Training & Accreditation Working Group is chaired by the BNA Trustee for Education and Engagement and supported by the BNA Head of Partnerships and Development.

Working group members should reflect the breadth of BNA member career stages, sectors and interests:

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At least three members of the group must be an undergraduate, postgraduate student or Early Career Member.

At least one member of the group must be a clinician.

The Training & Accreditation Working Group should consist of a maximum of 18 individuals. Appointments are decided and total size is regulated by the group.

**Term:** Initial term of the working group is 2 years during the set up phase of this new activity. The purpose, composition and membership of the group will be reviewed at the end of this 2 year period.

**Accountability:** All working group members must be familiar with the BNA's [Association policies](#), in particular the Equity, Diversity and Inclusion policy. All group members must agree to follow the BNA's 'Guidelines for individuals representing or acting on behalf of the BNA' and complete a Conflict of Interests form.

**Meeting arrangements:** Meetings will be held every three months, online. The group needs to have 25% of members present to be quorate.

**Reporting:** The Chair will report the Training & Accreditation Working Group's activities to the BNA Council at the quarterly Council and Committee meetings.

**Review:** The ToR can be reviewed at any time, but at least every year.