



Frequently Asked Questions – Australian Medical Research Advisory Board Chair

Where can I find Australian Medical Research Advisory Board (AMRAB) terms of reference?

AMRAB terms of reference 2021-2026 are accessible at <https://www.health.gov.au/resources/publications/mrff-australian-medical-research-advisory-board-terms-of-reference-2021-2026>

How will my suitability be determined?

The Department has several avenues to confirm the information provided in nominations, including information on the public record and enquiries made through our networks.

How will I know about the outcome of my nomination?

If you are successful, we will notify you via email. However, this will remain in-confidence until announced by the Minister for Health and Aged Care. Unsuccessful nominees will be notified via email in advance of the Ministerial announcement.

I am a potential applicant for MRFF grants – will I be considered?

AMRAB members cannot be recipients of MRFF grant funding during the period of their appointment. This does not apply to existing MRFF grant agreements that span the period of their appointment. Disclosure of interests by members, prior to, and throughout the life of an appointment, is a requirement of appointment. The process commences with completion of the Private Interests Declaration form as part of this nomination process.

I am a consumer not a researcher – will I be considered?

Yes. Consumers offer their personal experience and views from a different lens to health professionals and researchers. Consumer involvement is actively encouraged in all MRFF funded research and consultation processes. Individuals who also have expertise and experience in consumer issues related to health are encouraged to apply to join the AMRAB.

What is the time commitment?

Starting in 2025, AMRAB will hold joint meetings with the NHMRC Council. As a guide, meetings may occur 3 or 4 times per year for 1 day or 2-full days at a time. Meeting preparation involves reading and considering agenda papers in advance of the meeting and may including preparing materials or presentations. The AMRAB Secretariat can provide support in the preparation of materials and or presentations. Additional briefings and out-of-session meetings may be required as directed by the Chair and Deputy Chair.

The Chair and Deputy Chair are also expected to hold monthly online meetings for up to one hour with the Chief Executive Officer, Health and Medical Research Office, Department of Health and Aged Care.

Where and when are meetings held?

Meetings may be held via videoconference or in person. All travel and accommodation expenses associated with in person meetings will be booked by the Department and the provision of meals or meal allowance will be in accordance with the Commonwealth Remuneration Tribunal. You may also seek reimbursement for incidental expenses such as taxi fares and parking associated with in person meeting attendance.

Will I be remunerated?

Yes. The successful nominee will be in accordance with the [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2024 Complication No. 4](#).