
Here-turi-kōkā August 2025

Terms of Reference

Expert Advice and Practice Advisory Committee

Royal Society Te Apārangi

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Context

The Society operates under a private [Parliamentary Act](#) to advance and promote science, technology, and the humanities in New Zealand. Two of the Society's functions in the Act are:

- *'to provide expert advice on important public issues to the Government and the community'*
- *'to provide infrastructure and other support for the professional needs and development of scientists, technologists, and humanities scholars'* (includes research practice guidance)

An important part of carrying out these functions is selecting and prioritising topics.

Ideas for Society-generated expert advice topics can come from our staff, membership, external stakeholders, and general intelligence gathered through the likes of publications and media reports.

The Society assesses and prioritises potential topics against a set of criteria. Topics should:

- be relevant and important to Aotearoa New Zealand
- appeal to a broad public, government, and/or research sector audience
- have peer-reviewed research or other trusted knowledge bases available, including mātauranga Māori as appropriate
- have an identified and feasible pathway to influence
- be consistent with the Society's mandate and long-term strategy.

Purpose and functions

The purpose of the Expert Advice and Practice Advisory Committee is to provide the Society with advice and feedback on potential topics that align with the above criteria, and related opportunities and risks

The Committee:

- provides advice and guidance to the Society on potential new topics, risks and opportunities, and suitable experts
- evaluates progress of the advice work programme and assists in identifying and addressing bottlenecks, as well as emerging risks or new opportunities.

Members of the Committee must be able to work effectively together and, to their best endeavours, operate strategically in supporting evidence-based advice and guidance.

Committee members are not responsible for developing or defending the technical content of expert advice and practice guidance published by the Society; this remains with the experts and authors of the advice.

Committee composition

The Committee is drawn from the Society's Academy and broader membership, and its composition is flexible to maintain balance and breadth of perspectives. Ideally, the Committee will include:

- the President or alternative member of Council
- a member of the Academy Executive Committee
- Māori representative(s)
- diverse knowledge holders representing different disciplines and perspectives
- additional Committee members with particular expertise may be co-opted depending on the needs of the expert advice work programme.

The Society will appoint one member of the Committee as Chair.

The Director Expert Advice and Publishing at the Society is the primary staff member supporting the Committee.

Committee responsibilities

Meetings

Meetings will be at least twice a year in person or online as required. The time contributions of members will be voluntary. The Society will cover reasonable travel costs for in-person meetings.

Confidentiality

The views expressed by the Society and Committee in its meetings are confidential to the Society and Committee.

Code of Professional Standards and Ethics

The Society requires Committee members to adhere to its [Code of Professional Standards and Ethics](#).

Term of appointment

The Committee's composition will be reviewed annually.