
**Cambridge BioResource Management Committee
Terms of Reference**

Membership

The membership of the Committee shall comprise:

Position	Name	Tenure	Position on Committee
- Director of the NIHR BioResource - Director of Research and Development, CUH	Dr John Bradley	<i>Ex-officio</i>	Current Chair
- Director of the Clinical Research Facility, CUH	Professor Krishna Chatterjee	<i>Ex-officio</i>	Current Deputy Chair
- Scientific Director of the NIHR and Cambridge BioResources - Original founder of the BioResource	Professor John Todd	<i>Ex-officio</i> <i>Ad-hominem</i>	
- Director of the NIHR BioResource – Rare Diseases - Original founder of the BioResource	Professor Willem Ouwehand	<i>Ex-officio</i> <i>Ad-hominem</i>	
Original founder of the BioResource	Professor David Dunger	<i>Ad-hominem</i>	
Head of Operations, Clinical Research Facility	Caroline Saunders	<i>Ex-officio</i>	
Solicitor Consultant, Research and Development, CUH	Dr Mary Kasanicki	<i>Ex-officio</i>	
- Cambridge NIHR BioResource Manager - Original founder of the BioResource	Sarah Nutland	<i>Ex-officio</i>	
Associate Director NIHR BioResource	Dr Nathalie Kingston	<i>Ex-officio</i>	
Research Study Manager, NIHR BioResource – Rare Diseases	Sofie Ashford	<i>Ex-officio</i>	
- Representative of the Department of Neurology - Providing expertise in autoimmunity	Professor Stephen Sawcer	3 years: 1 April 2014 – 31 March 2017	

<i>(To be recommended to the Committee by the Department of Neurology)</i>			
Representative from the MRC Cognition and Brain Sciences Unit <i>(To be recommended to the Committee by the MRC Cognition and Brain Sciences Unit)</i>	Dr Duncan Astle	3 years: 1 April 2014 – 31 March 2017	
	To be appointed	<i>Ex-officio</i>	Secretary

The quorum for Committee meetings is 4 including the Chair (or Deputy Chair) but excluding the Secretary. The Chair and deputy chair will be elected by the committee.

Further points relating to membership

1. Members who are original founders of the Cambridge BioResource, or representing original founders, shall have no limit of tenure for their appointment to the Committee. Members in this category who wish to leave the Committee shall be asked to recommend a replacement person to attend the Committee on their behalf. The appointment shall then be formally approved by the Committee.
2. Members acting as a representative of a University/NHS department shall be recommended to the Committee by the department or unit where the person is based. The appointment shall then be formally approved by the Committee. Members are appointed for three years in the first instance. There is provision for the appointment to be extended for further periods of up to three years at a time, on the recommendation of both the member's department and approval by the Committee.
3. With effect from 23 October 2013, clinicians shall be invited by the Committee to attend, where relevant or when their cohort is being considered for enrolment to the BioResource, but shall not be invited to form part of the standing membership.
4. Observers may be invited to attend Committee meetings but will take no part in the discussions and decisions of the committee, unless invited to contribute by the Committee.
5. All members of the Committee shall have one vote each, excepting the Secretary, who shall be permitted to contribute to the discussions of the Committee but cannot vote. Observers and invited guests shall also not be permitted to vote.
6. Unless there are exceptional circumstances, if members do not attend the Committee for three consecutive meetings, their membership will lapse.
7. Where there is a conflict of interest, the relevant member of the Committee shall not participate in discussions or decision-making relating to that person.

Remit

- The Committee has ultimate responsibility for directing the overall activity of the Cambridge BioResource, its strategic direction and related policies. The Committee ensures that the actions of the BioResource supports its vision, purpose and aims and it is responsible for establishing the fundamental values and ethical principles.
- The Committee is not responsible for protecting the health and wellbeing of the Cambridge BioResource volunteers. The chair of the Committee is accountable to the Oversight Committee and the CBR volunteers.
- The Committee ensures that the BioResource is well run and delivers the outcomes for which it has been established. It determines whether there are relevant resources and capacity to complete studies that have been approved by the SAB.
- The Committee considers applications to enrol cohorts of patients/volunteers into the BioResource.

Reporting and other relationships

The Committee will report information to other committees as relevant. This will include (but not necessarily be limited to) the following:

- The CBR Scientific Advisory Board
- The CBR Oversight Committee
- The Operations Committee
- The NIHR BioResource Steering Committee
- Other committees as relevant

Frequency of meetings

The meetings are held every two months but interim meetings can be arranged if necessary. Decisions can also be made via email circulation where required.

Confidentiality

All members, observers and invited guests, are bound by the requirement not to reveal or discuss confidential details with unauthorised persons in any of (but not limited to) the following formats:

- Written communication e.g. letters, notes
- Email or other electronic mail
- Telephone conversation or SMS
- Via social media, even in non-public profiles/spaces
- In conversation with colleagues or personal acquaintances

NHS and University employees (honorary and substantive) are reminded of the terms of confidentiality in their employment contracts.