
**Cambridge BioResource Scientific Advisory Board
Terms of Reference**

Membership

The membership of the Board shall comprise:

Position	Name	Tenure	Position on Board
- 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>	
Representative for Stephen O'Reilly, original founder of the BioResource	Dr Robert Semple	<i>Ad-hominem</i>	
Head of Operations, Clinical Research Facility	Caroline Saunders	<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>	
Providing expertise in metabolism	Dr Kevin O'Shaughnessy	3 years: 1 April 2014 – 31 March 2017	

- Representative of the Department of Neurology - Providing expertise in autoimmunity <i>(To be recommended to the Board by the Department of Neurology)</i>	Professor Stephen Sawcer	3 years: 1 April 2014 – 31 March 2017	
Representative from the MRC Cognition and Brain Sciences Unit <i>(To be recommended to the Board 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 Board meetings is 4 including a 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 Board. Members in this category who wish to leave the Board shall be asked to recommend a replacement person to attend the Board on their behalf. The appointment shall then be formally approved by the Board.
2. Members acting as a representative of a University/NHS department shall be recommended to the Board by the department or unit where the person is based. The appointment shall then be formally approved by the Board. 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 Board.
3. With effect from 23 October 2013, clinicians shall be invited by the Board to attend, where relevant, when a particular disease is being considered but shall not be invited to form part of the standing membership.
4. There is provision for researchers to be invited by the Board to present information relating to their application.
5. Observers may be invited to attend SAB meetings but will take no part in the discussions and decisions of the committee, unless invited to contribute by the Board.
6. All members of the Board shall have one vote each, excepting the Secretary, who shall be permitted to contribute to the discussions of the Board but cannot vote. Observers and invited guests shall also not be permitted to vote.
7. Unless there are exceptional circumstances, if members do not attend the Board for three consecutive meetings, their membership will lapse.

Remit and operational procedures

- The role of the Board shall be to facilitate excellence in research, to support researchers in undertaking high quality studies and to provide assistance in optimising study design. The Board is responsible for ensuring that the research undertaken meets with the strategic direction of the CBR.
- The Board reviews applications from researchers requesting support from CBR for their Stage 2 study. This request may be for support with volunteer recruitment or access to samples and/or data. Researchers are asked to complete and submit a Stage 2 study request (application) indicating the nature of the research they propose and the proposed study design for review by the Board
- In assessing the applications, the Board considers:
 - The scientific content of the application
 - The aims of the study and the contribution to the field of research
 - The methodology and its feasibility
 - The power/validity of the study
 - The resource implications for the BioResource
 - The suitability of the study for the BioResource, ensuring this is compliant with overall aims and the ethical remit of the BioResource.
- The Board considers studies that involve the following: the recall of healthy volunteers by genotype; the recall of healthy volunteers by measured phenotype (e.g. biomarkers); the recall of patients, studies involving access to samples for additional genotyping and access to genotyping data.
- The Board will not consider the following: studies that have already commenced volunteer recruitment but are failing to reach the recruitment target; studies requiring the general recall of healthy volunteers, not specified by genotype, or involving the recruitment of healthy volunteers from the general population (e.g. only by age, gender & lifestyle)
- A maximum of eight applications shall be considered at each Board meeting.
- The deadline for receipt of new applications is 10 working days prior to the date of the SAB meeting. Late applications will not be accepted and will instead be considered at the next available meeting of the Board.
- Where there is a conflict of interest e.g. where a member of the Board has submitted an application for consideration by the Board, the member shall not participate in the discussions or decision-making relating to that application.
- The Board does not consider applications to enrol cohorts of patients/volunteers into the BioResource; these should be referred to the CBR Management Committee.

Reporting and other relationships

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

- The CBR Management Committee
- The CBR Oversight Committee
- The BioResource Operational Management Group
- 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.

Sarah Nutland
(20 January 2015)