

## ATTACHMENT 2 - Metro South Health Research Biorepository Strategic Oversight Committee Terms of Reference

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# Terms of Reference

## Metro South Health Research Biorepository Strategic Oversight Committee

### Context

The Metro South Health Research Biorepository Strategic Oversight Committee aims to enhance the sustainability of research tissue banks, biobanks, tumour banks and biospecimen collections in Metro South Health.

### Function of the Metro South Health Research Biorepository Strategic Oversight Committee

The function of the Metro South Health Research Biorepository Strategic Oversight Committee is to provide oversight for business issues associated with the operations of Metro South Health research biorepositories. The Metro South Health Research Biorepository Strategic Oversight Committee is responsible for providing oversight of the Metro South Health Research Biorepository Governance Framework by keeping abreast of international, national and state-wide legislation, regulations and guidelines. Promote Metro South Health strategic requirements and ethical and responsible decision-making which respects the rights of Metro South Health patients/participants. Provide guidance and assistance to Research Biorepository Management and Scientific Review Committees (where applicable) and Custodians of Metro South Health collections. Additionally, the Metro South Health Research Biorepository Strategic Oversight Committee remit includes:

- monitoring and reporting publicly on the conformity of the research project with the Governance Framework (as required)
- advising more generally on the interests of patients/participants and the public
- ensuring the Research Biorepository Management Committees and/or Custodians use fair, equitable and transparent mechanisms
- reviewing special cases (applications for material) referred by the Research Biorepository Management Committees and/or Custodians
- advising on scientific issues as requested

- providing independent advice on conflict of interest issues
- reviewing and approving the establishment of a new research biorepository in Metro South Health
- advising in matters of dispute resolution and potential options for long term sustainability.

## **Role of the Metro South Health Research Biorepository Strategic Oversight Committee Meeting**

The Metro South Health Research Biorepository Strategic Oversight Committee includes mechanisms for the following:

- Provision of Metro South Health strategic oversight of the governance, management and operation of individual research biorepositories in compliance with applicable domestic and international legislation, regulation, ethical guidelines and applicable policies and frameworks.
- Review and approve all Research Protocols, Financial Plan and Sustainability Strategies, Resourcing Plans, Legacy Plans, Terms of Reference, Patient Information and Consent Forms (PICFs) and SOPs for all new research biorepositories prior to progression to the Metro South Health HREC for ethical review.
- Review of applications for access which have been escalated by individual Research Biorepository Management Committees.
- Establishment and review of Metro South Health Research Biorepository Governance Framework documentation.
- Establishment and review of the Metro South Health Research Biorepository PICF.
- Reviewing and guiding Metro South Health strategy, major plans of action, risk management, annual budgets and business plans.

## **Membership**

Responsibilities of the Metro South Health Research Biorepository Strategic Oversight Committee will be undertaken by members of the Metro South Health Research Committee.

## **Frequency of meetings**

The Metro South Health Research Committee may convene an extraordinary Metro South Health Research Biorepository Strategic Oversight Committee if/when required.

**If/when a Metro South Health Research Biorepository Strategic Oversight Committee is convened the following applies:**

### **Convenor/Chair**

The Chair, shall convene Metro South Health Research Biorepository Strategic Oversight Committee meetings.

If the designated Chair is unavailable, then an acting Chair may be nominated by the Chair, or by a majority of the members. The acting Chair will be responsible for convening and conducting that meeting. The acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

## **Role of individual committee members**

The role of the individual members of the Metro South Health Research Biorepository Strategic Oversight Committee includes:

- understanding the strategic implications and outcomes of initiatives being pursued by Metro South Health
- appreciating the significance for some or all major stakeholders and perhaps represent their interests
- being genuinely interested in the initiative and the outcomes being pursued by each Metro South Health research biorepository
- advocating for Metro South Health Executive Management
- committing to, and actively involved in pursuing the Strategic Oversight Committee's outcomes.

In practice, this means they:

- ensure the requirements of stakeholders are met by the Strategic Oversight Committee's outputs
- help balance conflicting priorities and resources
- provide guidance to the Metro South Health Executive Management
- consider ideas and issues raised
- foster positive communication outside of the Metro South Health Research Biorepository Strategic Oversight Committee regarding the Strategic Oversight Committee's progress and outcomes
- review the progress of the establishment of Standard Operating Procedures (SOPs)
- check adherence of activities to standards of best practice, both within Metro South Health and in a wider context.

## **Attendance at meetings**

Metro South Health Research Biorepository Strategic Oversight Committee general members will attend meetings or provide an authorised proxy. Failure to attend can undermine the initiatives of Metro South Health.

The Metro South Health Research Biorepository Strategic Oversight Committee may extend an invitation to a listed invited guest and/or co-opt other members from appropriate work units or professional groups to attend for specific items relating to their particular expertise.

Such persons do not assume membership of the Metro South Health Research Biorepository Strategic Oversight Committee and do not have authority to make any determinations/decisions regarding Metro South Health Research Biorepository Strategic Oversight Committee discussions.

## **Proxies to meetings**

General members of the Metro South Health Research Biorepository Strategic Oversight Committee shall nominate a proxy to attend a meeting if the general member is unable to attend. Proxies should be suitably briefed prior to the meeting. The Chair will be informed of the substitution at least two (2) working days prior to the scheduled nominated meeting. The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the Metro South Health Research Biorepository Strategic Oversight Committee general member they are representing, to the attended meeting.

## **Secretariat**

A Secretariat may be appointed for the purposes of recording and assisting in the preparation of minutes, agendas, correspondence and other relevant administrative tasks.

## **Agenda Items**

All Metro South Health Research Biorepository Strategic Oversight Committee agenda items must be forwarded to the Secretariat by COB two (2) working days prior to the next scheduled meeting. The Metro South Health Research Biorepository Strategic Oversight Committee agenda, with attached meeting papers, minutes of the last meeting will be distributed at least five (5) working days prior to the next scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but general members may raise an item under 'Other business' if necessary and as time permits.

## **Minutes and meeting papers**

The format of the Metro South Health Research Biorepository Strategic Oversight Committee minutes shall be as minutes. The minutes of each Metro South Health Research Biorepository Strategic Oversight Committee will be prepared by the Secretariat. Full copies of the minutes, including attachments, shall be provided to all Metro South Health Research Biorepository Strategic Oversight Committee general members no later than ten (10) working days following each meeting.

By agreement of the Strategic Oversight Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Metro South Health Research Biorepository Strategic Oversight Committee. The minutes of each Metro South Health Research Biorepository Strategic Oversight Committee meeting will be monitored and maintained by the Secretariat as a complete record as required.

## **Quorum requirements**

A minimum of three (3) of Metro South Health Research Biorepository Strategic Oversight Committee general members are required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

The quorum must contain at least three (3) member(s) from the general membership group as well as a representative from the Metro South Research however, by agreement between the parties; a meeting can progress provided that decision and consultation is limited to those matters in which representation is present.

## **Meeting decisions**

Decisions made by the Metro South Health Research Biorepository Strategic Oversight Committee includes approving the budgetary strategy, defining and realising outcomes, monitoring risks, quality and timelines, making policy and resourcing decisions and assessing complaints and breaches.

## **Voting**

In the circumstances where one general member judges there are insufficient general members to make a decision, the meeting may be rescheduled to a mutually agreeable time. This does not preclude an informal discussion occurring between those present, nor prevent matters relevant specifically to individual areas being formally tabled and/or addressed.

## **Conflicts of interest**

From time to time general members, who are involved in the Metro South Health Research Biorepository Strategic Oversight Committee, may experience a conflict of interest that is directly or indirectly related to their personal, private and/or professional associations (eg University institutions). To remove any doubt, Metro South Health Research Biorepository Strategic Oversight Committee general member responsibilities are to Metro South Health.

It is understood that at times a general member's personal, private and/or professional associations may come into conflict with Metro South Health determinations. Actual or perceived conflicts of interest must be declared to the Metro South Health Research Biorepository Strategic Oversight Committee. All declared conflicts of interest will be documented by the Secretariat. Where a conflict has been disclosed which may impact on a decision being made, Metro South Health Research Biorepository Strategic Oversight Committee will determine if a discussion may proceed and/or if the general member with the conflict must abstain from the decision-making process.

## **Review of Terms of Reference**

These Terms of Reference will be reviewed during the initial Metro South Health Research Biorepository Strategic Oversight Committee meeting and in six (6) months or sooner depending on updates and organisational changes.

## Dispute resolution

A dispute resulting from a decision, action item or matter will be escalated to the Chair, Metro South Research, Metro South Health for resolution.

## Meeting schedule

| Meeting no. | Date | Day | Time | Location |
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