

Cancer Collaborative Biobank Management Committee

Terms of Reference

Context

The Cancer Collaborative Biobank (CCB) has been established within Metro South Health, to provide a research biobank service – collecting, storing and providing access to human tissue samples for approved research.

Function of the CCB Management Committee

The function of the CCB Management Committee is to oversee the activities of the CCB and ensure compliance with the Metro South Health Biorepository Governance Framework and the World Health Organisation International Agency for Research on Cancer Biobank Standard Operating Procedures.

The CCB Management Committee is responsible for:

- Providing direction in relation to the collection of tissue, samples and biospecimens;
- Overseeing the processes that govern research access and utilisation of the biospecimens and/or data in the CCB;
- Providing guidance to the CCB in relation to opportunities, risks and issues that may impact on the resource;
- Reviewing and endorsing reports on CCB activities through internal auditing for adherence with research ethics approvals, access approvals and the research uses agreed to by patients/participants during the informed consent process; and
- Recommendations of the Committee aim to improve and maintain the quality, safety and performance of the CCB.

Reporting Arrangements

The CCB Management Committee reports to the Executive Director PAH-QEII Network, in their role as Executive Sponsor of the Metro South Health Biorepositories Project. It is intended that the CCB Management Committee would report to the Metro South Health Biorepositories Strategic Oversight Committee once that Committee is established.

Role of Individual Committee Members

The role of the individual members of the CCB Management Committee includes:

- Understanding the relevant legislative, regulatory, policy and procedural requirements of the Biobank;
- Advocating for the Biobank and exerting influence to address any issue that has major implications for the Biobank;
- Appreciating the significance of the Biobank for stakeholders and where practical, represent their interests; and
- Being committed to, and actively involved in pursuing the Biobank's outcomes.



Membership

The CCB Management Committee shall be comprised of:

Megan Ellis	Chair
Brian Bell	General Member
Robert Bird	General Member
Nigel Brown	General Member
Paula Marlton	General Member
Euan Walpole	General Member

It is acknowledged that membership of the Committee currently reflects limited representation and that it is intended that membership will be extended to include other specialty representatives.

Convenor/Chair

The Chair shall convene the CCB Management Committee meetings.

If the designated Chair is unavailable, then a member of the Committee nominated by the Chair (referred to as 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. In the absence of a designated Chair/Acting Chair, the Manager, CCB is to assume Acting Chair responsibilities.

Frequency of meetings

The CCB Management Committee shall meet monthly. If required, the CCB MC may convene more frequently if operationally required and any member of the Committee may request an additional meeting as required.

Attendance at meetings

CCB Management Committee general members will attend meetings or provide an authorised proxy. Failure to attend can undermine the initiatives of the CCB Management Committee.

The CCB Management 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 CCB Management Committee and do not have authority to make any determinations/decisions regarding CCB Management Committee discussions.

Proxies to Meetings

General members of the CCB Management 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 as soon as practical and preferably 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 CCB Management 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. In the absence of a designated Secretariat, the Manager, CCB is to delegate or assume Secretariat responsibilities.

Agenda Items

All CCB Management Committee agenda items must be forwarded to the Chair and Secretariat prior to the next scheduled meeting. The Metro South Health CCB Management 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.

Minutes and Meeting Papers

The format of the CCB Management Committee minutes shall be as minutes (see Appendix 5). The minutes of each CCB Management Committee meeting will be prepared by the Secretariat. Full copies of the minutes, including attachments, shall be provided to all CCB Management Committee general members no later than ten (10) working days following each meeting.

Quorum Requirements

A minimum of 50% of CCB Management Committee general members are required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

Meeting Decisions

Decisions made by the CCB Management Committee includes:

- Direction of collections; and
- Approval of requests for access to samples; and
- Clinical decision-making – with respect to operational aspects of the CCB which require medical expertise in a specific disease area.

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.

Out of Session Decisions

Out of Session Decisions are permitted. Where required, all documents relevant to Out of Session Decisions shall be tabled at the next scheduled CCB Management Committee meeting, and decisions recorded in the minutes.

Conflicts of Interest

From time to time general members, who are involved in the CCB Management Committee, may experience a conflict of interest that is directly or indirectly related to their personal, private and/or professional associations (e.g. University institutions). It is understood that at times a general member's personal, private and/or professional associations may come into conflict with CCB Management Committee responsibilities.

It is important that members declare any actual, potential, or perceived conflict of interest in accordance with Metro South Health Conflict of Interest Policy and Procedures. All declared conflicts of interest will be documented and recorded. Where a conflict has been disclosed which may impact on a decision being made, CCB Management Committee will determine if a discussion may proceed and/or if the general member with the conflict must abstain from the decision-making process.

To remove any doubt, CCB Management Committee general member responsibilities are to serve the public interest.

Review of Terms of Reference

These Terms of Reference will be reviewed during the initial CCB Management Committee meeting and annually thereafter.

Dispute Resolution

A dispute resulting from a decision, action item or CCB Management Committee matter will be escalated to the Executive Director, PAH-QEII Health Network, Metro South Health for resolution.

Endorsed:

Megan Ellis
Manager, Cancer Collaborative Biobank
Chair, Cancer Collaborative Biobank Management Committee
Cancer Services
Metro South Health

Dated: 3/6/2020