

## Cystic Fibrosis Trust Terms of Reference Strategy Advisory Board (Research)

### Purpose

- To provide oversight of the CFT Research Strategy
- To advise the CFT executive on the implementation of the Strategy
- Annually, to review the changes which might need to be made to the Strategy in response to the changing external environment, and to recommend any changes to the CFT Trustee Board
- Monitor new opportunities for research within the Strategy.

### Membership

Six to eight members, to be drawn from academia, the biopharmaceutical industry, funding agencies such as NIHR, MRC or Wellcome Trust, someone from the CFT Registry or with experience of other clinical registries, someone with expertise of clinical trials, someone from the CF affected community. Members will not be representatives of any sector, but will contribute their own experience and strategic thinking to the Strategy Advisory Board.

The chair of the Strategy Implementation Board (SIB) will also serve on this Board, as will the CEO of the Trust. The Director of Research will attend the meetings.

The Chairman of Trustees (if not also a Committee member) shall receive notice of each meeting and may attend and speak on relevant issues.

CFT's Board of Trustees will appoint the members of the Strategy Advisory Board and its Chair (the Chair will be a CFT Trustee). In the absence of the SAB Chair at any meeting, the SAB shall choose one of their number to be Chair for that meeting. Each member can be appointed for up to 3 years, with the possibility of renewal for a further three years, a maximum of six year's service. Two years must elapse before a person is approached for membership of the committee.

### Meeting frequency

The committee will meet twice a year, for an afternoon to undertake the formal business followed by a dinner and the opportunity for more informal conversation. Additional meetings may be held with the agreement of the Chair of the Board and the CEO.

The SAB chairman shall ensure that minutes of all meetings are prepared and circulated to each member of the SAB, the Chairman of Trustees and Chief Executive; they shall also be open to inspection by any Trustee on request to the Chair of the SAB, as shall be the agenda papers, except where there is a conflict of interest.

### Conflict of Interest

It is the responsibility of each committee member to be aware of potential conflicts of interest between themselves and the Cystic Fibrosis Trust.

What is a conflict of interest?

- A personal interest or interest in any other organisation which might clash with their role on the SAB.

# Cystic Fibrosis our focus

- Where the committee member finds themselves in a position where they or their family might personally benefit, financially or otherwise, or be perceived as personally benefiting, from their role as a committee member
- Where the committee member allows their personal interests to influence or be seen to influence their recommendations or decisions taken as part of the committee's work.

Each committee member should be aware of any potential conflicts of interest which might arise for them, and declare them either at the start of a meeting or as soon as such conflict becomes evident to them. Where such a conflict of interest is declared, the committee member concerned will be asked to withdraw from the discussion and decision of the relevant item on the agenda.

## **Authority**

The SAB will work within the Research Strategy agreed by the CFT Board, and will report on its work annually to the Trustee Board.

The role of the SAB is to advise the Executive Team and the Board of Trustees of the Cystic Fibrosis Trust in respect of the matters contained within these terms of reference of the committee. The Executive Team and the Board of Trustees seldom reject the advice and recommendations of advisory committees, although they have the right so to do and circumstances may exist when such action would be appropriate.

## **Quorum**

A quorum for a meeting of the Committee will be three non-staff members.

## **Working Groups**

The Strategy Advisory Board may set up working groups, drawing in other expertise, as required. These working groups should be time limited, and have clear terms of reference.