

Cystic Fibrosis Trust Terms of Reference Strategy Implementation Board (SIB) (Research)

Purpose

- To make recommendations to the Executive as to which organisations and individuals should receive Cystic Fibrosis Trust research grants, working within the Research Strategy and agreed protocols for the open and transparent assessment of grant applications
- To receive and assesses reports on the progress and outcome of the grant awards
- To initiate, oversee and review all Cystic Fibrosis Trust Guidelines for grantmaking and recommend them to the Executive Team and the Board of Trustees for adoption.

Membership

Ten to twelve members, to be drawn from academia, clinicians, scientists, funding agencies, 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 Implementation Board. Only one member from any organisation will be permitted.

The chair of the Strategic Advisory Board (SAB) will also serve on this Board, as will the Director of Research. Other CFT staff and experts may be invited to attend for specific items. The Chairman of Trustees (if not also a Committee member) and the Chief Executive 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 Implementation Board and the Chair. In the absence of the SIB Chair at any meeting, the SIB 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 two renewals for a further three years, a maximum of nine years' service. Two years must elapse before a person is approached for membership of the committee.

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 SIB.

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.

Further details regarding conflict of interest, can be found in the separate 'SIB Conflict of Interest Policy' document.

Meeting frequency

The committee will meet as needed to assess applications in a timely fashion following specific calls. It is anticipated that this will be about twice a year. Additional meetings may be held with the agreement of the Chair of the Committee and the CEO.

One member of the SIB will be appointed to lead on each application. Any member of SIB cannot lead on any application that he/she has declared in the conflict of interest statement. The SIB in session will look at all relevant documentation, including peer reviews, and will take advice from the lead member. The SIB will generate a rank-ordered list of the applications in order of merit and use this to make recommendations to the CFT executive on which grants meet the criteria to be awarded.

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

Authority

The SIB will work within the Research Strategy agreed by the CFT Board and will report on its work annually to the Trustee Board, including providing an overview of the grants made and how these achieve the aims set out in the Research Strategy.

The role of the SIB 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 four non-staff members.

Working Groups

The Strategy Implementation 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.