

**Research and Development Committee Terms of Reference
June 2020**

1. Title and Constitution of Committee

The Research and Development Committee is established by the NHSBT Board with powers and responsibilities delegated to it within the NHSBT Standing Orders and these Terms of Reference.

2. Purpose of Committee and Scope

The Committee is responsible for:

2.1 Deciding which research projects will be funded using a funding envelope agreed by the ET or Board. This funding envelope should span a 5-year cycle that ideally should link to the QQR and BTRU cycles. The budget will be the sum of internal NHSBT funds for R&D. Decision on how these funds will be spent should align with the strategic priorities of NHSBT as set by the Board.

2.2 Providing assurance that the R&D programme meets the strategic needs of the organisation, that value for money is obtained through those undertaking the R&D and that approved research projects have a clear line of benefit to service users (patients and public).

The Committee will not be responsible for the day to day management of the research portfolio which will be overseen by the Clinical Services Directorate. However, the R&D Committee will have overall responsibility to ensure that the research programmes are meeting the strategic priorities set and that the programs are delivering the programs of work that the funded was awarded for. Governance will be reviewed in tandem with academic output.

3. Responsibilities of Committee

3.1. To work with ET and the Board to ensure that when designing organisational strategies that R&D is incorporated into these strategies as they are built and prior to submission for approval by the Board.

3.2. Allocation of research funds for specific research projects including commission research from external sources where appropriate over a 5 year cycle. The size of the budget will be decided by ET.

Research in most settings is funded over a 5 year cycle. This allows major programmes for research will take time to have certainty of funding. It also allows time for outputs to be generated and evaluated against strategy. Research priorities will be set by the Directorates under the leadership of the Medical Directors, this will be agreed by the Executive Team together with R&D Committees working in very close partnership to ensure that research portfolio matches the strategic and operational needs for each Directorate to deliver maximal benefit for patients, donors and the public and that these are linked to wider NHSBT strategic and investment aims.

- 3.3. To review progress, strategic alignment and impact and financial management of approved projects. This will include deciding whether they should continue or be terminated early and the committee will also decide on requests for extension of approved projects.
- 3.4 To review applications and approve candidates for the title of NHSBT Principal Investigator;
- 3.5 To review progress of the NIHR BTRUs and approve priority areas for future rounds of funding;
- 3.6 To review on an annual basis:
 - The portfolio of external grants held by NHSBT's Principal Investigators;
 - The portfolio of research projects funded by NHSBT's Trust Fund;
 - The work of the Component Development Laboratory;
 - The work of the Clinical Trials Unit;
- 3.7 To report to NHSBT's Board and provide assurance on progress, quality, relevance, and translation of the research;
- 3.8 To receive assurance that appropriate arrangements are in place for staff development, research governance, agreements with academic and commercial collaborators, and protection and exploitation of Intellectual Property, reagents, and material.
- 3.9 To commission external audits of NHSBT R&D and receive the report of the auditors;
- 3.10 To appoint External Experts to join the Committee for terms of up to four years, with the potential for a second term;

4. Reporting Relationship

This committee reports directly to the NHSBT Board in all circumstances.

Groups and Individuals who provide reports to the Research and Development Committee include:

- NHSBT Principal Investigators
- Research and Development Office
- Clinical Trials Unit
- Component Development Laboratory

The minutes of the Committee meetings shall be formally recorded and submitted to NHSBT Board. The Chair of the Committee shall draw to the attention of ET and the Board any issues that require disclosure and require executive action. The Committee shall prepare and present an annual report of its activities to ET and the Board, this report will include an annual register of attendance.

5. Chair

The Committee shall be appointed by the Board and shall include up to three Non-Executive Directors, one of whom shall be the Chair of the Committee. Members including the Chair must nominate an appropriate deputy to attend meeting if they are unable to.

6. Composition, Membership, Attendance and Quorum of Committee

The Committee shall be appointed by the Board and shall include up to three Non- Executive Directors, one of whom shall be the Chair of the Committee. The Committee shall have up to five external experts in transfusion and transplantation from outside the UK.

Voting members

Prof Pares Vyas (Chair of RDC, Non-Executive Director)

Piers White (Non-Executive Director)

Prof Deidre Kelly (Non-Executive Director)

Prof Ellen van der Schoot (Head of Department Experimental Immunohaematology, Sanguin)

Prof Dana Devine (Chief Scientist, Canadian Blood Services)

Prof Hans L Zaaijer (Head of Dept Blood-Borne Infections, Sanquin Research)

Associate Professor Andreas Zuckermann, (Director of Cardiac Transplantation, University of Vienna in Austria)

Prof Alessandro Rambaldi (Director of the Department of Oncology and Haematology- Oncology, Bergamo)

Regular attenders

Gail Miflin (Chief Medical Officer)

Rob Bradburn (Finance Director)

Anthony Clarkson (Director of Organ and Tissue Donation and Transplantation)

Greg Methven (Director of Blood Supply)

Katie Robinson (Strategy Director)

Observers

Yomi Adegbaju (National Research Manager, Secretariat)

Alice Bell (Research Governance Manager, Minutes)

Rachel Johnson (Associate Director Statistics and Clinical Studies)

Lucy Roberts (Research Governance Manager, Minutes)

Chris Sims (Assistant Director - Finance)

Principal Investigators may attend (by invitation only) to support items in their name as requested by the Chair of the committee

Staff with a pecuniary interest will be excluded from the meeting for the duration of any item discussing that interest.

The Quorum for conducting the business of meetings either face-to-face, electronically or by means of e-mail shall be that number of voting members of the

Committee divided by two and rounded up to the next higher whole number and must include 2 non-Executive Directors, one Executive Director and two external experts.

7. Frequency, conduct and proceedings of meetings

The Committee shall meet at least twice a year on a face-to-face or virtual basis, papers are due seven days before the date of the meeting. These dates will be set at the start of the calendar year.

The Committee may meet as many other times each year as the Chair shall deem necessary either face-to-face or using electronic means to deal with urgent matters. Such meetings will normally be called at no shorter than 3 weeks' notice.

The Committee may also conduct business separate from the two annual face-to-face meeting by means of e-mail communication.

8. Declaration of interests

Members and attendees will be invited to declare any interests they might have in any issue arising at the meeting which might conflict with the business of the organisation and, if necessary, to absent themselves from the meeting for the duration of the relevant agenda items.

9. Performance Review

The Terms of Reference will be reviewed annually by the committee and then approved by the NHSBT Board.

The committee will carry out an annual review of its effectiveness and provide an annual report to the Board on its work discharging its roles and responsibilities, delivering objectives and complying with its terms of reference.

10. Responsible senior executive

The Committee shall be supported by the CMO and Director of Clinical Services

11. Secretariat

The Committee will be supported administratively by the National Research Manager whose duties will include:

- Agreement of the agenda with the Chief Medical Officer, Assistant Director – R&D and the Committee Chair,
- Collation and distribution of papers at least five working days before each meeting,
- Taking the minutes and keeping a record of matters arising and issues to be carried forward,

- Providing support to the Chair and members as required.

12. Dates of Revisions

November 2021 meeting