

SCIENTIFIC ADVISORY BOARD TERMS OF REFERENCE

1. SUMMARY

- 1.1 It is critical to the success of Cancer Research Initiatives Foundation that its reputation for peer-review excellence and leadership in the cancer research community is retained to ensure that CARIF conducts impactful research to improve cancer outcomes. The Scientific Advisory Board plays a pivotal role by providing oversight for the research by providing advice to the Board of Trustees and Chief Executive of the CARIF.

2. FUNCTIONS AND RESPONSIBILITIES

- 2.1 The Scientific Advisory Board is tasked by the Board of Trustees to provide external science advice to the charity. The charity always retains decision-making authority and responsibilities.
- 2.2 The primary role of the Scientific Advisory Board is to support research excellence through the identification of areas of research scope and focus, the evaluation of the merit and quality of research, the recruitment of scientific leaders and knowledge transfer and exchange. Specifically, the Scientific Advisory Board
- Maintains an overview of cancer research being undertaken within Malaysia and where feasible, worldwide, and makes recommendations on most appropriate areas for research investment by the charity, either alone or in partnership with other organisations
 - Maintains an overview of the totality of research projects funded by the charity, including subject areas and research spend and recommends appropriate balance to achieve maximal impact
 - Make recommendations in areas in which research programmes should be initiated, within agreed budgetary limits
 - Maintain oversight of the facilities and technologies available to CARIF to ensure access to state-of-the-art resources
 - Keep under review the achievement by the charity of its agreed research strategy and to recommend changes in direction and emphasis as appropriate
 - Recommend ways of effectively communicating to financial supporters of the charity the processes and outcomes of its funded research
 - Recommend effective independent peer review arrangements for all research undertaken by the charity

3. COMMITTEE MEMBERSHIP

- 3.1 The Scientific Advisory Board will be comprised of up to 7 members who are national or international experts in their fields and superior understanding of cancer research and its relevance to cancer control. Together, the Scientific

Advisory Board must be broadly representative of the entire spectrum of cancer research and cancer control.

3.2 Members should include:

- A Chair appointed by the Board of Trustees of CARIF
- 3-5 international or national experts
- Chief Executive of CARIF is a non-voting ex-officio member

3.3 In considering the appointment, the Board of Trustees will also consider

- Availability and willingness to serve
- Professional standing
- Affiliations and interests
- Demonstrated ability to provide impartial advice and exercise independent judgement
- Demonstrated ability to work in a committee environment

3.4 Board members serve as individuals on the basis of their expertise. They do not represent organizations, and should neither request nor receive instruction from any person or organization external to the Board in order to inform their advice to CARIF.

3.5 To be considered for appointment, potential members of the Science Advisory Board are required to complete and return the Affiliations and Interests Declaration Form and a confidentiality agreement. The confidentiality agreement prohibits the disclosure of any confidential information received through participation in the Board, including information received orally or in writing.

3.6 Members of the Committee are eligible to apply for funding from CARIF.

4. APPOINTMENTS AND MEMBERSHIP SERVICE PERIOD

4.1 Members will be appointed by the CEO with advice from the Board of Trustees. Each term of appointment is 3 years in duration, with a possibility to extend for a further 3 years. Members will be eligible for appointment for a second term, but only after a break of 3 years.

4.2 All members serve on the Science Advisory Board on a volunteer basis. Members will be reimbursed for expenses incurred during their work on the Board, such as travel accommodation and out-of-pocket expenses, according to CARIF's Travel Reimbursement Policy.

4.3 Members who are unable to attend two consecutive Board meetings will be requested by the Chair to reconsider their commitment.

- 4.4 Members will provide 14 days notice of their intent to resign. The resignation notice must be in writing and be addressed to the Chief Executive, copying the Chair. The letter should state the effective date of resignation.
- 4.5 A member's failure to act according to the Terms of Reference may give cause for termination. If this is the case, the Executive Secretary will advise the member in writing, stating the reason for the termination and the effective date.
- 4.6 The Scientific Chair will be appointed from the membership by the CEO for a term of 2 years, with a maximum extension of 1 further year. The outgoing Scientific Chair is invited to remain as a full member of the Scientific Advisory Board for one additional year as the Past Chair.

5. MEETINGS AND OPERATIONS

- 5.1 The Scientific Advisory Board will meet at least twice per year on dates which will facilitate effective reporting to the Board of Trustees. Other requests for advice and input will be requested on an ad hoc basis as opportunities and questions arise.
- 5.2 Meetings will take place in person for the Board members residing in Malaysia and through telephone or video conference for the international members.
- 5.3 The Scientific Advisory Board meetings will not convene without at least 3 of the research members being present and will generally operate on a consensus basis.
- 5.4 The Scientific Chair and/or Vice-Chair will be expected to attend at least one Board of Trustees meeting annually in order to provide a report on activities and to benefit from the Board's discussions about research and other issues.
- 5.5 A periodic scientific retreat, which will include the Scientific Advisory Board and invited national and international scientific leaders will be convened every 2-3 years.
- 5.6 These Terms of Reference will be reviewed by the Scientific Advisory Board and the Board of Trustees on an annual basis and amended as required.

6. Review

- 6.1 The Secretariat of the Scientific Advisory Board will ensure that the mandate, membership, activities, Terms of Reference, and relevance of the Board are reviewed by the Chair of the Scientific Advisory Board, the Chair of the Board of Trustees and the Chief Executive of CARIF every two years to ensure that the Scientific Advisory Board continues to meet ongoing needs. Recommendations for improvement will be considered on an ongoing basis.
- 6.2 The Board of Trustees has the sole authority to approve revisions to the Terms of Reference.