

Independent Scientific Advisory Board

Terms of Reference

1. Introduction

- 1.1 The need for an Independent Scientific Advisory Board (ISAB) was indicated jointly by the Medical Research Council and the Wellcome Trust to provide advice, support and guidance to the Principal Investigator (PI) and Scientific Director (SD) of ALSPAC on ALSPAC's scientific direction, strategy and operations, and the furtherance of its scientific mission.

2. Remit

- 2.1 The remit and work programme of ISAB incorporates:
- Provision of scientific advice on the scope of ALSPAC's scientific objectives
 - Provision of guidance and advice on the sustainability, strategic planning and enrichment of ALSPAC
 - Evaluation of ALSPAC's scientific outputs
 - Assessment of ALSPAC's contribution to the scientific community in the UK and internationally
 - Provision of advice from a scientific perspective on issues related to access to data and samples and data release
 - Review of complex, controversial or disputed proposals for access to data and samples that have been referred on by the ALSPAC Executive (AE)
 - Overseeing, reviewing and providing guidance on ALSPAC's strategic plans

3. Membership

- 3.1 The Chair of ISAB will have the responsibility for the timetable, agenda and conduct of ISAB meetings; for maintaining a record of proceedings and for producing reports of meetings for the PI, SD and Funders. The AE will support the Chair in these responsibilities.
- 3.2 Members of ISAB will be scientists with appropriate experience in fields relevant to ALSPAC. The Funders, PI and SD will be jointly responsible for selecting, appointing, removing and replacing all members, including the Chair. Current membership is attached as an appendix to these TOR.
- 3.3 All members, including the Chair, will declare any relevant personal, academic, professional or business interests on an ongoing basis and, in particular, will declare any such interest prior to the consideration by ISAB of an item to which such interest relates. The Chair, supported by the PI/SD shall be responsible for the proper management of conflicts of interest. Members may be excluded from the consideration of specific items in which they have an interest where this is necessary to avoid unmanageable conflict or the appearance of it.
- 3.4 A quorum exists where at least half of the members are present.
- 3.5 Members are appointed for the period of the Strategic Award (April 2014 to July 2019). Such members are invited as individuals on the basis of their knowledge,

expertise and experience in specific areas and are not attending as formal representatives of their employing organisations. Members are expected to fully understand and enact the recognised duties and responsibilities of their role.

- 3.6 A representative from the three funders, the MRC, Wellcome Trust and the University of Bristol, will be invited to attend ISAB meetings as observers.

4. Meetings

- 4.1 ISAB meets every six months initially with one meeting per year held in person and the other as a telephone conference. The Chair of ISAB is responsible for chairing the meetings. Administrative support for the meetings will be provided by ALSPAC.
- 4.2 Notes of all meetings will be taken and provided to all members.

5. ASG Minutes and Reporting

- 5.1 Papers for the meeting will be sent out electronically no less than one week prior to the meeting date.
- 5.2 The minutes of the meetings are circulated to all ISAB members and observers.

6. Constitution

- 6.1.1 These terms of reference were endorsed by the Medical Research Council and the Wellcome Trust on the 17th June 2014.