



ESBB Science and Innovation Working Group

Terms of Reference.

Overview

The European, Middle-Eastern and African Society for Biopreservation and Biobanking is a society for people involved in the collection and storage of biological materials from all species. The society is focused on Europe, the Middle East and Africa with partnering or other collaboration agreements in place for societies addressing the rest of the world. The ESBB was founded in 2010 in Milan and is now an independent legal entity and an association under French Law. The ESBB aims to establish and develop a knowledge exchange to accelerate the development of biobanks and biomolecular resources. It aims to facilitate the networking of biological resources, private providers as well as biomedical facilities and support high-quality biomolecular and medical research.

The ESBB has a centralised structure, with the ESBB Council being the administrative centre. In addition to the Council there are working groups (WGs). The purpose of ESBB WGs is to identify and tackle important, unresolved issues that could benefit from broader discussion, particularly those with a geographically relevant context. Issues considered more global in nature should be directed to ISBER-ESBB combined WGs. The ultimate goal is to develop position papers, journal publications, or tools that address the issues and provide strategies for addressing them. WGs should have a concise, documented focus. The current terms of reference are specific to the ESBB Science and Innovation Working Group (SIWG hereafter).

Leadership

The ESBB SIWG should be chaired by an ESBB member in good standing with a designated Vice-Chair or Co-Chair who is also an ESBB member in good standing .

Composition

The ESBB SIWG should be composed of ESBB and ISBER members (employees of ESBB Biobank, Institutional and Company Members; or ESBB General Members) who have appropriate expertise and experience in the subject area and are committed to advancing a dialogue and producing outcomes that can contribute to the field of biobanking. While there is no maximum to the number of members that may participate, it is recommended that the size is kept manageable to between 10 and 20 participants to optimize effectiveness.

Meetings

The SIWG Meetings will be convened quarterly by teleconference unless there are specific deliverables and additional meetings might be held as deemed appropriate. The ESBB SIWG is strongly encouraged to meet face-to-face at the ESBB annual meetings and where possible at the ISBER annual meetings. Non-ESBB members are welcome to participate in the face-to-face meetings held during the annual meetings, but only ESBB members are allowed to continue participation with the SIWG between the Annual Meetings.

Reporting

The ESBB SIWG is expected to report quarterly on its progress to the ESBB ExCo, the Chair being responsible for drafting the report. It is also expected to hold annual face to face meetings at the annual ESBB meeting and provide updated annual reports for these meetings and the plan for the upcoming year in terms of workplan and potential publications (surveys, white papers, recommendations, abstracts).

WG Publications

Documents, position papers, publications or other tools developed by the ESBB SIWG are expected to follow ESBB's guidelines for publication and contain appropriate acknowledgement of ESBB, including reference to ESBB in the title if appropriate, as outlined in the ESBB statutes.

Responsibilities of the ESBB Science and Innovation Working Group Members

- To identify opportunities and threats relating to scientific advances and innovation in the biobanking field and to communicate these to the ESBB community.
- To respond to requests for public comment on current issues relating to biobanking practice and to issue ESBB position statements in conjunction with Council.
- To provide a voice for ESBB on policy and regulatory issues relating to biobanking practice.

Period of Tenure

Members of the SIWG are expected to commit to the group for one year, until September 2016, when the membership will be reviewed in light of the first face-to-face meeting taking place at the annual ESBB conference. Where Members fail to attend three consecutive meetings, their future membership of the SIWG or Mirror Committee will be reviewed by the Chair and co-Chair, and they may be asked to step down.

Conflicts of Interest

Members of the SIWG are expected to act in the best interests of the ESBB. Members are required to declare any conflict of interest, and to notify the Chair should any changes in their circumstances give

rise to a potential conflict of interest. In the event that a conflict of interest arises, the Chair, after consultation with the ESBB ExCo, will determine the appropriate course of action.

Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the SIWG members.

END.
