



CanGene CanVar program

Governance for CanGene CanVar program

- The Executive Committee (Turnbull, Tischkowitz, Eccles) meets monthly to monitor overall program progress. The Executive committee are accountable for the overall outputs of the program.
- The Management Committee (Work-package leads plus Turnbull, Tischkowitz, Eccles) meets 3-monthly to monitor progress of and coordination between individual work-packages. The individual work-package leads are accountable for the outputs of their individual work-packages.

The progress of the program will be reviewed by external parties **six monthly**:

In the spring, there will be a **Science Advisory Program Oversight Meeting** attended by the Science Advisory Committee (4 external scientists), the management committee, representation from CRUK and the PPI lead. Updates on each work-package will be provided by the program management committee. The SAC will generate a written report which will be shared with CRUK, PPI and the management committee. The report will address the scientific outputs of the program regarding both attainment of specified milestones but also recommendations in the broader international scientific context.

In the autumn, there will be a **Milestone-Review Program Oversight Meeting** attended by the management committee (Work-Package leads) and representatives from CRUK and PPI lead. There will be updates presented from the program management committee regarding progress and attainment of milestones. CRUK and the PPI lead will make verbal recommendations to the management committee. The management committee will generate a formal annual Scientific Milestone Report which will be submitted to CRUK in late September, which will also be shared with the SAC.

On written notice, any member of the Management Committee (workpackage leads) may elect a replacement representative for a **Program Oversight Meeting**, so long as the replacement has appropriate expertise and authority to deal with issues arising.

Terms of Reference for Scientific Advisory Committee

1. The Scientific Advisory Committee will meet in person or by video- or teleconference annually, usually timed in association with the annual program conference. The executive committee will give at least 3 months advance notice of the date and time of the annual program conference and SAC meeting.
2. The SAC will review progress of the Program against the Plan and the Milestones, and advice to the Management Committee steps to keep the Programme on course for completion on time and within budget;
3. The SAC will discuss and provide advice to the Management Committee how to resolve scientific and technical difficulties that arise in the Programme
4. Using their knowledge regarding activity internationally in these fields, the SAC will provide scientific and strategic advice to the Management Committee regarding adjustments/additions to the program to ensure that the outputs are optimised in line with the changing scientific landscape.
5. The SAC will assist the Management Committee in identifying opportunities for communicating to the scientific community and the public any results (workshops, conferences, publishing) .
6. The SAC will provide a written report following their annual meeting detailing their recommendations.



Science Advisory Committee Annual report

Date of SAC meeting: 6th February 2020

Program Leader(s):	Clare Turnbull, Marc Tischkowitz, Diana Eccles		
Funding Scheme:	Population Research Committee - Catalyst Award Apr 2019-Apr 2024		
Program Title:	CANGENE-CANVAR: data resources, clinical and educational tools to leverage cancer susceptibility genetics for prevention and early detection of cancer		
Names of attending SAC members:			
Date and type (F2F or TC) of meeting:			
Chair's signature		Date of report	

Instructions:

- Report will be completed by the chair in consultation with the other SAC members.
- Report to be submitted by email to the Program Manager within two weeks after the meeting.
- This report will be shared with the program team.
- In filling the information below, please provide a brief summary of the status of the program and justifications for your recommendations (can be listed as bullet points). Where issues have been identified, state whether these are major or minor, what actions should be taken (e.g., activities that should refocus or be abandoned), alternative approaches to be considered and avenues to strengthen the program.

First SAC meeting only:

Approval of Gantt chart: comment on whether the program Gantt is appropriate and contains enough detail to assist in SAC program monitoring (i.e. reasonable and quantifiable milestones)

SAC ASSESSMENT

1. SCIENTIFIC PROGRESS

For each Work-Package, assess the progress being made by the Program against the approved plan and deliverables. Comment on delays/issues and proposed actions to address them. Provide advice to the program team to help them achieve their stated objectives and milestones.

Work-Package 1:

Work-Package 2:

Work-Package 3:

Work-Package 4:

Work-Package 5:

Work-Package 6:

2. ANY PROPOSED CHANGES TO THE PROGRAM (as proposed by the team in the progress report)

SAC recommendations on proposed scientific changes (if applicable). These could include changes in research plan, technology, resources and personnel, management or budget re-allocations.

3. MANAGEMENT

Review the implementation of the Program's management plan and, where appropriate, make recommendations aimed at improving management of the Program (committee composition, meeting frequency, Work-Package integration, etc.).

4. FOLLOW UP ITEMS



List issues that require a response from the program to SAC members or other items to follow up on in future discussions/meetings.

5. OTHER COMMENTS

Comment on international context or competitiveness of the program, etc.

6. COMMENTS ON SAC FORMAT

Comment on composition, documentation, planning, etc.