

Background

The National Breast Cancer Foundation (NBCF) *BreastScreen* Cohort Demonstration Project is a research collaboration funded by the NBCF under its Collaborative Breast Cancer Research Initiative Scheme. The Demonstration Project is funded for 5 years and managed as a Collaborative Grant, CG-08-02. Such grant funding is overseen by the NBCF Scientific Advisory Committee.

The Demonstration Project forms part of a National Research Resource. The National Research Resource will be managed by NBCF as an independent and open access research resource.

Terms of Reference

The Demonstration Project Management Committee (The Committee) will provide guidance and expertise to the Lead Chief Investigator in oversight of all operational aspects of the Project. It will:

- provide guidance and expertise on protocol development, recruitment practices, financial management and resource allocation.
- review and approve reports prepared by the General Manager of the Project including, but not limited to, financial statements, progress reports to the relevant Human Research Ethics Committees and Milestone reports to the funding body.
- assist the NBCF to establish an appropriately qualified Access Committee to independently manage requests for access to the resources of the Demonstration Project. The Access Committee will include some members of the Demonstration Project Committee.

Membership

The Demonstration Project Management Committee will comprise:

- The Chief Investigators funded under the NBCF Collaborative Grant number CG-08-02. The Lead Chief Investigator will act as Chair of the Committee.
- A representative from the National Breast Cancer Foundation
- An individual qualified to provide guidance on ethical issues
- Consumer Representatives who can adequately represent the views of women with and without a diagnosis of breast cancer including, but not limited to, a representative from the *BreastScreen* Victoria Consumer Advisory Committee and a representative from the Breast Cancer Network of Australia
- An individual qualified to provide guidance on health information privacy issues and data management
- Other members as identified by the existing Committee or by the NBCF National Research Resource Governance Committee

Other individuals may be invited to attend Committee meetings on an *ad hoc* basis at the request of the Chair

Meeting frequency and Reporting

The Committee will meet quarterly. Teleconferencing facilities will be provided to allow participation by members unable to attend in person. Extraordinary meetings will be held as required.

Minutes of each meeting will be taken and distributed to all members. Such minutes will be stored by the General Manager of the Demonstration Project.

The Committee will report to the NBCF Scientific Advisory Committee. Progress reports and financial statements will be provided annually as per the schedule set out in the Grant Funding Agreement. Additional reports may be prepared at other times as reasonably required by NBCF

Amendments

The terms of reference shall be reviewed annually from the date of approval.