

SCIENTIFIC ADVISORY PANEL (SAP)

Terms of reference

Purpose

The overarching role of the Panel is to offer independent and objective guidance to the Charity's Trustee Board on which grant applications to fund, and also to consider the progress of grants through regular reports from grant recipients. It will also encourage and foster relations within the MSA research community.

Key Tasks

- To provide guidance on the Trust's three-year research strategy in line with the Trustee Board's Vision
- To offer independent and objective advice on grant applications
- To monitor individual research and project grants
- To advise the Trust on its grant processes and procedures
- To provide advice to the Trust on research-related issues, eg, international group activities
- To provide guidance to the Trust on collaborative working/partnership opportunities

Membership

- 2*Trustees (1 = Chair of SAP)
- Representatives from clinical/scientific backgrounds relevant to MSA research
- A minimum of 2 lay members
- The Chief Executive
- Research Nurse Specialist (MSA)

Election of Chair

The Board will determine the SAP Chair at the same time as determining its membership. If the designated SAP Chair is not present at a meeting, then those present will elect a Chair for that meeting (so long as it is quorate).

Quorum

The meetings shall be quorate if three or more members are present.

Frequency of Meetings

The SAP will meet a minimum of once a year.

Voting Rights

The SAP Chair (Trustee) has voting rights but, to avoid double-voting, they cannot vote again on research matters at the Trustee Board. Should any other Trustees attend SAP meetings – in whatever capacity - they have no voting rights as they *may* vote on the Trustee Board. All SAP members have voting rights on matters discussed at meetings. In the case of a tied-vote, the Chair has the casting vote.

Record of Meetings

The SAP shall ensure that an agreed record of each of their meetings, signed by the meeting's Chair is maintained and where appropriate is forwarded to the Trustee Board. Such record should be held for a minimum of 6 years.



Multiple System Atrophy Trust

Terms of Reference

To be reviewed 3 yearly and ratified by the August Trustee Board.

Appointment of Members

The Board with recommendation from the SAP is responsible for appointing the members of the SAP.

Evaluating Performance

SAP will report on the key tasks to the Trustee Board via the chair of SAP, yearly. The SAP is responsible for evaluating its own performance against the key tasks on a regular basis, and should it be considered appropriate the Trust agrees to provide relevant training or support.