

## EXECUTIVE TEAM TERMS OF REFERENCE

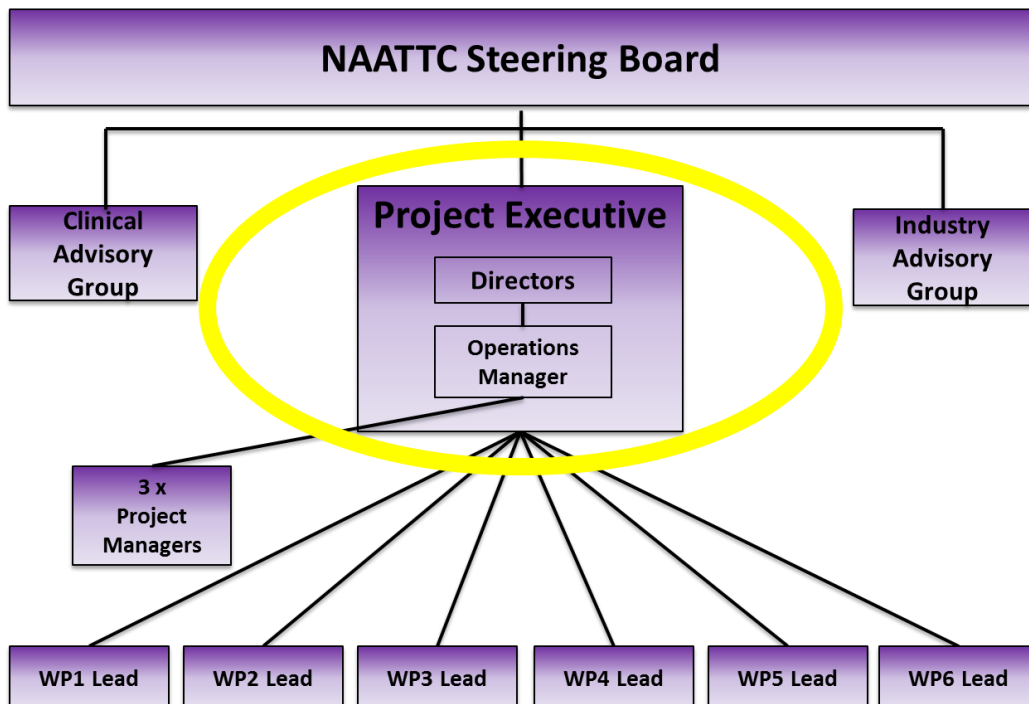
### A. Terms of Reference

The Northern Alliance Advanced Therapies Treatment Centre (NAATTC) is a collaboration between industry, NHS and academic organisations, with a vision to increase patient access to advanced therapy medicinal products regionally and nationally by growing a cost-effective clinical delivery pathway which meets the needs of the providers of advanced therapy products.

The Executive Team will be:

- Responsible for supervising the execution of the NAATTC project
- Accountable to the NAATTC Steering Board

### B. Governance





### **C. Membership**

The Executive Team consists of the Directors, Operations Manager, Scientific Advisor, and Chairs of the Industry and Clinical Advisor Groups and the Steering Board.

Specialist personnel will be invited to attend meetings when appropriate to discuss, report or advise on specific issues. For example, this could include Work Package Leads, representatives from the Cell and Gene Therapy Catapult and Innovate UK.

### **D. Reporting**

The Directors will:

- Report to the Steering Board on a quarterly basis.

### **E. Meetings**

Ordinary meetings of the Executive Team will be called monthly by the Directors, extraordinary meetings can be called at any time upon written request of any member of the Executive Team.

Agendas will be circulated to members 5 business days prior to any meeting.

Minutes will be made available to all Executive Team members and Steering Board members.