

## STEERING BOARD 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.

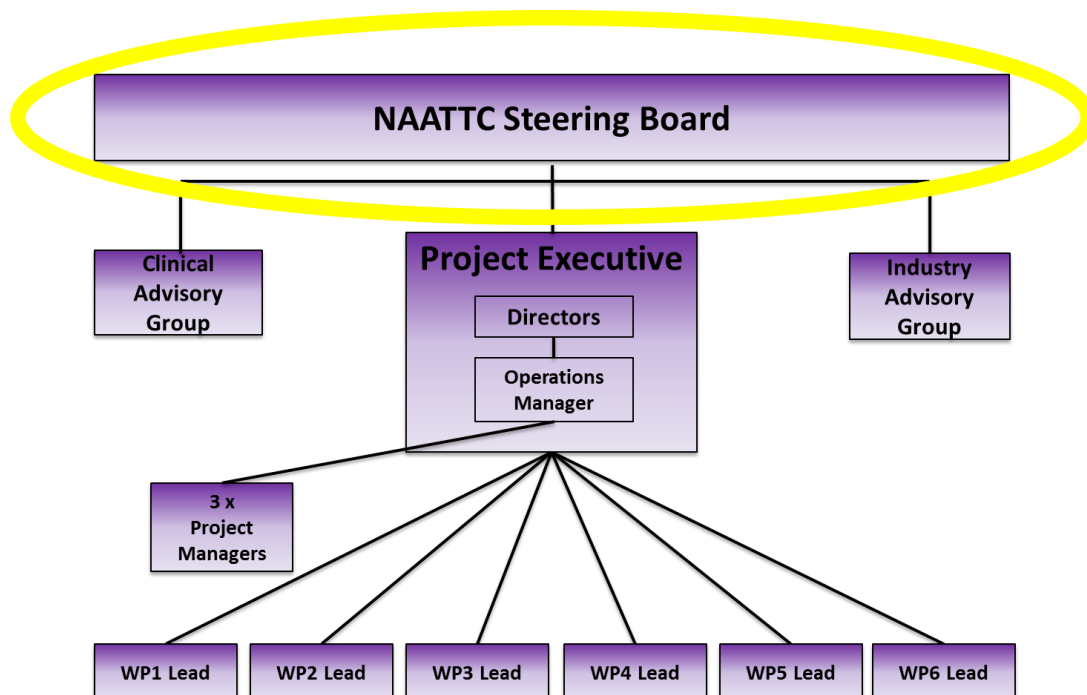
The Steering Board will be responsible for:

- Decision making for all significant matters relating to the NAATTC project
- Delivery of the NAATTC project milestones
- Meeting the monitoring requirements of Innovate UK

Steering Board Members will enable effective project management by;

- Liaising with the project management team (Work Package Project Managers and Operations Manager)
- Collaborating across all NAATTC Partners

### B. Governance



### **C. Membership**

The Steering Board consists of a Chair, a representative from each NAATTC Partner and the Executive Team (Directors, Operations Manager, Scientific Advisor, Chairs of the Industry and Clinical Advisor Groups).

If the normal NAATTC Partner representative is unable to attend, a deputy may be sent and the Chair should be informed.

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

### **D. Reporting**

Members of the Steering Board will:

- Report to Innovate UK on a quarterly basis (via Partner Progress Reports, submitted to the Operations Manager)
- Provide their project spend profile on a quarterly basis (submitted to the Operations Manager as a PDF of Q1-Q12 from data on the Innovate UK \_connect platform)

Chair of the Steering Board will:

- Submit quarterly Steering Board summary reports to the Operations Manager (to be used in the Project Progress Report, part of Innovate UK's monitoring requirements)

### **E. Meetings**

Ordinary meetings of the Steering Board will be called quarterly by the Chair; extraordinary meetings can be called at any time upon written request of the Executive Team or 1/3 of the Members of the Steering Board.

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

Minutes will be made available to all Steering Board members.