AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY (ACENTDFB)

Ahmadu Bello University, Zaria, Nigeria

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OVERSIGHT LEVEL ONE

This level consists of statutory Ahmadu Bello University committee and university governance organs that control research and or provide oversight on the activities of ACENTDFB, including:

- Technical and Professional Academic Committees, including that of the University Directorate of Research
- University Ethics Committees (Human and Animal), which operate within the mandate of NHREC
- ACENTDFB International Scientific Advisory Committee

OVERSIGHT LEVEL TWO

BIOBANK STEERING COMMITTEE

Terms of Reference (TOR)

The Biobank Steering Committee (BSC) shall be the overall in-house oversight body that is responsible for:

- Overall management and supervision of the activities of the entire biobank administrative and technical systems
- Defining, reviewing and or updating the strategic objectives of the biobank
- Monitoring progress of implementation of activities in relation to the specified goals of the biobank
- Development and revision of policies for the operations of the biobank
- Develop a communications and public relations strategy for sharing information to stakeholders and the public
- Approval of the business strategy that will guide funding and revenue generation and prepare procurement needs of the biobank
- Authorization of maintenance or other technical works that may arise in the day-to-day operations of the biobank
- Meeting quarterly and otherwise as may be necessary

ACENTDFB BIOBANK

Membership

The Deputy Centre Leader shall serve as the Chairman of the BSC with the following members:

1. Representative of the University Directorate of Research and Innovation
2. Representative of the Centre for Biotechnology Research and Training
3. One Principal Investigator (PI) of the Centre (ACENTDFB)
4. Chief Executive Officer of the Biovana Research group
5. Representative of the Institute of Human Virology Nigeria
6. One representative of the Biosafety Association of Nigeria as Observer.
7. Quality Control Officer of the Centre (ACENTDFB)
8. The Biobank Manager

Membership of the Committee will be periodically reviewed when and where necessary.

BIOBANK MANAGER

The biobank facility is under the day-to-day supervision of a Biobank Manager. The manager is responsible for ensuring:

- Compliance with appropriate local, national and international biobanking regulations
- Playing a critical role in receiving, processing of samples and responding to requests for access to stored specimens.
- Provision of technical advice to the data and sample access committee during the review of access applications.
- Dedication of staff and their observance of all regulations for specimen processing and storage, and for data management.
- Adequate and appropriate documentation during sample storage, retrieval and transportation.
- Proper management and maintenance of biobank facilities, equipment, and inventory.
- Compliance with ethical, legal, and societal considerations, verification of donor consent, and co-ordination with ethics committees.
- Making recommendation to the BSC on additional training of staff to update their knowledge and skills as may be demanded by changing scientific knowledge and emerging technologies.
- Provision of information to potential users of the biobank on biobanking requirements and procedures.
- Provision of technical support and information to statutory committees, including the BSC, on the status and day-to-day operations of the biobank.
- In collaboration with the Quality Management Officer, in accordance with the Quality Assurance system, ensuring the integrity and quality of biological samples and data.
- Access to funding opportunities and making recommendations to the BSC strategies for sourcing grants, donor or external partner funds, ensuring revenue generation in accordance with the biobank's business strategy.
- Represent and present work / progress of the biobank at local, national and international conferences, as required
- Submission of regular reports to the BSC

OVERSIGHT LEVEL THREE

BIORISK MANAGEMENT COMMITTEE

Terms of Reference

ACENTDFB BIOBANK

The Biorisk Management Committee (BRMC) is an independent review group for biosafety issues, ensuring that all works are conducted in accordance with established policies and guidelines, with the following specific responsibilities:

- Supervising workers ensuring only authorised personnel can enter and work in the facility;
- Planning and conducting activities, and ensuring adequate staffing levels, time, space, and equipment;
- Ensuring that required authorisations and ethical approval, where required, are in place before receiving a sample;
- Ensuring that laboratory biosafety and laboratory biosecurity risk assessments have been performed, reviewed and approved, and that the required control measures are in place;
- Ensuring that all at-risk employees have been informed of potential risks
- Recommending and ensuring administration of precautionary medical practices such as vaccinations for handling of biospecimens
- Recommending additional materials, equipment and or personnel capacities to the BSC that will enhance biosafety and biosecurity of the biobank
- Ensuring effective management of biosafety and biosecurity risks within the biobank
- Reporting to the BSC biannually.

Membership

The BRMC shall be Chaired by the Biobank Biosafety Officer and shall consist of the following additional members

1. Centre's Biosafety and Safeguard Officer
2. Two other technical experts with biosafety experience from the centre
3. One other technical officer with biosafety experience from other relevant units of the university
4. Centre's Laboratory Manager

The Committee shall meet bi-monthly. Membership of the Committee shall be periodically reviewed when and where necessary.

DATA AND SAMPLE ACCESS COMMITTEE

Terms of Reference

A Biobank Data Sample Access Committee (DSAC) is an independent committee with the overall mandate of ensuring security of samples and attributing data and its management in storage and transit. It shall have the following specific responsibilities:

- Development of policies on access to samples and biobanking of data
- Make recommendations to the BSC on the use of depletable resources, like unique or finite samples, and managing their preservation.
- Ensuring effective use of appropriate LIMS software and hardware for data security, including deployment of physical and electronic deterrents.
- Approval of Material and Data Transfer Agreements (MTAs and DTAs) with clients.
- Protection of participant data and sample integrity throughout the process.
- Streamlining of access with other biobank managers, ethical review boards and other governance bodies.

ACENTDB BIOBANK

- Adhering to Intellectual Property and Proprietary Transfer regulations.
- Appropriate documentation of all sample, data storage, retrieval and transportation. .
- Submitting reports bi-annually to the BSC.

Membership:

The DSAC shall consist of a Chairman (The Centre Leader) and the following members appointed by the BSC including

1. The Deputy Centre Leader
2. Assistant Laboratory Manager of the Centre
3. Centre's ICT officer
4. One bioinformatics expert from the Centre or another relevant unit of the university
5. A lawyer (Intellectual Property Right expert) from the University Legal Unit or Faculty of Law
6. An expert on biomedical ethics
7. One scientist representing the Centre

The Committee shall meet monthly. Membership of the Committee shall be periodically reviewed when and where necessary.

QUALITY MANAGEMENT OFFICER

Terms of Reference

In collaboration with the biobank manager, a biobank quality management officer shall be responsible for establishing and ensuring an effective Quality Management System (QMS) in the biobank. The Officer (committee) shall be specifically responsible for:

- Development and implementation of the QMS, ensuring it aligns with extant rules and regulations governing biobank operations.
- Ensuring the QMS meets all relevant SOPs, institutional, Medical Laboratory Science Council of Nigeria (MLSCN), and regulatory standards, including relevant International Standard Organisation standards ISO 20387:2018.
- Developing**,** maintaining and managing relevant QMS regime.
- Ensuring that all required SOPs are developed and regularly updated
- Conducting internal audits to evaluate the QMS's effectiveness and coordinating and supporting external audits.
- Developing and using key performance indicators (KPIs) to monitor quality performance, analyse data, and identifying trends and recommending intervention.
- Conducting risk assessments of processes and tasks to identify and mitigate potential quality issues.
- Facilitating training and re-training of relevant personnel related to the biobank on QMS procedures.
- Providing quarterly reports to management on the QMS's audits.
- Liaison with the procurement mechanism on matters related to biobank procurement processes.

Approval Date: November 13, 2026

Signature:

Name and Status of Approving Officer: Prof Y.K.E. Ibrahim, Centre Leader

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