TERMS OF REFERENCE AND MEMBERSHIP OF OVERSIGHT AND OPERATIONAL ORGANS OF THE ACENTDFB BIOBANK

BIOBANK STEERING COMMITTEE

Terms of Reference

The Biobanks Steering Committee (BSC) shall be the overall in-house oversight body it 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
- Develop and revise policies for the operations of the biobank
- Develop a communications and public relations strategy for sharing information stakeholders and the public
- Approve the business strategy that will guide funding and revenue generation and prepare procurement needs of the biobank
- Authorize maintenance or other technical works that may arise in the day-to-day operations of the biobank
- Meet regularly each quarterly and regular basis the Centre Management

Membership

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

1. Representative of the University Directorate of Research and Innovation
2. Representative of the Centre for Biotechnology
3. Representative of One Health Biobank, Faculty of Veterinary Medicine
4. Two technical experts within the Centre
5. Representative of the Biovanna
6. Representative of the Human Virology Institute
7. One representative of relevant Civil Society Organisation such as Biosafety Association of Nigeria, Society for Microbiology etc as Observer.
8. The Biobank Manager

Members of the Committee shall serve for a period of two years, renewable for another. final term of two years.

BIOBANK MANAGER

To be provided by Biovanna

BIORISK MANAGEMENT COMMITTEE

Terms of Reference

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

- Supervise workers, including ensuring only competent and authorised personnel can enter and work in the facility;
- Plan and conduct work activities, and ensure adequate staffing levels, time, space, and equipment are available;
- Ensure that required authorisations and ethical approval, where required, are in place for work;
- Ensure 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 risk assessments
- Recommend and ensure the administration of precautionary medical practices such as vaccinations for handling of serum or tissues
- Recommend additional materials, equipment and or personnel capacities to the BSC that will enhance biosafety and biosecurity of the biobank
- Ensure effective management of biosafety and biosecurity risks within the biobank
- Report to the BSC regularly.

Membership

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

1. Centre's 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

The Committee shall meet monthly. The BSC shall appoint members to serve for a period of two years, renewable for another final term of two years.

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 attribute data and its management in storage and transit. It shall have the following specific responsibilities

- Develop policies that will govern access to biobank data and samples, ensuring transparency and fairness.
- Provide recommendations to the BSC on the use of depletable resources, like unique or finite samples, and managing their preservation.
- Ensure the effective use of appropriate LIMS software and hardware for data security, including deployment of physical and electronic deterrents.
- Approve the signing Data Transfer Agreements (DTAs) or Material Transfer Agreements (MTAs) with researchers, which outline the terms of use, security measures, and responsibilities.
- Ensure the protection of participant data and sample integrity throughout the access process.
- Work with biobank managers, ethical review boards, and other governance bodies to streamline the access process.
- Ensure that approved researchers adhere to obligations to publish findings and, where possible, return results to the biobank for broader use in relevant research.
- Ensure that all sample and data storage and retrieval are accompanied with the appropriate documentation.
- Report to the BSC regularly.

Membership:

The DSAC shall consist of a Chairman and the following members appointed by the BSC including

1. Centres ICT officer
2. One bioinformatics expert from the Centre or another relevant unit of the university
3. A legal expert from the University Legal Unit or Faculty of Law
4. An expert on biomedical ethics
5. One scientist representing the Centre
6. The Centres laboratory manager

The Committee shall meet monthly. The BSC shall appoint members to serve for a period of two years, renewable for another final term of two years.

QUALITY MANAGEMENT COMMITTEE/OFFICER

Terms of Reference

A biobank quality manager shall be responsible for establishing and ensuring an effective Quality Management System (QMS) in the biobank. The Officer (committee) shall be specifically responsible for:

- Develop and implement the QMS, ensuring it aligns with the Centre's policies and objectives.
- Ensure the QMS meets all relevant institutional, national (MLSCN), and regulatory standards, including relevant International Standard Organisation standards ISO XXXXX.
- Develop, maintain, and manage QMS documentation, including procedures, records, and quality manuals.
- Ensure that all required SOPs are developed and regularly updated
- Conduct internal audits to evaluate the QMS's effectiveness and to coordinate and support external audits.
- Develop and use key performance indicators (KPIs) to monitor quality performance, analyse data, and identify trends.
- Conduct risk assessments of processes and tasks to identify and mitigate potential quality issues.
- Facilitate the training of relevant persons related to the biobank on QMS procedures.
- Provide regular reports to management on the QMS's performance, findings from audits, and improvement opportunities.
- Work with the procurement mechanism of the Centre to ensure the quality of incoming materials.