



## NHMRC PARTNERSHIP COUNTRY HEART ATTACK PREVENTION (CHAP) PROJECT

# GOVERNANCE COMMITTEE TERMS OF REFERENCE OCTOBER 2020

### **Purpose**

The purpose of the Governance Committee in relation to the NHMRC Partnership Grant GNT 1169893 – *The Country Heart Attack Prevention (CHAP) Project: A four step model of care and clinical pathway for the translation of cardiac rehabilitation and secondary prevention guidelines into practice for rural and remote patients* is implement the NHMRC codes for the practice of ethical research conduct (<https://www.nhmrc.gov.au/sites/default/files/documents/reports/research-governance-handbook.pdf>).

### **Preamble**

Research must be 'governed' at all stages of a project. The governance of research will ensure that its delivery meets its objectives and conforms to relevant institutional, jurisdictional, and national standards and applicable laws. Research governance implements the principles, requirements, and standards of research. It addresses protection of research participants, the safety and quality of research, privacy and confidentiality, financial probity, legal and regulatory matters, risk management and monitoring arrangements and promotes good research culture and practice. Institutions should ensure that their procedures and policies and other documents that guide good research governance, conduct and management, are open, transparent, and available to members of the community. The combination of all project activities that govern research, irrespective of who is responsible for any one activity, is known as an institution's research governance framework.

The project's research governance framework defines the way all staff involved in research share responsibility and accountability for the institution's research being conducted according to appropriate regulatory, ethical and scientific standards and within the levels of acceptable institutional risk. Sponsors of research have parallel responsibilities to properly govern research with which they are associated. These obligations are independent of the project's research governance framework and are not addressed in this document. A well-developed research governance framework ensures that:

- research is promoted as a valued activity in the project
- activities that the project offers that will promote good research practice (e.g. appropriate training and education of staff in good and ethical research practice) are described and promoted
- responsibilities and accountabilities for individuals and groups are understood, enacted, and maintained
- processes used are appropriate to the project's research environment and sufficiently adaptable to recognise differences in the relative risk of certain types of research (e.g. interventional research in contrast to observational research)

- 
- research governance activities are monitored and evaluated, and the framework is modified as appropriate
  - the self-regulation of all contributors to research upon which the preservation of research integrity depends is affirmed and can be shown to be practiced
  - the framework is accessible to all relevant parties
  - the rights and reputations of researchers and research participants are respected, and conflicts of interest are declared
  - the outcomes of research are communicated responsibly

### **Responsibilities**

The Governance Committee will:

- Act as a strategic advisory group for the Project Management Team
- Support and review the progress of the CHAP project deliverables and outcomes
- Review and provide feedback on recommendations for expenditures on the CHAP project budget in line with the NHMRC funding agreement and the Multi-Institutional agreement (noting that ultimately the project lead investigator and the administering institution will be accountable for the use of project funds and ensuring the deliverables and outcomes are achieved in a timely manner within the project budget)
- Engage and communicate with the wider CHAP Project Team, health care and service providers

### **Composition and Membership**

The Governance Committee will comprise:

1. Clinical Advisor (Chair): Chief Clinical Advisor, Rural Support Service SA
2. Clinical Trials Expert (Co-Chair): Director-MonashHeart & Professor of Medicine
3. Aboriginal Health Expert: Aboriginal Medical Doctor & Aboriginal Health Equity Researcher, University of Adelaide
4. Translation Expert: CEO, Health Translation SA
5. Data Expert: Executive Director, Provider Commissioning and Performance, Department for Health and Wellbeing SA
6. Consumer Representative: Director-Health Policy, Country SA Primary Health Network
7. Industry Partner Representative: Healthcare Program Lead, Novartis Pharmaceuticals Australia
8. Partner Organisation Representative: President, Exercise & Sports Science Australia
9. End-User Representative: Better Care Coordinator, Regional Local Health Network

### **In attendance**

Project Management Team comprising:

- Project Lead Investigator
- Project Lead Partner Investigator
- Project Manager (and Executive Officer)

---

## **Meeting Procedures**

### ***Term***

The term of office for all members of the CHAP Project Governance Committee is for the full duration of the project life cycle that makes them eligible for ex officio status on this Committee. Any member will cease to be a member of the Committee if the person is no longer eligible for membership.

### ***Statement of Interest***

When accepting the Governance Committee membership, the CHAP Project Team requires members to sign a Statement of Interest form. Members must disclose any relevant interests, current and historic (past 5 years). Additionally, updates on absolute, perceived, or potential conflicts will need to be declared at each Governance Committee meeting:

- When a new member joins the Committee, and
- As circumstances change during the full duration of the project life cycle

The Chair and Co-Chair of the Governance Committee, in consultation with the Project Lead Investigator, will decide if a conflict of interest exists and if so, the appropriate management plan. They will seek advice from other members if required. When the Chair has a conflict, the Co-Chair will lead the discussion points at meetings.

### ***Quorum***

50% of membership plus 1

### ***Frequency of Meetings***

The Governance Committee will be convened virtually via Zoom twice per project year on the following dates (with quarterly project budget update reports):

#### Project Year 1 (1 Oct 2019 – 30 Sep 2020)

1. 8 October 2020 (3:00 – 4:30pm Adelaide Time)

#### Project Year 2 (1 Oct 2020 – 30 Sep 2021)

2. 12 April 2021 (3:00 – 4:00pm Adelaide Time)
3. 7 October 2021 (3:00 – 4:00pm Adelaide Time)

#### Project Year 3 (1 Oct 2021 – 30 Sep 2022)

4. 11 April 2022 (3:00 – 4:00pm Adelaide Time)
5. 6 October 2022 (3:00 – 4:00pm Adelaide Time)

#### Project Year 4 (1 Oct 2022 – 30 Sep 2023)

6. 17 April 2023 (3:00 – 4:00pm Adelaide Time)

The Committee reserve to return to annual meetings after trialling the biannual zoom meetings in 2021 with quarterly budget update reports.

There may be occasional out of session meetings via email if and when required.

---

### ***Record of Meetings***

All meetings will have formal agendas and minutes and will be retained as part of the CHAP Project records management.

### ***Standing Agenda***

1. Welcome and Agenda Matters (Chair)
  - 1.1 Acknowledgement to Country
  - 1.2 Apologies Received
  - 1.3 Conflict of Interest
  - 1.4 Terms of Reference
  - 1.5 Confirmation of Previous Minutes
  - 1.6 Business Arising from Previous Minutes
  
2. Reports from CHAP Project Management Team
  - 2.1. Project Progress Report (Project Lead Investigator and Project Lead Partner Investigator)
  - 2.2. Project Budget Update (Project Manager)
  - 2.3. Plans and Outcomes for Next Project Year (Project Lead Investigator)
  
3. Closing Comments and Feedback (Chair & Co-Chair)