

Breast Cancer Research Centre Research Committee

Terms of Reference

(updated on 18 Aug 2022)

1. Responsible To

The Breast Cancer Research Centre (“BCRC”) Research Committee (hereafter the “Committee”) is formed under the governance of the Hong Kong Breast Cancer Foundation Limited (“HKBCF”), and shall be responsible to the Management Committee of the HKBCF (hereafter the “Management Committee”).

2. Objectives

To be consulted, to advise and to make recommendations to the Management Committee on matters relating to BCRC as required by the HKBCF for its operational and other needs which may include, but not limited to the following:

- 2.1 To provide advice and guidance on BCRC’s overall research direction and strategy.
- 2.2 To set up priority for on-going research projects.
- 2.3 To formulate strategies for timely promotion of impactful research findings among medical professionals and/or general public.
- 2.4 To review and approve research collaboration request from outside parties (such as pharmaceutical companies and universities).

3. Composition

- 3.1. The Committee shall consist of not less than five members. Professionals and experts in the field who can make special contribution may be co-opted by the Committee (See Appendix I for Committee Composition).
- 3.2. The Committee shall be chaired by the Chairperson appointed by the Management Committee of the HKBCF, or in his/her absence, one member of the Committee appointed at the meeting, shall preside.
- 3.3. The Chief Executive Officer of HKBCF shall be in attendance. Other relevant staff member(s) of the HKBCF as recommended by the Chief Executive Officer can be invited to attend after consultation with the Chairperson of the Committee.
- 3.4. The Secretary of the Committee shall be the person-in-charge of BCRC.

4. Meeting

Regular meeting will be convened by the Chairperson every three months.

The Chairperson may at his/her discretion convene meetings of the Committee at any time as deemed necessary.

5. Agenda

An agenda shall be prepared by the Secretary of the Committee and forwarded together with any other discussion materials to the members one week before the meeting.

6. Quorum

Three members of the Committee present at the meeting shall form a quorum of meeting.

7. Terms of Office

Term of office of members is two years subject to review and re-invitation by the Management Committee. For those appointed in the middle of the two-year term, the membership shall be completed in line with other existing members.

8. Minutes of Meetings

The Secretary of the Committee shall prepare minutes of all meetings and distribute to the members of the Committee no later than three weeks after the meeting.

The Secretary of the Committee shall keep minutes and notes of all meetings, record of decisions, actions and recommendations discussed at the meeting.

9. Administrative Expenses

Such expenses as may be necessary for the administration of the Committee shall be the responsibility of the HKBCF.

10. Review of Terms of Reference

The terms of reference shall be annually reviewed by the Committee. Any substantial modifications to the terms of reference shall be approved by the Management Committee.