

Cell & Gene Therapy Advisory Committee and Network

Terms of reference (July 2023)



Cell and Gene Therapy Advisory Committee

Purpose

The BIA Cell and Gene Therapy Advisory Committee (“CGTAC”) provides the BIA with objective and authoritative advice on matters relevant to the cell and gene therapy sector. It assists with the formulation of BIA policy on topics including patient access, skills and infrastructure. CGTAC also contributes to BIA discussions with government, regulators and the media on subjects relevant to cell and gene therapies.

CGTAC is an advisory committee to the BIA Board and provides advice and recommendations either directly to the Board, or to the CGTAC Secretariat acting on behalf of the Board.

CGTAC is not itself empowered to represent BIA views externally but will act either through, or with the authority of, the BIA Board or Secretariat.

CGTAC provides advice to the BIA for two principal purposes:

- To provide information and input useful to the BIA Board, Secretariat and membership
- To assist and inform the BIA’s public lobbying efforts in relation to cell and gene therapies

Membership

The members of CGTAC will include BIA members with active interests in the cell and gene therapy space, including developers, suppliers and lawyers. Members are appointed by the CGTAC Secretariat acting in consultation with the Chair and Vice-Chair of CGTAC.

CGTAC members will have the opportunity to play a leading role in shaping the cell and gene therapy ecosystem in the UK, including by influencing developments in policy, regulations and standards. CGTAC also provides a forum for members to network with other leading experts in the cell and gene therapy space.

CGTAC members will attend and participate in quarterly meetings and other CGTAC activities where appropriate. They will receive all email updates and communications from the CGTAC Secretariat. Sub-committees and working groups will be established to work on specific topics as and when required.

Terms of CGTAC membership:

- Each committee member organisation will have one primary representative, as well as an optional deputy representative. Only one representative of each organisation will attend each quarterly CGTAC meeting (except the Committee Summit in Q1, where no such limits apply). Both representatives will receive email updates and communications from the CGTAC Secretariat.
- Representatives are expected to regularly participate in meetings, including by engaging constructively in discussions and offering their expertise and time for various committee driven activities.
- In the event that a committee member is unable to send a representative to a quarterly CGTAC meeting, they should contact the CGTAC Secretariat in advance to inform them of the reason for being unable to attend. Failure to provide a reasonable excuse for absence at two consecutive meetings may result in the removal of the organisation from committee membership. The organisation will instead be offered membership of the CGT Network (see below for more information).

Chair and Vice-Chair

The Chair and Vice-Chair of CGTAC are appointed by the BIA Board following recommendation from the CGTAC Secretariat.

Liaison with the BIA

In order for CGTAC to fulfil its role, effective communication with the BIA Executive and Board is necessary. This is achieved as follows:

- Biannual meetings of the BIA Board and the advisory committee chairs and vice-chairs
- Attendance by the Secretariat at CGTAC meetings
- Minutes of all CGTAC meetings are circulated to the BIA management team

Due to shared interests, CGTAC will provide regular updates on its activity to the Manufacturing Advisory Committee (MAC), who will in turn provide updates on its activity to CGTAC. These updates will be arranged by the CGTAC and MAC Secretariats.

On an ad hoc basis, CGTAC will also work with other BIA advisory committees, groups and networks on topics of shared interest.

Meeting frequency

CGTAC will meet four times yearly though additional meetings may be called, if required, on specific topics.

Conflicts of interest

In the event of a topic of discussion which presents potential conflicts of interest, committee members are required to declare these and may be asked to leave the meeting for the duration of the discussion.

If members have conflicts of interest arising in any discussion, email or other correspondence or working group, they are required to report these to the Secretariat or Chair without delay.

Cell and Gene Therapy Network

Purpose

The BIA Cell and Gene Therapy Network (“CGT Network”) will exist to bring together people from the BIA membership who are not a CGTAC member organisation representative but have an active interest in the cell and gene therapy space. The CGT Network will build the BIA’s cell and gene therapy community and enable two-way communication between the BIA and CGT Network members.

Membership

CGT Network members will include BIA members with an active interest in the cell and gene therapy space that are not a CGTAC member organisation representative. Members will be appointed by the CGTAC Secretariat.

If there is a waiting list for CGTAC membership, then organisations may be offered CGT Network membership until a space becomes available on the committee.

CGT Network members will receive selected email updates and communications from the CGTAC Secretariat, including the minutes from CGTAC’s quarterly meetings (with redactions where appropriate).

CGT Network members will also be invited to attend the CGTAC Q1 meeting as part of the BIA Committee Summit. On an ad hoc basis, CGT Network members may be invited to participate in BIA working groups and inform BIA events.