**Centre for Translational Cancer Research (CTCR)**

***Management Committee Term of Reference (TOR)***

**Preamble:**

The Centre for Translational Cancer Research was established in October 2010 to engage and support citywide translational cancer research by linking researchers from multiple disciplines with academic clinicians as an important first step to address the complexity of cancer as a disease. This partnership of Western University, London Health Sciences Centre’s London Regional Cancer Program, Lawson and Schulich School of Medicine & Dentistry is intended to accelerate the translation of knowledge to clinical practice by providing an academic framework that spans existing academic units and institutions. The goal of the Centre for Translational Cancer Research (CTCR) is to support bi-directional interdisciplinary translational cancer research. The Centre for Translational Cancer Research facilitates knowledge transfer between scientists, clinicians and teams to pursue research pertaining to major treatment goals such as early detection, prevention, novel therapies or technology platforms with potential for patient application. The CTCR is constituted and administered under the terms for Centres within Western University and is led by a Director with the option of establishing an advisory board or management committee to aid in setting the strategic directions and priorities for the Centre.

**The purpose of the Management Committee is to assist the Director in facilitating the following goals of the CTCR**

* Establish multidisciplinary Translational Cancer Research Teams of researchers at Western and partner research institutions around cancer research problems with potential for patient application
* Stimulate and help teams to pursue novel, creative areas of inquiry with exciting potential to make major, positive impacts on the lives of people with cancer
* Break down barriers to their success by advocating for integrated infrastructure and other support across multiple faculties, institutes and clinical programs.
* Connect teams with each other to realize translational benefits that transcend specific disease sites or research platforms
* Through these teams, realize the vision of collectively being a leading person in integrated, interdisciplinary research in personalized cancer care
* Linking, leveraging and enhancing citywide training program specifically for, or relevant to, cancer
* Enabling translation of discovery by working with WORLDiscoveries and other knowledge translation partners
* Providing a common point of contact and ‘brand’ for cancer research for London to enable collaboration with regional, national and international industry and academic partners
* Providing targeted seed funding and administrative support teams to accelerate their development
* Supporting “high impact” educational events by organizing research symposia and partnering in the organization of Oncology Research and Education Day

**Chair**

The Director of the CTCR will Chair the Management Committee

**Membership**

Chair/Chief Department of Oncology (ex officio)

Director, Cancer Research Laboratories (ex officio)

Director, Clinical Cancer Research Program (ex officio)

Basic Science Representative x 1-2, Western based

Basic Science Representative x 1-2, Lawson based

Clinical Cancer Researcher x 1-2, LHSC or SJHC based

**Non-voting members**

Development Officer, London Health Sciences Foundation

Development Officer, Schulich School of Medicine & Dentistry

**Reporting Relationship of the Management Committee**

Through the Director to the Dean of the Schulich School of Medicine

**Agenda Development**

Agenda is designed to support the initiatives of the committee. Agenda items identified with *clear purpose*, *desired outcome* and *required time* are requested to the Chair for consideration two weeks prior to the meeting and distributed ahead of the meeting.

**Recorder**

Administrative support for recording will be made available to the committee. Key actions and summary of discussion outcomes will be recorded and distributed to members of the committee and as requested to the Dean of Schulich School of Medicine & Dentistry, Western University, Director, Scientific Research, Lawson Health Research Institute and Vice President, Cancer Care, London Health Sciences Centre

**Meeting Frequency**

Minimum twice a year with additional meetings as needed

**Quorum**

There must be fifty percent (50%) of the committee membership present.

**Rules of Order**

If consensus cannot be reached, the Chair will make the decision or recommendation with effective consultation with members as well as appropriate stakeholders not represented by the committee members.