Royal Prince Alfred Hospital Institutional Biosafety Committee Terms of Reference

NAME	**ROYAL PRINCE ALFRED HOSPITAL INSTITUTIONAL BIOSAFETY COMMITTEE (RPAH IBC)**
GOVERNANCE FUNCTION	To assist Royal Prince Alfred Hospital (RPAH) and Organisations it acts for to meet their statutory obligations and conduct research safely in relation to the areas regulated by the IBC
DEALINGS AND ORGANISMS REGULATED BY THE IBC	1. Dealings with genetically modified organisms (GMOs) under the Gene Technology Act 2000 – This includes exempt GMO dealings, Notifiable Low Risk Dealings (NLRDs), Dealings Not Involving Intentional Release (DNIRs) and Dealings Involving Intentional Release (DIRs) 2. Laboratory research (not clinical service) involving SARS-Cov-2 virus and organisms that cause Listed Human Diseases under the Biosecurity Act 2015 - This does not include research involving samples from patients suspected or confirmed to be positive for SARS-Cov-2 or for organisms that cause Listed Human Diseases under the Biosecurity Act 2015. Note: *R*esearch involving patient samples must have approval from the Human Research Ethics Committee and Site-Specific Governance authorization.
OBJECTIVES	To protect the health and safety of people, and to protect the environment, by reviewing proposals submitted to the IBC by applicants from Organisations it acts for and by assisting applicants to identify and manage risks associated with dealings and organisms regulated by the IBC.
ROLE & FUNCTION	To provide a forum to: 1) Review proposals for dealings with GMOs and laboratory research involving the SARS-Cov-2 virus and organisms that cause Listed Human Diseases under the Biosecurity Act 2015 excluding samples from patients. 2) Facilitate communication with, and reporting to, the OGTR 3) Provide advice to stakeholders 4) Inform stakeholders about important changes to gene technology legislation 5) Maintain records in accordance with OGTR and RPAH requirements 6) Assist OGTR accredited organisations to comply with legislation related to gene technology and to ensure that they conduct GMO dealings in appropriate facilities 7) Inspect OGTR certified PC2 and above containment facilities annually 8) Assist organisations to comply with requirements applicable to dealings and organisms regulated by the IBC. 9) Improve knowledge and processes
PROCESSES	The Committee's processes • Minimize conflicts of interest • Ensure an appropriate range of expertise in assessing and managing risks • Exercise due diligence • Include an independent representative from the Community • Include appropriate representation from OGTR accredited organisations • Ensure members are appropriately indemnified

MEMBERSHIP	**Composition** The composition of the IBC is in accordance with the OGTR **Guidelines for Accreditation of Organisations.** The membership comprises: • Chairperson • Deputy Chairperson • IBC Executive Officer and Primary Contact • Community member • Members with the collective technical, engineering, scientific and administrative expertise to review and assess all the matters that are likely be put to the Committee The Committee has access to other expertise as required.
CHAIRPERSON	PROFESSOR JOHN RASKO
DEPUTY CHAIRPERSON	DR CHARLES BAILEY, INTERIM DEPUTY CHAIRPERSON (22-018)
SECRETARIAT:	DR GABRIELLE O'SULLIVAN, EXECUTIVE OFFICER AND MEMBER
QUORUM	SIX
MEETING FREQUENCY	ONCE PER MONTH AS REQUIRED
KEY PERFORMANCE INDICATORS	1) Maintenance of RPAH accreditation with OGTR 2) Annual Reports to OGTR 3) Achievement of licences from OGTR 4) Achievement and maintenance of OGTR containment facility certifications 5) Finalisation and recording of assessments 6) Participation in fora related to regulation of dealings and organisms regulated by the IBC 7) Provision of advice particularly regarding human clinical trials involving GMOs 8) Provision of advice related to dealings and organisms regulated by the IBC
REPORTS TO	1) The Gene Technology Regulator (via RPAH/SLHD) 2) General Manager, RPAH 3) SLHD Chief Executive
FERQUENCY OF REVIEW	Every 2 years
DATE OF LAST REVIEW	*AUGUST 2022*
DATE OF NEXT REVIEW	*AUGUST 2024*