

French National Foundation on Alzheimer's disease and related disorders

Statute of the Scientific Advisory Board

In carrying out their mission with respect to the French National Foundation for Alzheimer's disease and related disorders, the Board of Directors and the General Director of the foundation rely upon the advice and counsel of the Scientific Advisory Board (SAB). The SAB is responsible for evaluating the scientific merit of all funding requests submitted to the foundation, and for monitoring the progress and achievements of the Foundation goals.

The SAB chairman attends the Board of Director meetings and presents an overview of the work of the SAB during the last period. The Board of Directors wishes to grant to the SAB a reasonable degree of autonomy in governance to carry out its mission, reserving for itself an oversight role with respect to the entire presidential plan and to possible conflicts of interest among SAB members.

Section 1. Membership

The SAB will consist in 15 members appointed by the Board of Directors. Ordinarily, SAB members will serve a four year term. In the event that, for any reason, a SAB member is unable to complete a full four year term, the new member selected to replace him or her will be appointed for a full four year term. A number of 8 foreign members will be strictly maintained in the composition of the SAB.

Section 2. Replacement

The SAB will be renewed by half every four years. The first replacement will take place on February 2012 with an alternative 1-2 split between French and foreign members. Each member cannot perform two consecutive terms. For the first four year term, the members to be replaced will be randomly selected. Lots will be drawn by the Board. The resignations and dismissals will be taken into account first in the replacement policy.

Section 3. New members

The SAB will make recommendations to the Board regarding new SAB members. Candidates should be selected considering the importance to maintain the diversity of expertise and national origins needed for SAB functions. The ultimate decision rests with the Board of Directors.

Section 4. Chairman and Vice-Chairman

A chairman and a vice-chairman will be appointed by the Board of Directors. The initial chairman will be Professor Joël Ménard who has been in charge of the comprehensive report on Alzheimer's disease and related disorders requested by the President of the French Republic, Nicolas Sarkozy in November 2007. The vice-Chairman will be chosen among the foreign members of the SAB. The SAB is supported by a General Secretary, Doctor Yves Christen, taking into account his continuous commitment and contribution in the organisation of high quality meetings on Alzheimer's disease for more than twenty years.

Section 5. Responsibilities

The SAB is consulted on major scientific orientations, on the annual action program of the Foundation prior to their approval by the Board of Directors, and on any other matter referred to it by the Chairman of the Board of Directors or the General Director.

The SAB makes any recommendations it deems useful for national, European and international actions, especially the organisation of working groups or small consultant meetings, according to its needs.

The SAB is responsible for the scientific evaluation of applications filed in response to calls for proposals or tender launched and funded by the Foundation. The SAB will review, before its launching, the text proposed by the Foundation for these calls for proposals or tender.

The organization of the scientific assessment is the responsibility of the SAB that shall ensure in particular, that any conflict of interest is avoided. In order to encourage and guarantee a fair competition between applicants, the SAB will have recourse to independent external foreign reviewers. At each Committee meeting, the President of the SAB will systematically ask all members for conflicts of interests. They may concern scientific competition or industrial relationships. The impact of these conflicts of interest will be examined, and their influence on the process will be assessed and the decision taken will be mentioned in the minutes"

Operational members of the Foundation are excluded from this external expertise. On the basis of scientific assessments, the SAB establishes the classification of projects and / or applications, which it then submits for approval and validation to the Board of Directors.

The SAB monitors and assesses the impact of actions on the influence and attractiveness of the Foundation at the national and international level. For this purpose, each program of the Foundation will be monitored and supported by one French and one foreign member of the SAB in order to provide advices and suggestions on project advancement and results.

Section 6. Conflict of interest

It is incumbent upon members of the SAB to acknowledge any conflict of interest that may exist when reviewing, discussing or voting upon any proposal before the board. Such conflicts of interest are not limited to grant proposals but include actions intrinsic to the SAB. Management of conflict of interest is the purview of the SAB or a committee of the SAB, but not of the SAB member that acknowledges the conflict.

Members of the SAB will not participate as investigators in any project submitted to the Foundation. Before reviewing, discussing or voting on any grant application, SAB members should attest that they have no conflict of interest with regard to a particular application and do not have the potential to gain financially, in favour or stature with an academic or commercial institution, and further with regard to the potential grantee. They should make public to the SAB any prior involvement in the preparation of grant applications, and should be discarded from votes, if they have such involvement. If one or more of the above exists, it must be disclosed by the SAB member and the SAB or a specially designated subcommittee of the SAB will determine the most appropriate role for the conflicted board member. These same disclosures should be made with regard to any action of the SAB to the extent that it involves general or specific policies and business decisions.

Section 7. Meetings

The Scientific Advisory Board will have a main official two-day meeting every year in Paris, with all French and foreign members attending this meeting. This meeting will take place at Inserm. A report of this annual meeting will be presented by the Chairman of the SAB to the Board of Directors, each year.

Two one-day national meetings of the French members will also be held beside the main official meeting. Meanwhile, grant application projects, evaluations and review decisions, requests of the General Director of the Foundation and of the Board of Directors will be circulated among members by email as necessary all along the year.

The program of each of the three meetings will be jointly prepared by the Chairman of the SAB and the General Director of the Foundation, with the help of General Secretary of the SAB.

The General Director of the Foundation will attend the SAB meetings, without participating to the votes.

The general secretary of the SAB will prepare records of the meetings, which will have to be approved by all members of the SAB. Divergencies in opinions should be carefully mentioned.

The members of the SAB, at the request of the Board of Directors or the General Director of the Foundation, may be invited to attend some of other meetings in accordance with their own schedule.

Section 8. Compensation

Members of the SAB will be reimbursed for all travel expenses incurred by their activity as a SAB member. In addition the Foundation will award an annual honorarium of 1000€ per day of presence during the meetings, which will be held in Paris.