



Data Access Committee Remit

Members	• Chair • Project Lead • SC Chair • Ordinary Member (up to 6) • Industry representative(s) • Patient representative(s) (up to 2) • Ethics advisor • GloBE-Reg Scientist
Other Considerations	• Ordinary members are representatives from centres that are actively involved in any of the GloBE-Reg related activities (as specified in the process for appointing new members) • Only DAC members should attend the meetings; no representatives should attend unless expressly agreed by the project lead • All members should complete a declaration of interest form • Members will demit after the second meeting of the year of demission. The standard process shall be followed for appointing new members and as outlined at https://globe-reg.net/process-for-replacing-members-in-globe-reg-committees/
Quorum	50% of DAC
Meetings	Two meetings per year held remotely. Members are expected to attend all meetings (and as a minimum half of the meetings over two years).
Remit	• Promote the wider use of the data that are being collected in the GloBE-Reg • Advise on the maintenance of the highest levels of custodianship of the data • Review all new applications • Review existing projects • Review end of project reports and any other outputs
Specific Tasks	• Check that the proposed work complies with GloBE-Reg Management Protocol and the terms and conditions of the ethics approval provided to the GloBE-Reg project, see https://globe-reg.net/documents-for-institutional-approval/ • Look for evidence that the third party that is requesting the data is appropriately qualified for use of the data • Advise on improving the scientific content and feasibility of the projects and any overlaps with ongoing projects • Advise on the dissemination and publication plans • Ensure that the effort of those involved is appropriately acknowledged • Provide feedback to the requestor • Review and advise on the governance processes within the DAC • Attend the DAC refresher at least once during their tenure
Chair of the DAC	• Serve a 5-year term renewable for another 1 yr • Advise on the newsletter and the website content https://globe-reg.net/data-access-committee/ • Represent DAC on the GloBE-Reg Steering Committee

Ordinary Members	• Serve a 3-year term renewable for another 1yr • Communicate to the GloBE-Reg Project Management Group, through the Chair of the DAC who will present the DAC in the Steering Committee • Complete and sign a Confidentiality document • Declare any specific conflicts when reviewing an application in the feedback form • Treat all data requests confidentially • Aim to respond to all data requests promptly • Demit office after the second meeting in the year, irrespective of when they joined the office • Other than industry representatives, patient representatives and the ethics advisor, all other members should have experience of adding data to the Registry, or experience in using data from the Registry
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