

ISGlobal ToR ISGlobal Good Scientific Practice Committee - ISGlobalGSPC			
Version: 1	Approval Date: 17 th September 2020 and 11 th November 2020	Author: Eva Casamitjana	Approved by: Core Scientific Committee and DirCom

1. OBJECTIVE

To determine the role and functions of ISGlobal Good Scientific Practice Committee (ISGlobal-GSPC).

2. SCOPE

This SOP applies to all ISGlobal members participating in that committee.

3. DEFINITIONS AND ABBREVIATIONS

- 3.1 **CSC:** Core Scientific Committee
- 3.2 **ISGlobal-GSPC:** ISGlobal Good Scientific Practice Committee

4. SOP DEVELOPMENT

4.1. Background

ISGlobal has adopted the PRBB Code of Good Scientific Practice¹ with Addendums approved on the 21st July 2016 (see *Adoption of PRBB Code of Good Scientific Practice and addendums_vF*).

The Code represents a set of recommendations and commitments governing scientific activities at ISGlobal, and it is monitored by the PRBB Group on Good Scientific Practices, which provides a multi-institutional environment.

In addition, ISGlobal has three representatives at the [PRBB Good Scientific Practice Working Group](#), a cross-institute group whose aim is to actively share learning and good practice in scientific integrity amongst the PRBB institutes, to catalyse the development of cross-institute educational initiatives and to act as an independent support and resource for the PRBB institutes in cases of serious misconduct.

This ToR aims at establishing the appointment and functions of the ISGlobal Good Scientific Practice Committee (ISGlobal-GSPC) as the delegated Core Scientific Committee (CSC) body to promote research integrity and handle potential cases of research misconduct.

4.2. ISGlobal Good Scientific Practices Committee (ISGlobal-GSPC)

4.2.1. Membership

The ISGlobal-GSPC is composed of:

- The Scientific Director (chair)
- The 3 CSC representatives within the PRBB Good Scientific Practices Group – one will act as secretary
- The Clinical Quality Coordinator

The General Director will attend as an observer, at his discretion.

The ISGlobal-GSPC members are expected to attend and actively participate in the meetings. All committee members are individually committed to the values and objectives of the organization, to provide adequate time and energy to the duties of membership and to act with integrity avoiding or declaring personal conflicts of interest.

¹ [PRBB Code of Good Scientific Practice](#)

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4.2.2. Responsibilities of the ISGlobal-GSPC Chair:

- Setting the agenda for each meeting
- Chairing the meeting and ensuring it is conducted efficiently
- If necessary, inviting non-ISGlobal-GSPC members to participate in specific meetings
- Together with the secretary they are responsible to assess the allegations of scientific misconduct received and decide whether a Preliminary Enquiry is required according to the *Procedure for the management of Suspected Scientific Misconduct*.

4.2.3. Responsibilities of the ISGlobal-GSPC Secretary

- In case of an allegation, acknowledge reception of the allegation report from complainant and ensure complete information according to the SOP
- Annual planning of meeting dates – every four months unless a scientific misconduct allegation is received
- Ensuring that agendas and supporting material are delivered to members in advance of meetings
- Writing minutes of the meetings
- Follow up decisions and implementation
- Together with the chair they are responsible to assess the allegations of scientific misconduct received and decide whether a Preliminary Enquiry is required according to the SOP in Cases of Suspected Scientific Misconduct.

4.2.4. Functions

The main functions of ISGlobal-GSPC are:

- To foster internal capacities and training in good scientific practices to promote a research integrity scientific environment
- To manage and follow up all research misconduct allegations received at ISGlobal
- To monitor observance of the Code of Good Scientific Practice and compliance with its recommendations
- To participate in the PRBB Good Scientific Practices Working Group through the designated representatives

4.2.5. Contact

The ISGlobal-GSPC can be contacted at research.integrity@isglobal.org.

In addition, at the section Research Integrity and Ethics in the intranet updated information of Research Integrity at ISGlobal can be found.

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5. ASSOCIATED DOCUMENTS

- *PRBB Code of Good Scientific Practices*
- *Adoption of PRBB Code of Good Scientific Practice and addendums_Vf*
- *SOP in Cases of Suspected Scientific Misconduct*

6. VERSION CONTROL

Version	Date of revision	Changes