

ABC Global Alliance - Terms of Reference

About the ABC Global Alliance

The ABC Global Alliance is a multi-stakeholder platform for all those interested in collaborating on common projects to help improve and extend the lives of people living with advanced breast cancer (ABC) worldwide.

The Alliance is an initiative of the European School of Oncology (ESO) with the School having full financial and legal responsibility for the Alliance's activities. The goal is that over the coming years the ABC Global Alliance will become an independent organisation with its statutes defined according to the law of the country of registration.

ABC Global Alliance's Vision and Mission

The ABC Global Alliance's goal is to improve and extend the lives of women and men living with advanced breast cancer (ABC) in all countries worldwide and to fight for a cure. The Alliance also seeks to raise awareness about ABC and provide a voice at a global level for all ABC patients.

In order to achieve its mission, the Alliance will focus on:

- Raising global awareness about ABC;
- Putting ABC on the global health policy agenda;
- Building ABC advocacy capacity globally;
- Facilitating the exchange of ABC resources and advocacy experiences between partner organisations.

All the ABC Global Alliance's activities will be implemented with the interests of patients with ABC in mind and will be independent, non-promotional and free from commercial influence or bias.

Interim structure

Between March-November 2017 an interim governance structure was established to deliver the following tasks:

- Establish the Alliance's governance structure and decision-making processes
- Launch partnership recruitment campaign
- Revise the ABC Global Charter and raise awareness about the Charter among the Alliance's members
- Roll out a communications plan to build the Alliance's visibility and agree concept / plans for a global ABC awareness campaign
- Organise the election of the formal governing structure

ABC Global Alliance's Governance structure

For any specific term both the Partners Council and Executive Committee will work to a defined set of item bound aims and objectives. What follows is a summary of the approved governance and decision-making structure:

The Alliance will be governed by a:

- Partners Council: A body made up of one representative of each Partner which meets once per year in person or on webinars.
- Executive Committee: A body consisting of 8 members.

In addition, the Alliance will be supported by a secretariat based at the European School of Oncology supported by service providers when necessary.

The **Partners Council** will consist of one representative of each of the partners. Partners are obliged to nominate a representative and an alternate if their representative cannot attend the partners' meeting.

Each Partner has one vote at meetings of the Partners Council and all decisions will be taken by simple majority vote. There is no quorum for meetings of the Partners Council. Votes can be taken electronically (by email) or during face-to-face meetings/teleconference.

The Partners Council will be convened at least once a year with Partners being notified by electronic mail at least four (4) weeks prior to the meeting. An extraordinary Partners Council may be convened upon the request of the Executive Committee and with ESO's approval. Ideally meetings will take place face to face but, if this is not possible, meetings can take place via teleconference.

All meetings of the Council will be chaired by the Chair of the Alliance's Executive Committee.

The **Executive Committee** consists of 8 members:

- 1 representative nominated by ESO (as long as the Alliance is an ESO initiative this member will be the Alliance Chair and it will be a permanent seat)
- 1 representative of ESO's Executive Committee will serve as an ex officio voting member of the Committee
- 1 representative of the US-based mBC Alliance (2-year-assignment with the possibility of renewal)
- 1 representative of the UICC (2-year-assignment with the possibility of renewal)
- 1 representative of a patient organisation partner (seat filled through elections)¹
- 1 representative of healthcare professionals partners such as hospitals, institutes, universities or societies (seat filled through elections)
- 1 representative of a commercial organisation partner (seat filled through elections)²
- 1 representative of a partner organisation from a low, lower middle and upper middle-income country³ (seat filled through elections)

The Alliance's administrator will also attend the Alliance's Executive Committee meetings but will have no voting rights.

¹ The representative should preferably be herself/himself a ABC/mBC patient. In case she/he is not a ABC patient, a second person who must be a ABC/mBC patient, nominated by the Partners Council, will be involved in the Executive Committee (in this case the 2 representatives will share 1 vote).

² The Executive Committee members should represent a company whose sponsorship status is active during the term of appointment. If the sponsorship is not confirmed for the second year of the term, the seat should be re-assigned to another representative.

³ Low or middle-income countries as defined by The World Bank

The quorum for meetings of the Executive Committee is 50%. Decisions will be reached through consensus where at all possible. In the rare cases where this is not possible, a vote can be taken and decisions will be taken by simple majority vote. In the case of split vote, the Chair will have the casting vote.

Elections will take place every 2 years at the ABC International Consensus Conference. Executive Committee members can serve for 2 years and have the right to be re-elected once. The election process will be laid down in the Alliance's internal rules.

When the Alliance will become independent from ESO, the Executive Committee will elect a chairperson from amongst its members.

Roles and responsibilities

Since the Alliance is an initiative of ESO with the School having full financial and legal responsibility, ESO retains the right of veto on any decisions that could be against ESO's policies, standard procedures or that could have a negative impact on ESO's reputation and activities.

ESO will be responsible for:

- Securing funding for the Alliance's activities;
- Providing administrative support for the Alliance;
- Commissioning service providers on behalf of the Alliance;
- Approving Alliance's annual work plan and budget;
- Overseeing the Alliance's accounts.

The ABC Global Alliance Partners Council will be responsible for:

- Providing input into and pre-approving the Alliance's annual work plan and budget
- Serving on sub-committees/task forces
- Monitoring and providing feedback on Alliance's performance
- Electing Executive Committee every 2 years
- Bringing issues relevant to ABC to the attention of other partners

The ABC Global Alliance Executive Committee will be responsible for:

- Defining the Alliance's overall strategy
- Oversight of Alliance's day to day activities
- Establishing task forces/sub-committees to undertake specific activities
- Defining ways to ensure the Alliance's long-term sustainability
- Approving admission of new Partners

The ABC Global Alliance secretariat will be responsible for:

- Day to day administration of the Alliance
- Raising the Alliance's visibility via different communication channels
- Liaison with service providers
- Member recruitment and retention
- Co-ordination of Alliance events
- Organisation of Alliance meetings
- Liaison with sponsors

Membership

Organisations and individuals sharing the Alliance's mission and willing to contribute to its activities may apply for membership in one of the following categories:

- Partners - Registered/incorporated organisations that implement a range of activities relating to ABC support, education, research and/or advocacy.
- Supporters - Organisations that do not fulfil partnership criteria but wish to support and endorse the Alliance or individuals who are committed to the Alliance's work
- Ambassadors - Influential individuals (prominent advocate, blogger, health professional, scientist, policy maker, journalist or celebrity) who support the Alliance's goals and want to play an active role based on their ability to contribute to the Alliance in unique and impactful ways

Applications for the above membership categories will be reviewed by the Executive Committee who will decide on the admission of new members. Partners will be asked to ratify this decision at the annual Partners Council meeting. The Alliance reserves the right not to provide a rationale for declined applications.

Membership has to be renewed every three years.

Rights and responsibilities of different membership categories

Partners

Rights	Obligations
<ul style="list-style-type: none"> • Play an active role in the Alliance's decision-making processes • Contribute to the development of Alliance's policy positions and implementation of initiatives • Eligible to have one representative attend meetings of the Partners Council • Eligible to nominate representative to the Executive Committee • Full voting rights • Have their support acknowledged on the Alliance website 	<ul style="list-style-type: none"> • Designate one suitably qualified person and one alternate as a representative for the Partners Council who will act as a conduit of information between the Alliance and partner organization and contribute to the Alliance's work in a substantive way through at least one of the following: <ul style="list-style-type: none"> ➤ Implement projects and initiatives to help achieve the ABC Global Alliance Charter goals (this obligation will be applied to corporate supporters as appropriate) ➤ Promote the ABC Global Alliance among the wider breast cancer and cancer control community • Provide financial support for representative's attendance at ABC Global Alliance events

Supporters (organisations only)

Rights	Obligations
<ul style="list-style-type: none"> • Observer status for one representative at meetings of the Partners Council (organisations only) • No right to be elected to Executive Committee • No voting rights • Have their support acknowledged on the Alliance website 	<ul style="list-style-type: none"> • Implement projects and initiatives to help achieve the ABC Global Alliance Charter goals (this obligation will be applied to corporate supporters as appropriate) • Contribute to the Alliance's work as appropriate • Promote the ABC Global Alliance among the wider breast cancer community

Ambassadors:

Rights	Obligations
<ul style="list-style-type: none"> • Membership of the ABC Global Alliance Ambassadors Circle⁴ • No right to be elected to Executive Committee • No voting rights • Involvement recognized on Alliance's website and at Alliance events (as appropriate) 	<ul style="list-style-type: none"> • Leverage opportunities to raise awareness about ABC and the Alliance • Stimulate public support for the Alliance's campaigns via social media and/or other channels • Attend events at the request of the Alliance

Conflict of interest

It is the responsibility of all Alliance members to exclude themselves from decisions where there is an implied or actual conflict of interest.

All partners and committee members will be requested to complete a conflict of interest declaration form on an annual basis at a minimum. Any changes to the conflict of interest declaration should be noted at the beginning of a formal partners or committee meeting. Conflicts of interest will be assessed annually and as necessary. The Alliance reserves the right to document the disclosures in an appropriate manner on the Alliance's website and in any relevant document.

Grants from corporate supporters

The Alliance accepts grants from corporate supporters at different financial levels. Only Main Sponsors are eligible to become Partners of the Alliance. Other corporate sponsors will be considered Supporters and will have the same privileges as other Supporters.

All grants received from corporate sponsors will be disclosed on the Alliance's website.

⁴ The ABC Global Alliance Ambassador Circle will have a dedicated page on the Alliance's website