

## **International Medical and Scientific Board (IMSB)**

### **Terms of reference**

#### **Purpose:**

The primary purpose of the IMSB is to provide advice on the research and clinical activities of MSIF.

#### **Roles and responsibilities:**

- To help in assessing the feasibility of, inform and/or advise on MSIF involvement in and support for relevant and appropriate international research projects.
- When needed, to evaluate relevant and appropriate external proposals and requests for MSIF funding to support international research projects.
- When needed, to evaluate MSIF's research awards and grants applications.
- Provide advice as required on the research or clinical aspects of MSIF projects such as:
  - Atlas of MS –provide data and act as national contact persons for the Atlas
  - MSIF Research News
  - Other relevant publications
  - MSIF website
  - Improved access to healthcare projects
- To contribute to global consensus statements and clinical guidelines
- To provide a link between MSIF and the medical advisors of its member organisations, and to help facilitate global collaboration in research, clinical advice, and related collaboration in fundraising amongst MSIF's member organisations
- To form a formal professional link between MSIF and other relevant and appropriate international organisations (such as the WHO, WFN, ECTRIMS, ACTRIMS, LACTRIMS, etc.).
- To generate a two-way exchange of information between MSIF and the MS scientific community.
- To help involve the world's leading individuals in the field of MS in the work of MSIF.

#### **Membership:**

- MSIF member societies are eligible to nominate up to two IMSB members. It is preferable that one of these two members is the Chair of the national MS organisation's medical and scientific board, or equivalent.
- In countries where there are more than one member society, the organisations will be asked jointly to nominate up to two IMSB members.
- Each MS society with an active research programme can nominate one senior research staff member to the IMSB.
- Additional MS experts active in the MS movement can be co-opted into the IMSB for specific purposes, by the IMSB Chair together with the MSIF CEO

Terms of office for IMSB members are determined by the MSIF member society that nominated them.

### **IMSB Chair**

The IMSB Chair will generally be selected from the IMSB by the MSIF Chair and will be approved and appointed by the MSIF Board. He/she will serve a maximum of three two-year terms.

### **Deputy Chair**

The Deputy Chair will generally be selected from the IMSB by the MSIF Chair in consultation with the IMSB Chair. He/she is responsible for supporting and standing in for the IMSB Chair as necessary. He/she will serve a term of two-years renewable once.

### **Executive Committee**

The IMSB Chair will chair an IMSB Executive Committee that will comprise a maximum of 15 members selected by the IMSB Chair. Members of this committee may be selected from within the IMSB or externally. At least half of the members must be IMSB members nominated by MS Societies. The Presidents of ECTRIMS, ACTRIMS, LACTRIMS, MENACTRIMS, PACTRIMS, and RIMS will be offered a place on the Executive Committee. IMSB Executive Committee membership will be on a staggered rotation of up to three two-year terms.

The role of the Executive Committee will be to:

- Monitor relevant IMSB output and ensure that the IMSB, its Work Groups and members fulfil their stated role and responsibilities
- Inform the IMSB membership of activities
- Consider and endorse new member nominations to the IMSB
- Work with the CEO to select and invite appropriate contributors from amongst the IMSB to MSIF project Working Groups
- Lead on evaluation, awarding and monitoring of:
  - McDonald Fellowships (every year)
  - Charcot Award (every two years)
  - Ad hoc research grants

### **Du Pré Grants Workgroup:**

This workgroup is led by the IMSB Deputy Chair and is responsible for evaluating applications for MSIF Du Pré Grants. The IMSB Deputy Chair selects workgroup members from within the IMSB, in consultation with the IMSB Chair, and may occasionally co-opt new members based on specific areas of expertise. These new members will be invited to join the IMSB.

### **Meetings:**

The IMSB meet once in each calendar year during the annual ECTRIMS meeting.

### **Communication:**

The IMSB and its Executive Committee communicate by teleconference calls and email. The IMSB Chair will meet with the MSIF Secretariat once a month and will produce an annual report prior to the IMSB annual meeting.

A designated member of the Secretariat will provide administrative support to the IMSB Chair and will attend the annual meeting of the IMSB and its Executive Committee.

The nature of these terms of reference, agreed by the Board of MSIF in its meeting of 3 April 2020 is binding.