

## MTN Manual of Operational Procedures (MOP)

### Section 2: Network Executive Committee

## 2. NETWORK EXECUTIVE COMMITTEE ..... 2-1

### 2 NETWORK EXECUTIVE COMMITTEE

The Executive Committee (EC) is the main governing body of the Microbicide Trials Network (MTN). This committee is responsible for setting research priorities, policy development and implementation, procedural decisions and resource allocations. The EC is chaired by the MTN Principal Investigator (PI) and is composed of members from the Leadership and Operations Center (LOC), Statistical and Data Management Center (SDMC), Laboratory Center (LC), Clinical Trials Units (CTU), MTN Working Groups (WG) and sponsors from the U.S. National Institutes of Health (Table 2.1).

Procedures for the review and approval of new EC members are shown in Table 2.2.

**Table 2.1 Executive Committee Membership and Voting Rights**

Role in MTN	Voting	Rotation
MTN PI	YES	NO
MTN co-PI	YES	NO
MTN LOC (FHI 360) PI	YES	NO
MTN LOC (University of Washington) Representative	YES	NO
MTN LOC (University of Pittsburgh [Pitt]) Director of Operations	YES	NO
MTN SDMC PI	YES	NO
MTN LC PI(s) (one vote)	YES	NO
U.S. CTU Representatives (n=2)	YES	YES*
Non-U.S. CTU Representatives (n=2-3)	YES	YES*
MTN Community Working Group (CWG) Co-Chairs (one vote)	YES	NO**
MTN Behavioral Research Working Group (BRWG) Chair	YES	NO**
MTN Biomedical Science Working Group (BSWG) Chair	YES	NO**
Sponsor- National Institute of Allergy and Infectious Diseases/Division of AIDS (NIAID/DAIDS) Representative	YES	NO
Sponsor- <i>Eunice Kennedy Shriver</i> National Institute of Child Health and Human Development (NICHD) Representative	YES	NO
Sponsor- National Institute of Mental Health (NIMH) Representative	YES	NO
Office of Clinical Site Oversight (OCSO) Network Liaison, DAIDS	NO	NO

\*Rotation typically occurs at the beginning of each grant cycle

\*\*Working Group representatives change only when/if there is a change in the Chair of the specific Working Group

The EC meets by conference call or in person monthly. In-person meetings typically occur two time per year, one in conjunction with the MTN annual meeting and another in conjunction with the MTN regional meeting in Africa. Other face-to-face meetings may take place in Pittsburgh, PA [LOC (Pitt)] or Seattle, WA (SDMC) as needed.

The goal of the EC is to establish and maintain a diverse group of persons that represent the multifaceted scientific and operational approach of MTN’s research. U.S. and non-U.S. CTU representatives are voted on by the EC. When rotation or resignation of EC members who are CTU representatives requires the addition of a new member to the EC, the MTN PI and/or co-PI will inform the LOC (Pitt) staff of the need to solicit nominations for the vacancy as soon as possible (see Table 2.2). The criteria for appointment may differ based on the seat that is being filled. Criteria for selection may include consideration of the following:

- Fluency in the English language
- Geographic representation of the HIV epidemic
- Awareness of MTN, other DAIDS-sponsored HIV/AIDS research networks and prevention sciences
- Field of expertise
- Diversity
- Availability for monthly calls, at least one face-to-face meeting annually and possible *ad hoc* meetings

Voting on proposed protocol concepts, protocol chair(s), protocol site(s) selection, ancillary studies and data requests is open to all members of the EC with voting privileges, as listed in Table 2.1. EC members are asked to abstain from voting on matters in which they have a conflict of interest and to mark their ballots with “abstain” and, as needed, update their financial disclosure statements accordingly.

**Table 2.2 Procedures for Review and Approval of New Members of the EC (CTU Representatives)**

1.	At the request of the MTN PI and/or co-PI, the LOC (Pitt) staff will announce the EC vacancy to Network members via email and request nominations to fill the vacancy.
2.	A letter of interest that delineates qualifications and availability (percent of effort) is required for consideration. Self-nominations will also be accepted.
3.	The LOC (Pitt) staff will compile a list of all nominees, their letters of intent and CVs and email these documents to the EC members along with a ballot.
4.	The EC members will discuss the relative merits of each nominee, as needed, during the next scheduled conference call and/or face-to-face meeting, whichever occurs first.
5.	The EC members will vote for the nominee(s) of their choice.
6.	The LOC (Pitt) staff will tally the votes and report the results to the MTN PI/co-PI and Director of Operations. The MTN PI/co-PI will announce the results of the vote to the EC.
7.	After the results are announced to the EC, the PI/co-PI will notify in writing both those who were elected and those not selected.