TERMS OF REFERENCE

Cell Therapy Stakeholder Group

1. BACKGROUND

This section provides the context for the initiative, and should describe what initiated this project.

Cell Therapy is a nascent but rapidly evolving field with over 8000 open trials listed on clinicaltrials.gov for the search term of "Cell Therapy" (Feb 06, 2015). Regulators in many jurisdictions including the Food and Drug Administration (FDA) and Health Canada are working with stringent yet flexible, case-by-case guidelines and interpretations of regulations and laws to facilitate cautious progress in the field. The rapidity with which new techniques and technologies are emerging and being adopted requires the regulators to keep abreast of scientific and technical progress, and respond with updated guidelines and interpretations of regulations. A mutual and open discussion between the key stakeholders in the cell therapy community and the regulators will enable both the regulators and the cell therapy community to navigate these uncharted waters. The creation of this Cell Therapy Stakeholder Group with key international, national and regional stakeholders from the cell therapy community will help facilitate discussions on critical regulatory, quality and policy issues surrounding the field of cell-based therapies as well as provide an opportunity for mutual education on novel topics.

A key founding member of this cell therapy stakeholder group is International Society of Cellular Therapy (ISCT), represented by the North America Legal and Regulatory Affairs (NA LRA) Committee, which serves members and non-members in the cellular therapy field by providing up-to-date and relevant information regarding U.S., Canadian and International Regulations, Standards, and Guidance as they pertain to cell therapy. The Committee also acts as a conduit to train and provide information on relevant quality and manufacturing technical issues, publishes best practices, and represents regulatory concerns back to Regulatory Agencies.

A second key founding member of this cell therapy stakeholder group is CellCAN, a Knowledge Mobilization (KM) National Centre of Excellence. CellCAN is a pan-Canadian network of Cell and Tissue Manufacturing facilities in Canada together with scientists and clinicians interested in advancing cell-based therapies. Among CellCAN's many mandates is one aimed at harmonizing quality and good manufacturing practices across its Canadian sites and helping enable innovative cell-based therapies for various indications. CellCAN is in an ideal position to provide important feedback from the scientific community on various manufacturing, quality, regulatory and policy issues surrounding cell therapy in Canada. CellCAN's partnership with the Centre for Commercialization of Regenerative Medicine (CCRM), a Centre for Excellence for Commercialization and Research, will also enable national industry and commercialization perspectives to be voiced at the bilateral meetings. CellCAN is also committed to disseminating the knowledge gained under this program to critical user groups across Canada.

2. MANDATE or OBJECTIVE

Describe the purpose of the group.

The Cell Therapy Stakeholder Group will engage in a bilateral dialogue with Health Canada in order to identify and address regulatory policy gaps for cell therapy in Canada, identify enabling guidelines, identify quality and regulatory challenges, identify pre-clinical and clinical regulatory bottlenecks and assist in proposing mutually acceptable solutions. The purpose of the group is to increase transparency of the regulations and guidelines and which in turn can facilitate easier translation of cell therapy and regenerative medicine innovations in Canada.

3. COMPOSITION AND EXPERTISE OF GROUP

Briefly outline the governance structure. Indicate who is the Assigned Lead (and normally therefore Chairperson) of the group, and where group members are from as well as their expertise.

The Group will be co-led by ISCT and CellCAN.

CellCAN will delegate Dr Sowmya Viswanathan, University Health Network and University of Toronto as the CellCAN Assigned Co-Lead. Dr. Viswanathan is a founding member and team leader for the manufacturing committee of CellCAN, Clinical Translation and Regulatory Affairs consultant for CCRM, and is a recognized national and international expert on cell therapy manufacturing issues, and regulatory compliance. Dr. Viswanathan has worked on over 10+ cell therapy trials. Dr. Viswanathan also sits on the NA LRA of ISCT.

Anne-Marie Alarco, Executive Director of CellCAN will coordinate logistics on behalf of CellCAN for the bilateral meetings with Health Canada, and the CellCAN sub-group meetings. Anne-Marie Alarco will be the point of contact for CellCAN, attend the Health Canada meetings, distribute outcome from meetings back to CellCAN members, and coordinate approval by CellCAN steering committee.

CellCAN will form a sub-group of experts and vested stakeholders to consult on agenda items on a regular basis. The stakeholders and experts will provide regional and diverse content expertise, and will be nominated by the CellCAN steering committee.

Dr. Sowmya Viswanathan, co-chair of the stakeholder group.

Dr. David Courtman from Ottawa Health Research Institute (OHRI). Dr. Courtman is a scientist and Director of Biotherapeutics at OHRI, Assistant Professor at the University of Ottawa and Chief Scientific Officer of Northern Therapeutics. Dr. Courtman has advanced a number of cell based therapies to the clinic.

Dr. Lucie Germain from Laval University. Dr. Germain is a scientific director of the Centre LOEX de l'Université Laval, and Directrice de l'axe médecine régénératrice, Centre de recherche du CHU de Québec. She is a leading expert in tissue engineering and focuses on skin, corneal and blood vessel engineered-tissues.

Ms. Rosario Isasi from McGill University, Montreal, QC. Ms. Isasi is the Academic Secretariat of the ISCF-EWP and the Ethics/Policy Adviser of the European Human Pluripotent Stem Cell Registry (EC-FP7, EU-HPSCREG). She leads the Governance Working Group of the International Stem Cell Banking Initiative (ISCBI) and will bring international policy perspectives to the stakeholder group.

Ms. Gayle Piat is the project manager for Alberta Cell Therapy Manufacturing (ACTM) at the University of Alberta under the direction of Dr. Greg Korbutt and is involved in the design, compliance and validation of the facility and equipment. Gayle has specialized in quality assurance and Good Laboratory Practice (GLP) over her professional career and is founding member of a GLP contract toxicology facility in Alberta and led the team in achieving GLP certification.

CCRM Member – CCRM will provide a representative who will solicit issues from their industrial and commercial partners working in Canada. This will be important in identifying issues from key academic and non-academic cell therapy stakeholders

North America Legal and Regulatory Affairs (NA LRA) Committee members directly serving as liaisons to Regulatory and Governmental Agencies include:

William Janssen, PhD, is the Regional Vice-President representing the NA LRA committee on The North America Regional Executive Committee and the ISCT Global Executive Committee. In addition, in his previous role as co-chair of the ISCT's North American Legal and Regulatory Affairs committee, he has been the ISCT representative and co-chair for Cell Therapy Liaison Meetings (CTLM) with the FDA. ISCT has taken the lead in organizing and setting the agenda for the CTLM meetings which include representation from over 20 other stakeholder organizations. Dr Janssen's involvement in cellular therapies has spanned the last 30 years. He is currently the director of the Human Applications Lab at St. Jude Children's Research Hospital in Memphis, TN, United States. Prior to his current position he served as the director of the Cell Therapies Facility at Moffitt Cancer Center in Tampa, FL, United States, a position he held for twenty five years. Dr. Janssen may be reached by email at vp.namerica@celltherapysociety.org.

Deborah Griffin, MSc, ASQ CPGP, is the Chair of the NA LRA and on the Watchdog subcommittee. She is the Director of Quality Management for the Cell Therapies Facility (CTF)

at Moffitt Cancer Center and Research Institute in Tampa Florida. The CTF provides cGMP cellular product manufacturing for immunotherapy products as well as standard of care products for the Immunotherapy Program and Bone Marrow Transplant programs at Moffitt Cancer Center and All Children's Hospital.

Olive J Sturtevant, MHP, MT(ASCP)SBB, SLS, ASQ (CQA), is a NA LRA Representative for Cell Therapy Liaison Meetings with regulatory and governmental agencies. Olive is the Administrative Director of the Connell & O'Reilly Families, Cell Manipulation Core Facility at Dana Farber Cancer Institute (DFCI) in Boston Massachusetts. CMCF is a busy cGMP cellular product manufacturing facility that specializes in developing and manufacturing human cell and tissue-based products for research and clinical trials within the Harvard-affiliated programs in Boston, with industry sponsors as well as the Bone Marrow Transplant programs at DFCI, Brigham and Women's Hospital and Boston Children's Hospital. Along with other duties, Olive is responsible for providing regulatory direction for multiple clinical trials and manufacturing input for numerous INDs and IDEs involving cellular manufacturing.

The North America Regional Executive Committee The North America Legal and Regulatory (NA LRA) Affairs Committee of the ISCT serves the membership and others working in Cellular Therapy by providing information regarding U.S., Canadian and International Regulations, Standards, Guidance documents and published best practices and by presenting the regulatory concerns of the membership back to Regulatory Agencies

4. PROCESS

This section should describe how members of the group will be involved and will contribute to meetings with Health Canada, scheduling of meetings, frequency of meetings, type of meeting, etc.

Within CellCAN, the working sub-group will be involved in soliciting issues and identifying agenda items from their regional areas, from their diverse research areas, and from their commercial and industry partners. The group will formulate and discuss the agenda items through teleconferences and seek to prioritize those that will be presented formally to Health Canada. Prioritized issues will be passed onto the Steering Committee of CellCAN for formal approval.

ISCT will discuss issues through its NA LRA.
The North America Legal and Regulatory Affairs (NA LRA) Committee of the ISCT serves the membership and others working in Cellular Therapy by providing information regarding U.S., Canadian and International Regulations, Standards, Guidance documents and published best practices and by presenting the regulatory concerns of the membership back to Regulatory Agencies.

Topics are monitored throughout the year and about 3 to 4 months before the meeting date, they are consolidated by NA LRA into a list that is then brought to the CTSG. Topic may come from member and commercial partners in the field. The identification and monitoring for topics of interest is done by the NA LRA with outreach periodically to the various other ISCT committees as well. http://www.celltherapysociety.org/?page=Committees

The cell therapy stakeholder group will have annual meetings in the spring. These will be face-to-face meetings in Ottawa. Any member of CellCAN, including its sub-group and partner, CCRM who has an approved agenda item or takes the lead on an approved agenda item can attend and present at the bilateral meeting. Any member of ISCT's NA LRA who has an approved agenda item can attend and present at the bilateral meeting. The agenda contents will be pre-approved by Health Canada to assure the topics are timely and of relevant interest to the regulators.