



Working Parties (WPs) are a critical component of the ISBT. They serve the society and its individual members by providing a forum for the study and management of clearly defined issues. In addition to their role as special interest groups, they generate information and recommendations reflecting the aims and objectives of the Society and provide educational materials and programs. WPs are ultimately responsible to the ISBT Board of Directors (BoD), which approves the existence of each WP, its terms of reference (ToR), funding and program of work.

Each WP is entitled to core financial support from the Society but may, with board approval, work with the Society to develop additional funds. All funding must be based upon an approved budget and expenditures must be accounted for. ISBT will not be able to carry over unused funds at the end of the fiscal year; WPs will operate under ISBT BoD-approved ToR which meet the requirements below.

### 1. Accountability

Each WP is accountable to the ISBT; activities must be aligned with the strategic priorities of the Society and compatible with the ISBT Code of Ethics. The ToR for each WP is prepared using the current template provided by the ISBT Central Office (CO) ([Appendix 1](#)). Each WP should formally review its ToR, plans and progress at least every four years. Original and updated versions of WP ToR are approved by the ISBT BoD, and the latest version made available on the ISBT website.

Each WP should define its anticipated outputs, including reports, papers, workshops, meetings, programs etc. Reports and other publicly available outputs (e.g. consensus nomenclature, guidelines, etc.) must be peer-reviewed by a ISBT BoD-approved process before their publication or submission. Working documents that have not been approved should be identified as an unapproved draft open for membership comments.

### 2. Membership

All individual members of WPs must be full members of ISBT (including the designated representative of an affiliated member). Non-members of ISBT may participate in WP meetings as observers but may not hold office in the WP and are not entitled to vote in elections. Such other categories should be defined in the ToR. Such categories should be temporary and limited to no more than two years. WPs may have named liaisons from other professional societies, governmental agencies and supra-national organizations (EU, WHO, etc.) who are not members of ISBT. Individuals in this category should be identified as such. Industry representatives interact with the ISBT WPs according to the guidance in the current WP ToR template.

### 3. Leadership roles and responsibilities

Each WP must have a Chair and Vice-Chair, elected by the WP members. Where deemed necessary, WPs can opt to have co-Chairs who will share the responsibilities. Other elected positions (Secretary, Treasurer, sub-group Chair) may be established according to the needs of the individual WP. Each WP should nominate a member as an education liaison to work with the ISBT Central Office (CO) to maintain educational resources in the WP area of expertise. Larger WPs may also have subgroups, with the Chairs of these forming part of the WP secretariat. All posts are to be filled by election among the WP members. The leadership structure should be defined in the ToR. Guidance on leadership roles and responsibilities can be found in [Appendix 2](#).

#### **4. Elections for Leadership posts**

The term of office for WP officials is a maximum of 4 years, renewable no more than once. Voting is limited to full members of the WP and requires ISBT membership. Observers or liaisons from other organizations or other ISBT WP cannot vote. For continuity within the WP, it is recommended that not all roles are renewed at the same time. The ISBT CO assists WPs with elections and guidance on the election process can be found in [Appendix 3](#).

#### **5. Activities**

The activities of each WP are expected to be relevant to the overall aims and objectives of the ISBT and WPs are expected to engage in some activities that directly benefit the Society and its members.

Each WP is expected to provide active support to the ISBT Academy by proposing and helping to develop educational programs for Academy Day at Congresses and, where appropriate, Regional Academy events and by developing and submitting materials for the Academy Portal. Additionally, WPs should propose and, if appropriate, help to develop presentations and programs for inclusion in ISBT International and Regional Congresses. It is also anticipated that WPs will provide informative articles for publication in Transfusion Today and maintain their pages on the ISBT website.

#### **6. Reporting and communications with the ISBT BoD**

Each WP must file an annual report for inclusion in the ISBT annual report detailing its progress and accomplishments in the context of its TOR and action plan, and using a template provided by the ISBT office.

The Chair of each WP is automatically a member of the International Scientific Advisory Committee (ISAC) and is expected to participate in the meetings of this committee. ISAC serves as a forum for consideration of WP issues and as a conduit by which WPs can engage the BoD of ISBT and vice versa, along with its duty to provide guidance to the ISBT Scientific Secretary who is charged with the development of congress programs.

Each WP also has a named “Board Liaison” from amongst the BoD to create an informal route of communication between the WP. The intention is to give both the ISBT BoD and the WP a better understanding of each other’s work and requirements. The Board Liaison provides support but does not direct the activities of the WP, and attends WP meetings when possible but is not expected to attend all WP meetings.

Following appointment of a new “Board Liaison”, e.g., when new BoD members or WP Chairs are appointed, an introductory virtual meeting will be facilitated by the ISBT CO. Subsequently, the Board Liaison should contact the WP Chair around every three months for an informal update on the WP, and to give the WP Chair an opportunity raise any issues or concerns related to the WP or questions to the BoD. The Board Liaison has also been requested to follow up on any actions requested of WP by the ISBT BoD or ISBT. WP Chairs are requested to discuss their annual WP budget proposal with the Board Liaison to enable them to speak to the WP proposal if required to do so at the ISBT BoD meeting when budget proposals are discussed.

## **7. Resources and Budget**

Each WP can apply for an operating budget using the guidance provided in Appendix 5, which gives examples of common requests, but is not exhaustive. Expenditures should be clearly defined and justified and will be considered for approval by the ISBT BoD. Proposals to approach organizations outside ISBT for funding must also be approved by the ISBT BoD.

A detailed annual operating budget and any requests for additional funding must be prepared to cover the society year using the template circulated by ISBT CO (*Appendix 4*). These are presented by the WP board liaisons at the February ISBT BoD meeting for consideration and approval as part of the budget for the next financial year.

The ISBT Executive Committee is responsible for the delegation of budgets to the WPs. Each WP Chairperson is responsible for monitoring their budget and ensuring that any overspending or income reduction against Budget is restricted to a minimum.

Each WP will be allowed up to five free registrations at all ISBT congress where WP business meetings take place, to be used by the WP Chair and Secretariat, or allocated to another member requiring assistance to attend, at the discretion of the WP Chair.

Overall WP funding is limited, and whilst applications above 3000 Euro will be considered by the ISBT Board, this does not guarantee that all will be granted. See *Appendix 5* for further guidance.

If funds are not spent within the financial year, the surplus will not roll over at the end of the year.

## **Appendices**

Appendix 1 - WP ToR template

Appendix 2 - WP leadership roles and responsibilities guidance

Appendix 3 - WP nomination and election procedure guidance

Appendix 4 - WP annual budget submission form

Appendix 5 – WP funding application examples and guidance