

MODEL: Terms of Reference for ISBT Working Parties



Statements for inclusion

Examples - include/adapt if relevant - add more as required

Guidance

Glossary:

WP	Working Party
BoD	Board of Directors
CO	Central Office
ToR	Terms of Reference
CP	Corporate Partner
CR	Corporate Representatives

Purpose of the Working Party

Describe the overall objectives of the WP

Example: The xxxx working party aims to promote best practice and facilitate improvements through education and exchange of ideas/resources in the area of xxxx.

The Working Party supports ISBT goals and strategic objectives.

Scope of the Working party

Identify the high level activities of the WP

Examples:

Brings together ISBT members interested in the field of xxxx

Establishes collaborations with other ISBT working parties and with non ISBT bodies and societies with similar aims in line with ISBT strategy.

Organises sessions and workshops on xxxx at ISBT congresses.

Contributes to ISBT education and training initiatives in xxxx

Provides information and educational resources on the WP section of the ISBT website

Establishes subgroups as required to tackle key projects based on priorities agreed by the working party members.

Membership

Identify the types of membership of the WP

All full members of the WP are active or honorary members of ISBT, or the named representative of an affiliate member organization.

Observer status can be afforded to non-members of ISBT for a period not to exceed 2 years: these observers may attend and participate in the WP meetings but may not vote.

Other criteria, e.g. Members must be working (or recently retired) from in the field of transfusion medicine covered by the working party.

Include a **statement on industry participation**, using guidance below

Guidance on industry / corporate partners (CPs)

Representatives of ISBT's official Corporate Partners are referred to as Corporate Representatives (CRs). In line with the current Corporate Partner benefit packages, CRs may attend Working Party (WP) business meetings as observers only. The Central Office (CO) will invite CPs to nominate CRs for these meetings, depending on the sponsorship level, where they may participate in an observer capacity.

If a WP has existing industry members, these members must be non-voting and revert to observer status (as described above).

Non-ISBT members who are employed in industry should not be recruited as WP members.

In circumstances where the WP requires scientific input from industry that cannot be found in the general ISBT membership, individuals employed in industry may be present as observers (as described above).

Those employed in industry who are also individual members of ISBT (independently of their employer) are eligible to become WP members in line with their rights as ISBT members. In this situation, the WP Chair is responsible for ensuring that WP activities remain independent of industry influence.

Governance and Structure

Define the composition and governance structure of the organizing committee and the election process in the ToR

The WP has an organizing committee, consisting of the Chair, Vice Chair and /or Secretary and other roles as appropriate elected by the WP members. Where deemed necessary, WPs can opt to have Co-Chairs who will share responsibilities. Other elected positions (Secretary, Treasurer, sub-group Chair) may be established according to the needs of the individual WP.

Each of the positions is elected by full members of the WP for a term of 4 years renewable once.

The Organizing Committee oversees the Working Party (WP), setting its priorities and work agenda in alignment with the WP's annual plan, with the Chair holding overall responsibility. Where the WP has subgroups, the structure and governance of these should also be described. The arrangements for subgroups may differ between WPs, but subgroup chairs must agree projects and work plans with the WP organizing committee and keep them informed of progress. Subgroups are ultimately responsible to the WP Chair.

Refer to ISBT operating principles document for roles and election procedures and include anything additional that is specific to the WP.

Meeting Arrangements

Define the anticipated frequency and nature of meetings

The WP holds a face-to-face (f2f) business meeting once per year, generally at the International or European Regional ISBT Congress.

Other f2f meetings are convened, if appropriate and necessary, where possible in conjunction with other meetings attended by a majority of full members.

Meetings may be conducted virtually, and this includes the annual business meeting in the absence of a f2f ISBT congress.

Outputs

Outline expected products of the Working Party

Annual workplan to be submitted with annual budget request

Outputs include:

Content for ISBT WP webpage, including ToR, information on the working party

Provision and review of WP and topic related resources, e.g. case studies, guidance documents, tools, etc.

Provision and review of topic related content for ISBT education, e.g. e-learning, webcasts

Workshops / sessions at ISBT congresses and ISBT Academy days

ISBT live webinar(s)

Content for Transfusion Today

Minutes of annual business meetings

Other outputs - high-level descriptions but not detailed activities, e.g. Sample exchange workshops, Publications, Social media contributions on WP topic for posting by ISBT CO

Reporting

Define the expected reports of the WP

The WP reports annually to the Board in the form of a written report for inclusion in the ISBT annual report.

The WP reviews the content on the WP section of the ISBT website at least annually and provide ISBT CO with any necessary updates.

The Working Party Chair participates in annual ISAC meetings, attends ISBT Board meetings when invited to present the activities of the Working Party for discussion with the Board, and meets annually with the allocated Board Liaison for an informal discussion.

Resources and Budget

Outline the WP needs, budget process and any specific arrangements within the WP

The WP prepares an annual budget for the ISBT Board, detailing funding requests to support the WP, additional meetings and other activities. External funds are not sought without reference to the Board. An annual workplan accompanies the funding requests.

Refer to ISBT operating principles document and include anything additional that is specific to the WP.

Review

Define the frequency of review of the ToR, objectives and output

The ToR, objectives and output of the WP are reviewed within the WP at least every four years, with changes reflected in a revised ToR that is submitted for Board review.